MASTER OF PHYSICIAN ASSISTANT PROGRAM

ADMISSIONS GUIDELINES

APPLICATION CYCLE | 2015-2016

MATRICULATION | January 2017
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INTRODUCTION & PURPOSE

This booklet is intended to serve as a definitive guide for potential and current applicants to the Master of Physician Assistant Program at Eastern Virginia Medical School (EVMS). This booklet contains both generic information about our school and program in addition to specific admissions criteria and application data that relates to the current application cycle. It should be considered an adjunct to the PA Student Handbook, which contains information regarding the program and related policies.

Applicants are also encouraged to fully explore the current website, including the Frequently Asked Questions.

The information herein is subject to periodic review and revision as deemed necessary by the program. Changes will be indicated by the publication/revision date. It is ultimately the applicant’s responsibility to be aware of all application requirements and work with admissions staff to ensure a successful application.

EASTERN VIRGINIA MEDICAL SCHOOL

Situated in the bustling port city of Norfolk, Virginia, near the outlet of the Chesapeake Bay, EVMS is part of the Eastern Virginia Medical Center campus, which contains two hospitals and a number of EVMS-related institutes and centers.

Students are immersed in their disciplines while attending a manageably sized school with a wide range of programs, approachable teachers, and an atmosphere that encourages interaction with students from other disciplines.

MISSION

EVMS is an academic health center dedicated to achieving excellence and fostering the highest ethical standards in medical and health professions education, research, and patient care. We value creating and fostering a diverse and cohesive faculty, professional staff and student body as the surest way to achieve our mission. Adhering to the highest ethical standards, we will strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine.

VISION

EVMS will be recognized as the most community-oriented school of medicine and health professions in the nation.
VALUES

Three core values drive our daily efforts:

- **Excellence**: We determine with our stakeholders what is valuable and hold ourselves to high performance standards that fulfill our promises.

- **Collegiality**: We serve our community and one another, building strong and mutually supportive relationships. We work as a cooperative, united team to further our purposes of education, research and patient care.

- **Integrity**: We strive to maintain the highest ethical standards and accept accountability for all we do and say.

STATEMENT FOR DIVERSITY

The education, research and patient care mission of Eastern Virginia Medical School (EVMS) is shaped by many considerations: the demographics of the surrounding communities, the significant presence of military personnel, retirees and their families, the rural and underserved communities of the Commonwealth of Virginia, and the broader national and global need to address gaps in the health workforce and the accessibility of health care.

Eastern Virginia Medical School has a unique history as one of the few institutions in the United States established by the local community to serve the local community. Indeed, its vision is to be the most community-oriented school of medicine and health professions in the nation. In fulfilling that vision, EVMS strives to attract talented students, trainees, faculty, staff and leaders who bring diverse attributes and experience to drive our collective commitment to excellence.

Eastern Virginia Medical School embraces diversity broadly defined, but places a special emphasis on recruitment of women, traditionally underrepresented minorities in medicine and the health professions (African Americans, Latinos, American Indians and Native Alaskans, and Native Hawaiians and Pacific Islanders), veterans and individuals who come from socioeconomically disadvantaged backgrounds. Acknowledging that diversity is a fluid and evolving concept, we will continually strive to be inclusive of individuals and groups in the broadest possible manner.

*Adopted June 11, 2013*
**Physician Assistant Profession**

A physician assistant (PA) is a medical professional who works as part of a team with a doctor, is a graduate of an accredited PA educational program, and is nationally certified and state-licensed to practice medicine with the supervision of a physician.

Within the physician/PA relationship, PAs exercise autonomy in decision making and provide a wide range of diagnostic and therapeutic services in rural, urban or suburban primary and specialty care. PAs perform physical examinations, diagnose and treat illnesses, order and interpret lab tests, perform procedures, assist in surgery, provide patient education and counseling, and make rounds in hospitals and nursing homes.

All 50 states and the District of Columbia allow PAs to practice and prescribe medications. Physician assistant practice is patient-care centered but may include education, research and administrative duties (Adapted from www.aapa.org, Quick Facts, 2012).

**Physician Assistant Program**

**Overview**

Located on the campus of Eastern Virginia Medical School, the Master of Physician Assistant (MPA) Program is an accredited 28-month program that provides graduates the skills and resources to deliver health care as physician assistant leaders in an evolving health-care industry. Utilizing innovative instructional methods in conjunction with the medical school’s diverse resources, this program provides students with outstanding educational opportunities. The curriculum provides graduates with the knowledge and skills needed to participate in the delivery of primary health care as physician assistants and leaders in a changing health-care industry.

Graduates of the MPA Program are eligible to sit for the Physician Assistant National Certification Exam (PANCE). Upon successful completion of the PANCE, physician assistants may use the “PA-C” designation, pursue state licensure and practice medicine with a supervising physician.

Our PA Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Only graduates of an ARC-PA-accredited program are eligible to sit for the national certification examination.

**Mission and Goals**

The mission of the EVMS PA Program is to prepare students to provide health care in a broad range of medical settings by training them in the medical arts and sciences in an inclusive, multi-cultural environment dedicated to the delivery of patient centered care, while fostering a strong commitment to clinical and community partnerships.
The goals of the PA Program are to prepare graduates:

- To provide quality health care to diverse patient populations in a variety of settings, spanning a range of acute and chronic medical and surgical conditions
- For service as capable leaders in clinical, research, and community service environments

The successful achievement of the program’s mission is demonstrated through the following established goals and performance indicators:

<table>
<thead>
<tr>
<th>FOCUS AREA</th>
<th>GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Attract and admit high quality applicants with healthcare experience.</td>
</tr>
<tr>
<td>PACKRAT Scores</td>
<td>PACKRAT clinical year exam scores for each class cohort will be comparable to or better than the national average.</td>
</tr>
<tr>
<td>PANCE Scores</td>
<td>Graduates of the EVMS PA Program will demonstrate mastery of the knowledge needed for an entry-level physician assistant.</td>
</tr>
<tr>
<td>Program Completion Rates</td>
<td>At least 90% of each entering class will complete the program and graduate on-time.</td>
</tr>
<tr>
<td>Community Service</td>
<td>Foster an attitude of service for alignment with the Vision of EVMS: “Eastern Virginia Medical School will be recognized as the most community-oriented school of medicine and health professions in the United States.”</td>
</tr>
<tr>
<td>Interprofessional Education</td>
<td>Produce graduates who demonstrate a basic knowledge of the diverse EVMS programs and disciplines and the value of teamwork by their participation in an interprofessional collaborative education (ICE) experience.</td>
</tr>
<tr>
<td>Employment</td>
<td>75% of graduates will have permanent employment within 3 months of graduation.</td>
</tr>
</tbody>
</table>

Accomplishment of our goals will serve the:

- **Student**, by fostering personal and professional discovery and development with the skills to become life-long learners
- **Patient**, through student preparation to provide competent patient-centered primary and specialty care
- **Institution**, by contributing to a seamless learning environment which fosters the development of competent and compassionate healthcare professionals
- **Community**, by graduating professionals who understand the importance of community service, forging community alliances, and having an understanding of culturally appropriate care
**ACCREDITATION STATUS**

The PA Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA). Provisional accreditation was awarded on October 16, 1998 as the 109th accredited program in the US. Renewal of accreditation was obtained in 2005 and 2010, the most recent being awarded for the maximum period of 7 years and without any recommendations. Our next accreditation review will be in 2016.

Graduates of accredited programs are eligible to take the national certifying examination offered by the National Commission on Certification of Physician Assistants (NCCPA). Most states require certification in order to practice.

**NON-DISCRIMINATION POLICY**

EVMS does not discriminate in the recruitment and admission of students on the basis of race, color, national origin, gender, age, sexual orientation, citizenship, religion, political affiliation or handicap as required by Title VI, Title IX and Section 504.

**EDUCATIONAL PROGRAM**

The PA Program is divided into two phases and spans 28 consecutive months (seven semesters).

In **Phase I**, the 16-month pre-clinical year (68 credit hours) incorporates traditional classroom interaction with clinical skills development through the [Sentara Center for Simulation and Immersive Learning](#).

During **Phase II** (26 credit hours), students complete eight clinical field experiences which form the basis of the professional socialization processes for adaptation to the role and functions of a physician assistant.

Clinical sites are located throughout the Commonwealth of Virginia. Students should plan on the possibility of being placed outside the Hampton Roads area for some of their supervised practice experiences during their clinical training. Additional opportunities exist for clinical placements outside of the region and for students to initiate new rotations sites, however, international clinical placements are not an option.

Following graduation, graduates are required to pass the PA National Certifying Examination (PANCE). Below are the most recent trends in the performance of our graduates.
EVMS PA Program Trends in Pass Rates for the PA National Certifying Examination (PANCE)
Compared to National First-Time Pass Rates 2010 to 2014

The chart above compares the EVMS First Time Pass Rate on the Physician Assistant National Certifying Examination (PANCE), in blue, to the rate of first time takers of the exam nationally, in red, for the last five years. On the far right of the chart, a simple average of the five-year period is depicted.

Physician Assistant National Certifying Examination
Five Year First Time Taker Summary Report

Program Name: Eastern Virginia Medical School
Program Number: 1159
Report Date: 02-16-2015

Definitions of the report headings are provided at the end of the report. All information is current as of the date the report was generated.

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Graduation Year</th>
<th>Number of First Time Takers</th>
<th>Program First Time Taker Pass Rate</th>
<th>National First Time Taker Pass Rate for the Class Graduation Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2010</td>
<td>2010</td>
<td>47</td>
<td>98%</td>
<td>94%</td>
</tr>
<tr>
<td>May 2011</td>
<td>2011</td>
<td>49</td>
<td>94%</td>
<td>91%</td>
</tr>
<tr>
<td>May 2012</td>
<td>2012</td>
<td>53</td>
<td>96%</td>
<td>93%</td>
</tr>
<tr>
<td>May 2013</td>
<td>2013</td>
<td>55</td>
<td>98%</td>
<td>94%</td>
</tr>
<tr>
<td>May 2014</td>
<td>2014</td>
<td>64</td>
<td>98%</td>
<td>95%</td>
</tr>
</tbody>
</table>

Five Year First Time Taker Average Pass Rate for Program: 97%
Five Year National First Time Taker Average: 94%
EDUCATIONAL PHILOSOPHY

The PA Program at EVMS exists to provide a competency-based education for students desiring a graduate level Physician Assistant training experience. The faculty is here to be a resource and guide, and to encourage students as they grow from medical learners to medical providers. As a faculty, our goal is to assure that we graduate students who are well prepared for the Physician Assistant profession and committed to being life-long self-directed learners who enhance the quality and availability of health care in their communities.

TUITION AND FEES

The tuition and fee rates for the PA Program at EVMS are announced prior to the start of each academic year and are subject to change without notice. The tuition for students matriculating after January 1, 2016 is $10,409 per semester for in-state students and $11,946 for out-of-state students. Estimated additional costs include the mandatory fees (approximately $4,599), optional school-sponsored health insurance (approximately $6,340), and costs of books, supplies and equipment (approximately $4,248).

Historically, tuition has increased each year in July.

The most up to date information is posted on our website and a student budget for the upcoming academic year is published online by the Office of Financial Aid.

FINANCIAL AID

The primary responsibility for the funding of your education lies with you and your family. Financial aid is available to U.S. citizens and permanent residents. For more information, contact the Office of Financial Aid.

External loan repayment opportunities exist and are further detailed on our website.

PROGRAM SEQUENCE AND ADVANCED STANDING

Students are expected to complete the designated professional curriculum in the sequence specified. Each semester's course work is to be considered pre-requisite to the next semester. Students may not enter the program with advanced standing, regardless of educational or work experience, and no accelerated curriculum or course waivers are offered.
IMPORTANT PHONE NUMBERS AND EXTERNAL LINKS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Program</td>
<td>757.446.7158</td>
</tr>
</tbody>
</table>
| Office of Admissions & Enrollment for the School of Health Professions | 757.446.7096   
|                                          |                            |
|                                          | 757.446.7153               |
| Financial Aid                            | 757.446.5813               |
| Diversity in Educational Programs        | 757.446.5869               |
| Disability Compliance                    | 757.446.5638               |

The following links may be useful in learning more about the PA Profession:

- The Virginia Academy of Physician Assistants | [www.vapa.org/](http://www.vapa.org/)
- The Physician Assistant Education Association | [www.paeaonline.org/](http://www.paeaonline.org/)
- PAEA Applicant Resource Blog | [www.pafocus.org](http://www.pafocus.org)
ACTIONS REQUIREMENTS & PROCESS

The following information represents the most comprehensive and up to date policies and standards for those interested in applying for the PA Program this current admission cycle. Information herein replaces any former versions of this publication or prior admissions practices.

It is the responsibility of the applicant to be aware of the information in this document and meet all published deadlines and requirements to apply to our program. If an application file is not complete by the March 1st deadline, it will not be considered regardless of the original CASPA submission date. Please pay close attention to the instruction and deadlines in this guidebook to assure a complete and competitive application.

Individuals with broad educational backgrounds, prior health-care experience, and those who are under-represented in the health-care professions are encouraged to apply for admission.

Falsification or deliberate exclusion of information (personal or academic) during any portion of the application process, including the CASPA or supplemental application, will be cause for immediate withdrawal of your application for the current cycle and any future consideration for acceptance into the EVMS PA Program.

APPLICATION PROCESS

The PA Program will admit students only once a year (in January). An application file will be considered complete and reviewable by the Application Review Committee after satisfactorily completing the following steps:

STEP 1: REVIEW ALL ADMISSION REQUIREMENTS OUTLINED BELOW

It is the applicant’s responsibility to be familiar with the information contained in this publication (and any subsequent revisions applicable to this admission cycle) and to assure they meet all the Admission Requirements outlined therein.

STEP 2: COMPLETE THE CASPA APPLICATION

Go to the CASPA web site and follow the instructions for participating in the national application process administered by the Centralized Application Service for Physician Assistants (CASPA).

- Applications are accepted beginning late April and must be electronically submitted to CASPA by 11:59 pm EST on March 1st for entry into the class that will start the following January.
- The PA Program reserves the right to verify credentials documented in the applicant’s application.

Revised May 13, 2015
• You should review and adhere to the CASPA Admissions Code of Cooperation & Professional Code of Conduct

• Waiver of Fees: If the CASPA fee is prohibitive to applying, please review the "Fee Waiver Division" information at the CASPA Web site to determine if you qualify for this service (See CASPA FAQ section).

  **NOTE:** This waiver is offered by CASPA and with limited funding. Waivers are granted until funding is depleted. Please contact CASPA for more information.

• Personal Narrative: Applicants are asked to write “a brief statement expressing your motivation or desire to become a physician assistant”, which should be written at a graduate level and demonstrate that you have an in-depth understanding of the PA role and functions.

  **NOTE:** Applicants are also encouraged to explain any aspects of their application that may need further clarification (e.g., gaps in education or work history; academic inconsistency, difficulty or poor performance; etc.).

• Letters of Reference: Although CASPA only requires two (2) letters of reference to consider an application complete, **EVMS requires three (3) references.** All three MUST be submitted before your application will be considered complete and reviewable by the Application Review Committee. If your application is already submitted via CASPA, please have the third letter of references sent directly to EVMS.

  o References should be selected from individuals who are well acquainted with them academically, personally, and/or professionally over a period of time.
  o References should be from a variety of sources.
  o References from family members are STRONGLY DISCOURAGED.

Contact CASPA (617.612.2080 | caspainfo@caspaonline.org) if you have questions.

**SPECIAL INSTRUCTIONS**

• Updating Completed Courses: If you have already submitted your CASPA application but have completed coursework that will fulfill the pre-requisites, it is the applicant’s responsibility to update the CASPA transcript as outlined in the “After the Application” section [here](#).

  **NOTE:** The final day to access and update your CASPA application is determined by CASPA.

• Reapplying: If reapplying to our program, it is the applicant’s responsibility to make sure the newest application reflects your most recent transcripts, healthcare experience, and certifications.

  **NOTE:** No assumptions will be made by the admissions staff in regards to these areas.

In addition, your personal statement should reflect your current motivation and reflection on your career pursuits.
STEP 3: COMPLETE THE EVMS MPA SUPPLEMENTAL APPLICATION

Access to this application is available online here but will only be reviewed once you have completed and submitted your CASPA application. Although there is NO FEE associated with this application, it MUST be completed in its entirety and submitted by the March 1st deadline (11:59 pm EST) before your application will be considered complete and acceptable for review by the Application Review Committee.

- Applicants submitting their CASPA application near the March 1st deadline may have difficulty completing the supplemental application before the deadline. Applicants are advised to plan ahead and complete the requirements by the March 1st deadline.

*NOTE:* Early application to the PA Program does not provide any advantage in our admissions process. All applications will be treated as if they arrived at the same time (March 1st).

- You will be REQUIRED to provide the following information:
  - Explicit information detailing your satisfactory completion for all eight (8) pre-requisites

  *NOTE:* The supplemental application can only be SUBMITTED AFTER completing all eight (8) prerequisites for the program with acceptable grades and timeframe. Do not “anticipate” or “predict” your final grades to complete this section. Such action may be viewed as falsifying your application and subsequent withdrawal from consideration.

  - Citizenship Status
  - State Residency Declaration
  - Determination of TOEFL requirement
  - Prior EVMS affiliation or application to our program

NOTIFICATIONS & COMMUNICATION

Upon submission of any of the application requirements, applicants will receive electronic notification of their application status from the Office of Admissions and Enrollment for the School of Health Professions (SHP). Due to the high volume of applications, **e-mail is the best mode of communication** with the SHP Office of Admissions & Enrollment. You are required to regularly check your account and update the PA Program with regards to any e-mail address changes in a reasonable period of time. Failure to respond to program requests in a timely manner may result in loss of eligibility for program admission.

*NOTE:* The months of January to March and July to September are the busiest in the Office of Admissions and Enrollment, which may limit the ability of staff to respond to individual questions about the admissions process or an individual application.
APPLICATION TIMELINE & IMPORTANT DATES

It is the applicant’s responsibility to follow up with CASPA and EVMS to make sure all requirements are met and documents are received in a timely manner to comply with the published deadlines.

Please note the following DEADLINES for matriculation:

<table>
<thead>
<tr>
<th>PA Class Entering</th>
<th>CASPA Application Deadline</th>
<th>EVMS Supplemental Application Deadline</th>
<th>PA Class Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2017</td>
<td>March 1, 2016</td>
<td>To be completed once finished with ALL prerequisite coursework (BUT before March 1)</td>
<td>May 2019</td>
</tr>
</tbody>
</table>

EARLY APPLICATION does not guarantee an interview or give the applicant any advantage. All applications will be considered as if they arrived on March 1st and healthcare experience for currently held positions will be assumed to continue through March 1st and will be extrapolated by our Application Review Committee.

IT IS BEST TO APPLY TO OUR PROGRAM SHORTLY AFTER YOU HAVE COMPLETED ALL PREREQUISITE COURSES AND HAVE THE FINAL GRADES LISTED ON YOUR TRANSCRIPT.

ADMISSIONS PROCESS TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Cycle Opens</td>
<td>April 23rd, 2015</td>
</tr>
<tr>
<td>APPLICATION DEADLINES</td>
<td></td>
</tr>
<tr>
<td>CASPA Application Deadline*</td>
<td>March 1st, 2016</td>
</tr>
<tr>
<td>EVMS Supplemental Application</td>
<td>March 1st, 2016</td>
</tr>
<tr>
<td>Final Transcripts for Prerequisites**</td>
<td>June 1st, 2016</td>
</tr>
<tr>
<td>Bachelor’s Degree Completed</td>
<td>July 1st, 2016</td>
</tr>
<tr>
<td>Applications reviewed for completeness</td>
<td>September 2015 – May 2016</td>
</tr>
<tr>
<td>Applications reviewed by Committee</td>
<td>January – May 2016</td>
</tr>
<tr>
<td>Interview offers made to selected applicants</td>
<td>June 2016</td>
</tr>
<tr>
<td>On-Campus Interviews</td>
<td>July 2016</td>
</tr>
<tr>
<td>Offers of Admission extended</td>
<td>August 2016</td>
</tr>
<tr>
<td>Acceptance of Admission Offer</td>
<td>10 calendar days after offer</td>
</tr>
<tr>
<td>Matriculation &amp; Orientation</td>
<td>1st week of January 2017</td>
</tr>
</tbody>
</table>

Revised May 13, 2015
*CASPA application must be e-submitted by 11:59 pm EST on the listed deadline. Final documents (e.g. transcripts and 3rd letter of reference) may still be pending.

**This deadline applies only the transcripts that must be submitted to EVMS directly for any pre-requisite completed after CASPA’s verification. Note that ALL 8 pre-requisites must be completed by March 1st.

**APPLICATION CHECKLIST**

Below is a brief checklist of the major components of the EVMS Admissions criteria that will be necessary to complete your application and be considered for a potential interview. Please select any of the hyperlinks for quick navigation to further information outlined in the Admission Requirements.

<table>
<thead>
<tr>
<th>SELF-CHECK</th>
<th>REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>QUALIFYING GPA (3.00 or better)</td>
</tr>
<tr>
<td></td>
<td>U.S. CITIZEN or Permanent Resident</td>
</tr>
<tr>
<td></td>
<td>BACHELOR’S DEGREE completed (no later than July 1st) (Applicants with Foreign Degrees, click here)</td>
</tr>
<tr>
<td></td>
<td>All PREREQUISITE COURSEWORK satisfactorily completed (prior to March 1st)</td>
</tr>
<tr>
<td></td>
<td>CASPA APPLICATION (electronically submitted by March 1st)</td>
</tr>
<tr>
<td></td>
<td>□ Application Fee (submitted to CASPA)</td>
</tr>
<tr>
<td></td>
<td>□ Official transcript(s) from each/every university or college ever attended</td>
</tr>
<tr>
<td></td>
<td>□ Official TOEFL scores (if applicable)</td>
</tr>
<tr>
<td></td>
<td>□ Three (3) letters of reference</td>
</tr>
<tr>
<td></td>
<td>□ Other documents as directed by CASPA</td>
</tr>
<tr>
<td></td>
<td>Complete EVMS Supplemental Application (online completion by March 1st)</td>
</tr>
<tr>
<td></td>
<td>Official TRANSCRIPT(S) for any outstanding prerequisites since CASPA application (submitted directly to the EVMS PA Program by July 1st)</td>
</tr>
<tr>
<td></td>
<td>See Updating Your CASPA Application instructions here.</td>
</tr>
<tr>
<td></td>
<td>Pre-requisite deadline is March 1st.</td>
</tr>
<tr>
<td></td>
<td>TOEFL score for applicants who entered the U.S. after the age of 12</td>
</tr>
<tr>
<td></td>
<td>Review the TECHNICAL STANDARDS for the PA Program at EVMS</td>
</tr>
</tbody>
</table>

*Deadline on listed dates is 11:59 pm EST*
ADMISSION REQUIREMENTS

QUALIFYING GPA
All applications must have one of the three qualifying GPAs described below at 3.00 OR BETTER (on a 4.0 scale) for consideration. We will use the better of the following three possibilities:

- Actual undergraduate GPA (foreign degrees considered on a case by case basis – see Bachelor’s Degree information below),
- Completed U.S. or Canadian graduate degree GPA, or
- A Replacement GPA computed from the most recent 40 semester credit hours of U.S. or Canadian coursework
  - This will be a one-time calculation from the information listed on your CASPA application at the time we process your application and will not be re-calculated as you complete additional courses. Not all applicants will qualify for a replacement GPA.

NOTE: Although 3.00 is the minimum GPA required, the average qualifying GPA is generally 3.70 or better and higher GPAs are more competitive.

CITIZENSHIP
Applicants MUST be a UNITED STATES CITIZEN OR PERMANENT RESIDENT (Green Card). In spite of recent advances of the PA concept into other countries, it is a unique profession to the United States healthcare environment. As such, we train physician assistants to work within the U.S. healthcare system and want to ensure graduates of the PA Program are eligible to continue in the U.S. upon completion of their training.

BACHELOR’S DEGREE
Applicants must have completed all undergraduate degree requirements and have been issued a bachelor’s degree prior to matriculating as an EVMS student. If the bachelor’s degree was issued by a U.S. college or university, as a general rule it should be from a regionally accredited institution. However, the PA program may grant exceptions on a case-by-case basis. Official transcripts from the awarding institution must specify the date upon which the degree was issued.

NOTE: A Bachelor’s degree must be completed before July 1st of the year prior to the anticipated matriculation.

FOREIGN DEGREES
Applicants with foreign degrees may be considered on a case-by-case basis. A written request MUST be submitted to the Director of Admissions and provide ALL of the following for consideration:

1. An OFFICIAL ACADEMIC CREDENTIAL EVALUATION of the foreign transcript. The evaluation must include the following components:
1. Analysis of credentials to determine equivalence to an accredited U.S. Bachelor’s degree

   o Course by course translation, including information on course name, grade, & U.S. credit equivalency

   o Overall performance in comparison to the standard U.S. grading system (i.e., GPA)

Although multiple companies provide translation services, an English translation without the appropriate information above will not be accepted in place of an academic credential evaluation.

Our preference is that you submit an evaluation completed by World Education Services or Educational Credential Evaluators to provide us with the most complete picture of your previous educational background. Please see the linked websites for additional requirements and costs, which are the responsibility of the applicant.

**NOTE:** All prerequisite coursework **MUST** be completed at an accredited U.S. or Canadian institution with a B- grade or better in order to establish a track record of academic performance in this educational system. No foreign courses, degrees, work experience or other summative exams (e.g. GRE, MCAT, USMLE Step Exams, etc.) will substitute for prerequisite coursework.

2. **TRANSCRIPTS** of ALL coursework done in the U.S. educational system to date.

3. **TOEFL SCORES:** all applicants with a foreign degree and English as a second language are required to provide TOEFL scores.

   o This requirement must be fulfilled before your application will be considered complete and eligible for review.

   o Due to the importance of communication in the English language for both learning and practicing medicine (see Technical Standards), further demonstration of English proficiency may be requested as a condition of acceptance for applicants exhibiting difficulty with the written or spoken language.

   o To ensure an ability to function at the graduate level in this healthcare program, the following are acceptable scores:

     ▪ Internet-based test (preferred): 85

     ▪ Computer-based test: 220

     ▪ Minimum of 25 in the speaking component

**PREREQUISITE COURSEWORK**

**ALL EIGHT (8) PREREQUISITE COURSES** must be completed at an accredited U.S. or Canadian institution with a B- grade or better in the didactic portion of the class for acceptance. Satisfactory completion of pre-requisite coursework is documented via official transcripts submitted to either CASPA or directly to EVMS.
**NOTE:** Although B- grades meet the minimum standard, the average pre-requisite course GPA for successful applicants to our program is 3.75 or better. You may check your pre-requisite GPA calculation [here](#).

- The PA Program does not accept transfer credits for advanced standing in the curriculum sequence.
- No more than two (2) prerequisites will be accepted without a traditional letter grade (e.g., Pass, CLEP, Advanced Placement, etc.).

- **PREREQUISITE COURSEWORK MUST BE COMPLETED PRIOR TO THE MARCH 1<sup>ST</sup> APPLICATION DEADLINE.** No outstanding courses will be allowed.
  - All prerequisite coursework must be listed on an official transcript submitted to CASPA or EVMS to complete your application. No application will be reviewed by the Application Review Committee that does not have all course requirements verified by CASPA or the EVMS admissions staff.

  **NOTE:** Secondary proof of completion (e.g., student copy of transcript or course final grades) may be accepted while awaiting official transcripts. Contact the SHP Office of Admissions & Enrollment for further information ([hpadmissions@evms.edu](mailto:hpadmissions@evms.edu) | 757.446.7437 | 757.446.7096)

- In most cases, the FALL semester is the final traditional semester in which you will be able to complete prerequisite coursework to meet the March 1<sup>st</sup> application deadline (e.g., Fall 2015 for the March 1, 2016 application deadline). Two notable exceptions:
  - **Online Courses:** taken from an accredited university, these will count toward completion of a pre-requisite course. Being able to work at your own pace may allow you to finish more quickly than a traditional semester course and still meet the March 1 deadline.

    **NOTE:** Self-paced online courses may not be the best way to complete a pre-requisite course for the first attempt. This may be better suited for those repeating a course for a better grade or to update the coursework within the 10-year window.

  - **CLEP tests:** passing one of the following CLEP tests in will also meet our pre-requisite requirement:
    - Chemistry
    - Introduction to Psychology
    - Human Growth & Development
    - College Mathematics, College Algebra or Calculus
**PREREQUISITE CHECKLIST**

Below are the **MINIMAL STANDARDS** for the eight (8) prerequisite courses:

<table>
<thead>
<tr>
<th>PREREQUISITE COURSE</th>
<th>Time Limit</th>
<th>MINIMUM Credit Hours</th>
<th>MINIMUM Grade Accepted</th>
<th>SELF-CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SEMESTER</td>
<td>QUARTER</td>
<td></td>
</tr>
<tr>
<td>**Anatomy or A&amp;P I (human, animal, or vertebrate)**1</td>
<td>10 years</td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
<tr>
<td>**Physiology or A&amp;P II (human, animal, or vertebrate)**1</td>
<td>10 years</td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
<tr>
<td><strong>General or Intro Chemistry</strong></td>
<td>No time limit</td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
<tr>
<td><strong>Organic Chemistry (may substitute Biochemistry)</strong></td>
<td>10 years</td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
<tr>
<td><strong>Microbiology (may substitute Cell Biology)</strong></td>
<td>10 years</td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
<tr>
<td><strong>Introductory Psychology</strong></td>
<td>No time limit</td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
<tr>
<td><strong>Additional Psychology Course</strong></td>
<td></td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
<tr>
<td>any course beyond an introductory psychology course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Lifespan or Developmental recommended)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>College Math Course (may substitute Statistics or Physics)</strong></td>
<td>No time limit</td>
<td>3</td>
<td>5</td>
<td>B-</td>
</tr>
</tbody>
</table>

1 It is recommended that both Anatomy and Physiology prerequisite courses be completed at the same institution to assure continuity, adequate credit hours, and exposure to all the body systems and regions.

2 See next page for further information about the pre-requisite 10-Year Window

3 Quarter system credit hours are converted to semester system by dividing by 1.5 (e.g., 6 quarter credits/1.5 = 4 semester credits).
*TEN-YEAR WINDOW for PREREQUISITES*

Five (5) prerequisites (as indicated above) must have been completed no more than ten (10) years prior to the application deadline to the EVMS PA Program according to the following table:

<table>
<thead>
<tr>
<th>PA Class Entering</th>
<th>CASPA Application Deadline</th>
<th>Prerequisite Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2017</td>
<td>March 1, 2016</td>
<td>January 1, 2006 – March 1, 2016</td>
</tr>
</tbody>
</table>

If prerequisite coursework was completed MORE THAN ten years ago:

An exception to the ten-year window for courses successfully completed may be considered on a case-by-case basis. Petitions submitted to the Director of Admissions for exceptions to the “10-year window” MUST include:

- When and where you took the course
- The grade received in the course
- Your specific rationale for requesting the exception

**NOTE:** We believe success in our program is dependent upon current working knowledge of the five courses within a 10-year time limit. Because science and healthcare fields are rapidly changing, the time limit is intended to help ensure incoming students are current in the knowledge within those disciplines and have a solid foundation of that knowledge for the first semester didactic instruction. The intent of the exception is for those who have repeatedly returned to the same breadth and depth of content in that course. *Exceptions to the rule are likely to be rare.*

**Example:** You took 5 semester credit hours of Organic Chemistry more than 10 years ago, received an A, and feel that you shouldn’t have to repeat the course because you have taught organic and biochemistry at the college level for the past 5 years.

It is our policy that no more than two prerequisites be granted a 10-year window waiver.

**MINIMAL EXPECTED CONTENT for PREREQUISITES:**

Although the prerequisite courses are fairly universal, there are a wide variety of names for courses among undergraduate programs. In general, if the name of the course is titled similar to the prerequisite requirements listed, it will be acceptable.

**NOTE:** Courses that cover multiple disciplines and content areas (e.g., “survey” courses) are generally discouraged as the depth of content is not adequate.
If you have specific questions regarding the acceptability of a course, please submit a course description from the institution catalog to the Director of Admissions for review. Additional information (e.g. course syllabus, lecture/topic list, etc.) may be requested in cases of continued uncertainty.

In the case where an applicant does not have a satisfactory grade in a pre-requisite listed, another higher-level course may be substituted from within the same discipline.

**Example:** You received a C in General Chemistry but continued taking courses to complete your chemistry minor. A better grade from your additional, higher-level chemistry courses may be used to fulfill the general chemistry pre-requisite.

Below are further general descriptions to help identify acceptable courses.

<table>
<thead>
<tr>
<th>PREREQUISITE COURSE</th>
<th>EXPECTED CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy or A&amp;P I (human, animal, or vertebrate)</td>
<td>Covers the structure and function of the major human body organ systems, including the musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, endocrine and reproductive systems. Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology.</td>
</tr>
<tr>
<td>Physiology or A&amp;P II (human, animal, or vertebrate)</td>
<td>Discusses basic biochemical principles, such as cytology, histology, immunology, and the function and interaction of the major organ systems of the human body.</td>
</tr>
<tr>
<td>General or Intro Chemistry</td>
<td>Explores the fundamental laws, theories, and mathematical concepts of chemistry.</td>
</tr>
<tr>
<td>Organic Chemistry (may substitute Biochemistry)</td>
<td>Discusses the theories, structures, and reactions of organic molecules, the properties of various functional organic chemical groups, the bonding and structure of organic molecules, and the reactions of aromatic and aliphatic hydrocarbons. Includes study of structure, nomenclature, properties and reactions of alcohols and phenols, aldehydes and ketones, carboxylic acids and their derivatives, amines, polymers, and biomolecules. Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanism.</td>
</tr>
<tr>
<td>Microbiology (may substitute Cell Biology)</td>
<td>Covers the biology of microorganisms - bacteria, fungi, protozoa, and viruses - that impact human health. Content covers the</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health.</td>
</tr>
<tr>
<td></td>
<td>Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology.</td>
</tr>
<tr>
<td>Additional Psychology Course</td>
<td>Any course beyond an introductory psychology course (Lifespan or Developmental recommended)</td>
</tr>
<tr>
<td>College Math, Statistics, or Physics</td>
<td>Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms, and the metric system.</td>
</tr>
<tr>
<td></td>
<td>Covers concepts of numbers, fundamental operations with numbers, formulas and equations, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming, and elementary concepts of statistics.</td>
</tr>
</tbody>
</table>

**ADDITIONAL TESTING**
Outside of the TOEFL requirement (see below), the EVMS PA Program does not require applicants submit additional testing (e.g. GRE, MCAT, etc.) for application to our program. Applicants may be required to include this information on their CASPA application for other programs but is not considered in the application review process for our program.

**TOEFL Scores** will be required of any applicant who entered the U.S. after the age of 12 from a non-English-speaking country of origin (as determined by high school graduation or personal statement). Graduation with an undergraduate degree from a U.S. educational institution will not fulfill this requirement.

**NOTE:** There is no time frame requirement for when this exam is complete with the assumption that if you have met the cutoff score at any point in the past, your English proficiency will continue to improve.
However, due to the importance of communication in the English language for both learning and practicing medicine (see Technical Standards), further demonstration of English proficiency may be requested as a condition of acceptance for applicants exhibiting difficulty with the written or spoken language.

To ensure an ability to function at the graduate level in this healthcare program, the following are acceptable scores:

- Internet-based test (preferred): 85
- Computer-based test: 220
- Minimum of 25 in the speaking component

Healthcare Experience

Although not required to apply, patient care experience is desirable and rewarded in the application review process. Paid healthcare experience that is directly involved (“hands on”) with the care of patient’s health in a clinical setting is more desirable than volunteer or “peri-clinical” (indirect) experience. We reward healthcare experience based on your CASPA application descriptions so it is important that you carefully follow the CASPA guidelines when describing the type of experience you have accumulated.

- Healthcare professions that typically generate direct patient contact include nursing (RN, LPN), EMT or paramedic, military (corpsmen, medics, or med techs), athletic trainer, patient care technician (nurse’s aide), surgical assistant, clinic/medical assistant, respiratory technologist, mental health worker, and clinical research assistant.
- Healthcare related professions that generally do not include hands-on patient contact include in-hospital transporter, CPR or ACLS instructor, lifeguard, non-clinical research assistant, hospital volunteerism, unit clerk, pharmacy technician, scribe, and others.
- Experiences providing supportive care only (i.e., feeding, transporting, comforting) or those required for a clinical training program/degree do not count toward healthcare experience.
- Paid internships associated with a training program may be considered peri-clinical experience depending on the description of duties and responsibilities (i.e., athletic training, physical therapy).
- PA shadowing and student/intern hours do not count toward healthcare experience.

NOTE: Our average accepted student has over 2 years (2500 hours) of paid healthcare experience. Therefore, we STRONGLY RECOMMEND over 1,000 paid direct clinical experience before applying to the program.

“Although biomedical knowledge may be the foundation for diagnosis, psychosocial skills, such as gathering data, relationship-building and patient education, can be just as important...these skills in interacting with patients are not easily taught, but rather learned through experience. Experience in patient interaction is valuable and something that has truly benefited me through the first year of PA school.”

-K. DeCristofano, 1st-year PA student
PA Professional, May 2013
Obtaining a certification in a healthcare field (e.g., EMT, CNA, Medical Assistant, etc.) is often helpful in securing paid, direct healthcare experience and is rewarded in the application review process.

Because of the timing of our application process, we recognize that individuals who apply early in the application cycle may not have as much documented healthcare experience as those who apply later. For this reason, our policy is to extrapolate healthcare experience hours for current jobs until the March 1st deadline. There is no need to update us with information on positions that have already been included on your initial verified CASPA application. For experience you acquired after submitting your application, you may send an e-mail to hpadmissions@evms.edu and include the following information:

- CASPA ID #
- Position Title
- Position Duties
- Paid position? (Yes or No)
- Start & End Date (leave end date blank if you are still currently working in this position)
- Average hours/week
- Employer Name
- Supervisor Name
- Supervisor contact information
  - Include Email & Phone #

**COMMUNITY SERVICE**

As part of EVMS’ vision to be recognized as the most community oriented school of medicine and health professions in the United States, we are incorporating more of this element into our program. For many years, our capstone project for the PA Program has included a Service Learning Project that involves students with the volunteer organization of their choice and present an evaluation of its efforts and effectiveness.

We are beginning to include this aspect into our application review process as well. Applicants are encouraged to invest in community service events and projects that interest them. These do not need to be strictly medically related; but are expected to have some organization structure and oversight. For social organizations, some involvement in a leadership capacity will be expected. Emphasis will be placed on the longevity and quality of the investment rather than simply being a member or the sheer number of events listed on the application.

**TECHNICAL STANDARDS**

The abilities and skills applicants and students must independently possess in order to complete the education and training associated with physician assistant education are referred to as Technical Standards. These abilities and skills are essential for clinical practice as a physician assistant.

The Technical Standards listed on our website reflect five categorical areas - observation, communication, critical reasoning (intellectual), motor and sensory functions, behavioral and social attributes - and represent minimum competency levels. Each standard is defined on our website and is followed by examples of indicators of minimum competence in that area.
Physician Assistant applicants must be prepared to independently meet the technical standards, with or without reasonable accommodation, in order to complete the program and indicate such ability prior to their matriculation into the program. These technical standards also serve as pre-requisites for continuation, promotion, and graduation from the PA Program. Applicants or students found to be non-compliant with the Technical Standards are at risk for dismissal from the program.

Applicants or students who may have questions regarding these technical standards or who believe they may need to request reasonable accommodation in order to meet the standards are encouraged to contact the Officer of Disability Compliance (Michael Solhaug, MD | 757.446.5638 | sohaumj@evms.edu). Revealing a disability is voluntary; however, such disclosure is necessary before any accommodations may be made in the learning environment or in the program’s procedures. Information regarding disabilities is handled in a confidential manner.

**Clinical Role Modeling Experiences (PA Shadowing)**
Clinical Role Modeling Experiences are **NOT REQUIRED** or tracked for individuals applying to the PA Program.

However, it is recommended that you research the profession and talk about the PA profession with a Physician Assistant before interviewing. Your knowledge of the profession and your reasons for selecting this career are likely to play a role in the interview process.

Below are some links to websites to begin your research and understanding of this profession.

- The American Academy of Physician Assistants | [www.aapa.org](http://www.aapa.org)
- The Virginia Academy of Physician Assistants | [www.vapa.org](http://www.vapa.org)
- The Physician Assistant Education Association | [www.paeaonline.org](http://www.paeaonline.org)
- PAEA Applicant Resource Blog | [www.pafocus.org](http://www.pafocus.org)

**Admissions Consultations**
Opportunities are available during the fall and spring for potential and previous applicants to schedule a consultation with the SHP Office of Admissions & Enrollment staff to review your eligibility and competitiveness for upcoming application cycles. Click here for consultation availability and scheduling.

**NOTE:** This opportunity is **NOT AVAILABLE** to applicants who have already applied in the current cycle and still awaiting a final decision on their application file.
AFTER THE APPLICATION

NOTIFICATION & COMMUNICATION
Upon submission of any of the application requirements, applicants will receive electronic notification of their application status from the Office of Admissions and Enrollment for the School of Health Professions (SHP). Due to the high volume of applications, **e-mail is the best mode of communication** with the SHP Office of Admissions & Enrollment. You are required to regularly check your e-mail account provided on your CASPA application and update the PA Program with regards to any e-mail address changes in a reasonable period of time. Failure to respond to program requests in a timely manner may result in loss of eligibility for program admission.

**NOTE:** The months of January to March and July to September are the busiest in the Office of Admissions and Enrollment, which may limit the ability of staff to respond to individual questions about the admissions process or an individual application. Updates to your online application status may also be slower during this period due to the influx of applications.

**IMPORTANT:** Please make sure to include your CASPA ID on any and all communication with the Office of Admissions and Enrollment.

GENERAL REVIEW PROCESS
Completed and verified CASPA applications are available to the program by CASPA beginning in July. Although we accept applications earlier to accommodate individuals submitting applications to other programs, the Admissions Staff will not begin processing applications for the current cycle until the fall.

Following the receipt of all required documents, an application file is first evaluated for completeness and consistency by the Office of Admissions and Enrollment for Health Professions and designated staff. A second review for compliance with program requirements and selection for personal interview is performed by the Application Review Committee.

**NOTE:** Meeting the minimum requirements does not guarantee an invitation for an interview.

UPDATING YOUR CASPA TRANSCRIPT
If you have already completed and submitted your CASPA application but have since completed additional coursework that is required by our program (i.e. pre-requisites), you must update your CASPA application so we are able to calculate your pre-requisite GPAs.

This can be accomplished in the following manner and **MUST** be completed before access to your application is removed by CASPA during the first few weeks of March:

- Navigate to the “Coursework” section of your verified CASPA application for this cycle
- Delete any Planned/In Progress courses that are now complete
• Re-enter these courses as “Completed”

**NOTE:** you must have completed ALL courses in the term before you can change the status to “Complete”

• You may also enter any new “Planned” or “In-progress” courses in upcoming terms as applicable

• Click “Save” to submit the information as an update

Once you update the courses, you MUST submit proof of completion from the individual school(s) for us to verify the updated information. Unofficial or student copies of transcripts will be accepted initially. Once an offer for matriculation is made, official transcripts will be required.

• Unofficial transcripts may be submitted to hpadmissions@evms.edu. Please include your CASPA ID on any such communication.

• Official transcripts should be mailed to the following address:
  School of Health Professions
  ATTN: Office of Admissions & Enrollment
  700 West Olney Road, Suite 1155
  Norfolk, VA 23501

**IMPORTANT:** The final date for you to access and update your CASPA application is determined by CASPA and is usually within the first few weeks of March. Courses updated via the Academic Update process will NOT be verified by CASPA and will NOT calculate into your CASPA GPA.

**NOTICE OF INTERVIEWS**
Competitive applicants will be invited to participate in a half-day interview process conducted in mid-July to assess interpersonal and communication skills, maturity, and understanding and commitment to the PA career and the EVMS PA Program’s missions and values.

Interviews will be held on the EVMS campus and candidates will be given no less than two weeks' notice to facilitate the necessary arrangements to participate in the interview process. Our goal is give at least four weeks’ notice.

Applicants will have **72 hours** to respond to the invitation and failure to respond may mean forfeiture of their interview slot.

Absence or withdrawal from the interview automatically places the applicant at risk for forfeiture of consideration for a seat in the class.

Due to the interactive nature of the interview process, long-distance interviews (either via telephone or videoconferencing) are not acceptable alternatives.
**Acceptance Into The Program**

Notification of acceptance into the EVMS PA Program will be provided within two (2) weeks of the final interviews. Applicants offered a seat in the January class must acknowledge acceptance of the offer **within ten (10) calendar days** of their notification by providing the following:

1. An **electronic response** to the Admissions Offer & Conditions of Acceptance letter;
2. A non-refundable **acceptance deposit** ($300) to hold a seat in the class and which will be applied toward tuition;
3. A completed criminal **background check** (will include checking sex offenses and crimes against minors or elderly).

**Health Requirements**

Students accepting the Admissions Offer and enrolling in the PA Program at EVMS must submit documentation of proof of childhood immunizations and recent tuberculosis screening results. Completion of all program **health requirements** is **required** prior to November 15th.

**Orientation**

Applicants who have accepted a seat in the program are required to complete the pre-orientation requirements and attend orientation in the beginning of January. This 1-2 day event includes critical information about the institution, our program and provides students with the necessary means of accessing campus parking lots, buildings, computer network and other functions critical to a smooth transition into the academic schedule.

**NOTE:** Noncompliance with criminal background check, health requirements or attendance at orientation may be cause for revocation of admission offer.

**Wait List Status**

Students who are not offered a seat in the program following the Interviews may be placed on a wait list, at the recommendation of the Admissions Committee and/or the Program Director. The wait list is activated as necessary by the Program Director. Rank or position on the wait list will not be disclosed to candidates due to its dynamic nature.

A wait list is valid from the close of the interview process through the first week of classes for which the student applied. Wait-listed applicants not advanced to a seat are NOT considered for admission to the following class without reapplication. Consultation with the Office of Admissions and Enrollment for Health Professions or Program Director is recommended in those cases and can be **scheduled online** after the waitlist is dissolved.

Revised May 13, 2015
**Deferral Policy**

Questions about deferment of admission are only entertained before matriculation and in such cases where unpredictable life circumstances may interfere with expected matriculation or success in the program. The EVMS PA Program reserves the right to determine if the request warrants deferment or if the candidate will need to reapply in a future admission cycle.

**Reapplication**

Applicants who are not accepted to the PA Program are encouraged to self-evaluate their application (and interview if granted) in order to identify areas that can be improved. The PA Program at EVMS encourages reapplication once a serious effort has been made to remedy any deficiencies. Such an effort by an applicant is viewed by the admissions committee as an indication of motivation and perseverance and highlighted in a subsequent application.

Consultations with admissions staff to discuss ways to strengthen your application to our program are available and can be scheduled online after September 15th.

If recycling your CASPA application for a subsequent admissions cycle, it is the applicant’s responsibility to ensure the resubmission accurately reflects your most recent preparation and status. Updating your transcripts, healthcare experience, certifications, and personal statement are highly recommended.

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Program</td>
<td>757.446.7158</td>
</tr>
<tr>
<td>Office of Admissions &amp; Enrollment for the School of Health Professions</td>
<td>757.446.7096</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>757.446.5813</td>
</tr>
<tr>
<td>Diversity in Educational Programs</td>
<td>757.446.5869</td>
</tr>
<tr>
<td>Disability Compliance</td>
<td>757.446.5638</td>
</tr>
</tbody>
</table>