

North Greenville University Department of PA Medicine

Admissions Handbook

For January 2026 Matriculation

Updated February 12, 2025

(All previous versions are archived and are obsolete)

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Preface

- This document provides clearly defined and published admissions practices, which can also be found [here](#) and [here](#). (**A3.12; A3.13; A3.14; A3.16**).
- The ***ideal NGU applicant*** is well-rounded, demonstrating excellent grades, hands-on patient care experience, outstanding and altruistic commitment to service and volunteerism, a passion for medicine and the PA profession, and desire to serve as a primary care practitioner in a medically underserved area (**A3.13a**).
- All NGU PA courses must be taken as part of the ***PA cohort*** and no advanced placement options are available (**A3.13c; A3.16**). All students who matriculate into the PA program must complete all program requirements (**A3.15c**).
- This entry-level master's degree program consists of 108 semester hours (SH) divided into three phases that span 24 consecutive months. The Didactic Phase represents the preclinical year and spans 12 months. The Clinical Phase represents the clinical year and consists of 11 months of supervised clinical education and coursework. The Summative Phase is 1 month in duration and represents the final stage of training. (**A3.12d; A3.12e**)
- Upon successful completion of the program, students will be awarded a ***Master of Medical Science degree (M.M.S.)***.
- NGU's PA Medicine program will matriculate 30 students annually.

This PA Program *Admissions Handbook* provides a printable version of admissions related information that can also be found on the North Greenville University PA Medicine website. This handbook is updated on an annual basis and updates are published prior to the start of the next admissions cycle.

ARTICLE 1.0 MISSION, VISION, VALUES, AND GOALS

1.1 Mission

Develop well-informed and compassionate PAs who provide patient centered and service oriented medical care in diverse environments.

1.2 Vision

Transform health care for the benefit of the people and communities.

1.3 Core Values

The DPAM embraces the following core values:

- Core Value 1 – Compassion
- Core Value 2 – Service
- Core Value 3 – Leadership
- Core Value 4 – Up-to-date medical knowledge

1.4 Core Goals

The DPAM aims to:

Goal 1 - Matriculate an academically talented and diverse cohort.

Goal 2 - Prepare students academically and professionally for clinical rotations.

Goal 3 - Prepare students academically and professionally for clinical practice.

Goal 4 - Graduate PAs who practice clinically in South Carolina.

ARTICLE 2.0 CASPA PARTICIPATION

The NGU PA Medicine program's application cycle will open in April concurrent to the start of the Central Application Service for PA (CASPA) application cycle and run through August 1st. **All applications that have a verified status from CASPA by or on August 1 will be reviewed.** To ensure your application is verified on time, CASPA recommends submitting your application at least 4 weeks in advance of the August 1st deadline. All applications and required materials are submitted via the Central Application Service for PA (CASPA). CASPA is an online application clearing house located [here](#). As of January 2025, the cost for a CASPA application was \$184 for the first program application and \$61 for each additional program application. As a general rule, CASPA does not refund application fees. Information related to CASPA fees can be found [here](#). The NGU PA Medicine program does not have a supplemental application. The link between the NGU PA Medicine program, CASPA, and applicants will be managed by the PA program's Admissions Coordinator.

ARTICLE 3.0 APPLICATION (A3.13; A3.16)

The NGU PA program values fair admissions practices, evaluating applicants using the following objective criteria:

- Transcripts
 - Undergraduate Academic Grade Point Average (GPA),
 - Prerequisite GPA,
- Letters of 'Professional' Recommendation (3),
- Paid Health Care Experience,
- Physician or PA Shadowing and Volunteerism

Each of the preceding items will be given a weighted point value (based on preset objective criteria) and the combined score will be used to rank applicants for interview (pre-screen matrix). The higher your score, the higher the likelihood of receiving an interview.

3.1 Transcripts

All Transcripts must be submitted via CASPA and support completion of a bachelor's degree and required prerequisites.

3.1.1 Bachelor's degree (A3.13b; A3.13d)

A bachelor's degree, from a U.S. regionally accredited institution, with a 3.3 cumulative GPA minimum (**or B; B- is not acceptable**) is required to matriculate. The World Education Services (WES) credential evaluation is not accepted. An applicant may apply prior to meeting this requirement provided they can complete it by October 1 preceding matriculation. To do this, official transcripts from the college or university (confirming the degree and cumulative 3.3 GPA) must be uploaded and verified by CASPA and received by NGU's PA Medicine program by October 31. If a selected applicant does not meet these deadlines, he or she will relinquish their seat. In the circumstance where an applicant did not obtain a bachelor's degree but has been awarded a master's degree (or higher) from a U.S. regionally accredited institution with a 3.3 or higher cumulative GPA (**or B; B- is not acceptable**), the completion of the advanced degree would meet this requirement.

NGU will consider an applicant whose cumulative GPA falls below 3.3 provided their last 60 SH of academic work produced a 3.3 or higher GPA. The applicant must submit a written request for a last 60 SH review to be conducted to pa.admissions@ngu.edu. Applicants who qualify for a 60 SH review and meet the requirement of a 3.3 or higher GPA will receive a cumulative GPA of a 3.3 for scoring purposes. Prerequisites (see below) must still meet the 3.0 per course requirement.

3.1.2 Prerequisites Aptitude (A3.13b; A3.13d)

All prerequisites must be taken at a U.S. regionally accredited institution and EACH course must meet a minimum 3.0 GPA (or B; B- is not acceptable) requirement. The NGU PA Program *recommends* all prerequisite courses were completed within the last 5 to 7 years, however this is **not** a requirement. Completion of Advanced Placement courses (AP) and/or College Level Examination Program (CLEP) courses meet the prerequisite requirements with passed standardized examinations and must be on an official transcript. An applicant may apply with up to two (2) outstanding prerequisites provided they can complete them by October 1 preceding matriculation. To do this, official transcripts from the college or university (confirming course completion and course grade of at least 3.0)) must be uploaded and verified by CASPA and received by NGU's PA Medicine program by October 31. If a selected applicant does not meet these deadlines, he or she will relinquish their seat.

Note: In courses where a lab is required, the course and lab grades will be combined. In other words, if you receive an A (4.0) in 3 SH General Biology course and a C (2.0) in the 1 SH General Biology lab, your grade for the General Biology with lab will be a 3.5 GPA. This combined grade meets the 3.0 minimum requirement for the course.

Prerequisites must have a 3.0 or B (B- does not meet the prerequisite)

Required Course	Semester Hours Minimum
Anatomy and Physiology 1 & 2 – lecture and lab <ul style="list-style-type: none"> Human-based <u>ONLY</u> (comparative is not accepted). Online lab courses accepted. The lab must apply to the course taken If anatomy and physiology courses are taken separately, no lab is required for the physiology course. 	<p>Applicants can fulfill this requirement with one of the following options:</p> <ol style="list-style-type: none"> Taking <u>two</u> Human Anatomy and Physiology (with lab) courses (combined) for a total of <u>8 SH</u> Taking the Human Anatomy with lab (<u>4 SH</u>) <u>and</u> Human Physiology (no lab required) (<u>3 SH</u>) courses separately
General Biology with Lab (or higher) <ul style="list-style-type: none"> Must be a course designed for core curriculum or major curriculum requirements. Survey courses DO NOT meet this requirement. Online lab courses accepted. The lab must apply to the course taken. 	<p>General Biology with Lab course (<u>4 SH</u>)</p>
Other Biology <ul style="list-style-type: none"> Must be a course designed for Biology Majors. Survey courses DO NOT meet this requirement. No lab is required. Nutrition courses will be accepted with a BIO prefix. 	<p>Applicants can fulfill this requirement with one of the following options (or equivalent) (<u>3 SH to 4 SH</u>):</p> <ol style="list-style-type: none"> General Biology II Genetics Cell Biology Histology Immunology Virology Epidemiology Biochemistry (can only be used once) Nutrition (must have BIO prefix)
Microbiology <ul style="list-style-type: none"> Microbiology for non-science majors is accepted. Online courses accepted. 	<p>Microbiology course (<u>3 SH</u>)</p>
General Chemistry with Lab (or higher) <ul style="list-style-type: none"> Must be a course designed for core curriculum or major curriculum requirements. Survey courses DO NOT meet this requirement. Online lab courses accepted. The lab must apply to the course taken. 	<p>General Chemistry with Lab course (<u>4 SH</u>)</p>
Other Chemistry <ul style="list-style-type: none"> Must be a course designed for Chemistry Majors. Survey courses DO NOT meet this requirement. No lab is required. 	<p>Applicants can fulfill this requirement with one of the following options (or equivalent) (<u>3 SH</u>):</p> <ol style="list-style-type: none"> General Chemistry II Organic Chemistry Analytical Chemistry Biochemistry (can only be used once)
Introduction to Psychology (or higher)	<p>Applicants can fulfill this requirement with one of the following options (or equivalent) (<u>3 SH</u>):</p> <ol style="list-style-type: none"> Introductory Psychiatry Abnormal Psychology Developmental Psychology Psychology throughout the Lifespan

<p>Statistics</p> <ul style="list-style-type: none"> Business Statistics is <u>NOT</u> accepted 	<p>Applicants can fulfill this requirement with one of the following options (or equivalent) (<i>3 SH</i>):</p> <ol style="list-style-type: none"> General Statistics Behavioral Statistics Biostatistics
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3.2 Professional Recommendations

Three letters of recommendation are required (each from a 'professional' source; should not be from a relation or close family friend).

3.3 Paid Health Care Experience (A3.13b)

A minimum number of patient care hours are **not** required for admittance into the program.

- A point value for paid health care experience, however, is added to the applicant's overall score.
 - This point value is calculated based on total number of paid health care experience hours and the type of experience. Positions that provide no direct patient care (i.e. medical scribe) may receive fewer points than a paramedic or certified nursing assistant.
- To receive points for health care experience it must be from paid position(s) and not volunteer work. Exceptions include work as a paramedic or EMT when all emergency services are provided only on an all-volunteer basis.
- Clinical experience gained through a training program, as a student, does not count as paid health care experience.

3.3.1 *Common, Competitive, Direct Patient Care Experience Examples*

- Military (medic, corpsman, pararescueman, SERE specialist, etc.)
- Emergency medicine (EMT, paramedic, etc.)
- Nursing (registered nurse, licensed practical nurse, certified nursing asst, etc.)
- Respiratory therapist
- Physical Therapist
- Athletic Trainer (certified)
- Medical assistant (certified)
- Community health aid/practitioner, etc.

3.3.2 *Other Acceptable Direct Patient Care Experience Examples*

- Mental health practitioner
- Laboratory (phlebotomy)/medical technician
- Radiology technician
- Clinical research
- Chiropractor
- Emergency room tech or clinical/medical scribe
- Pharmacy technician

3.3.3 *Positions NOT Meeting Direct Patient Care Experience*

- Medical billing
- Medical records
- Medical transcriptionist
- Patient scheduler
- Anything considered administrative in nature

3.4 PA Shadowing and/or Volunteerism

A minimum number of PA Shadowing or Volunteer hours are **not** required for admittance into the program.

- A point value for provider (PA/MD/DO) shadowing and volunteerism (mission work, soup kitchen, big brothers/sisters, etc.), however, is added to the applicant's overall score.
 - Note: For every one week on a medical mission, the applicant receives 100 hours of volunteerism.
 - Note: All active duty, reserved, and military veterans (with a DD214 showing honorable discharge) will receive the full point value for the volunteerism portion of the pre-screen scoring matrix.

3.5 Test of English and Foreign Language (TOEFL)

An applicant whose native language is not English and who does not have a full year (two semesters) of composition or its equivalent in English studies must demonstrate skills in English understanding and use. The TOEFL must have been taken and recorded within the last 2 years (at time of application). The TOEFL scores should be submitted with the CASPA application. Satisfactory scores are outlined below.

- Internet-based TOEFL: Total score of 100 and a minimum score of 20 on each section.

3.6 Advanced Academic Placement (A3.13c; A3.16)

All NGU PA courses must be taken as part of the PA cohort and **no advanced placement** options are available.

ARTICLE 4.0 PRE-SCREEN SCORING MATRIX (A3.14)

Applicant requirements are reviewed, scored, and converted to percentage value (total points earned divided by the maximum possible). The NGU PA Admissions Committee will review all applicants meeting minimum requirements and either (1) invite to interview, (2) put on hold, or (3) deny an interview.

4.1 Special Consideration (A3.13a)

4.1.1 Preinterview Scoring

The program favors applicants who have a higher cumulative undergraduate GPA, higher grades on prerequisite courses, more direct patient care hours, more shadowing/volunteerism hours or veteran status, or have a Masters or Doctorate degree.

4.1.2 North Greenville University Alumni

All **North Greenville University graduates** who meet the PA Program's admission requirements will be invited for an interview pending interview slot availability at the time the application is received. An invitation to interview, however, does not guarantee admittance to the program.

4.1.3 North Greenville University Master of Biomedical Science Graduates

In association with the above special consideration, all **North Greenville University Master of Biomedical Science (MABS) program graduates** will be invited for an interview. In addition to this special consideration, if recommended by the MABS program coordinator, graduates from the MABS program will also receive the following special considerations:

- Successful completion of the MABS program will allow the applicant to meet the cumulative GPA requirement for admission to the program, as outlined in Article 3.1.1 above.
- Successful completion of the MABS program will allow the applicant to meet the prerequisite course requirements for admission to the program, as outlined in Article 3.1.2 above.

*Note: Successful completion of the MABS program does not guarantee admittance to the NGU PA Program.

4.1.4 Military Service

All **active duty, reserves, and military veterans** (veterans must produce a DD214 showing an honorable discharge) will receive the full point value for the volunteerism portion of the pre-screen scoring matrix.

4.1.5 COVID-19

The program recognizes that the COVID-19 crisis impacted many applicants and resulted in unexpected changes. Due to COVID-19, many institutions of higher education transitioned to online instruction and have given students the option of Satisfactory/Unsatisfactory(S/U) or Pass/Fail (P/F) grading for courses. Courses taken during Spring 2020 through Fall 2021 that have a Satisfactory or Pass grade instead of a letter grade will be accepted for prerequisite requirements if this was an institutional change secondary to the COVID-19 crisis. However, if this is not possible, the courses will be accepted and allowed to meet the prerequisite requirements. However, no GPA quality points will be awarded when calculating the cumulative prerequisite, or last 60-hour review GPAs for courses with a pass/fail or satisfactory/unsatisfactory grading system. Therefore, pass or satisfactory grades will neither hurt nor help your pre-interview score.

As a reminder, the program does not require a minimum number of paid healthcare experience or shadowing hours. Therefore, there are no additional requirements that need special consideration due to the COVID-19 crisis. This policy will apply to the 2021-2022 CASPA application cycle and beyond when Spring 2020 through Fall 2021 courses apply to our required prerequisite courses or last 60-hour review GPA calculations.

4.2 Application Checklist Form

Item	Minimum Requirement	National Average / Goal	Your Results	Possible Points
Bachelor's Degree (<i>see article 3.1.1</i>)	3.3 GPA	3.60 GPA 3.79 GPA*		10
Science Aptitude (<i>see article 3.1.2</i>)				10
✓ Anatomy & Physiology Lecture and Lab 1 (combined)	3.0 GPA			
✓ Anatomy & Physiology Lecture and Lab 2 (combined)	3.0 GPA			
✓ Gen Biology Lecture and Lab (combined)	3.0 GPA	3.50 GPA		
✓ Other Biology (see preceding list)	3.0 GPA	3.85 GPA*		
✓ Microbiology	3.0 GPA			
✓ Gen Chemistry Lecture and Lab (combined)	3.0 GPA			
✓ Other Chemistry (see preceding list)	3.0 GPA			
✓ Intro Psychology	3.0 GPA			
✓ Statistics	3.0 GPA			
Paid Health Care Experience	No Minimum	3,235 Hours 4609 Hours*		6
Provider Shadowing and Volunteerism	No Minimum	589 Hours 883 Hours*		4

Note: See Article 3.0 (preceding explanation) for each category in this table.

Note: * Indicates data from Cohort 2026, otherwise data from the PAEA Program Report 36, data from 2021 survey published in 2023

ARTICLE 5.0 INTERVIEW (3.13)

Interviews will begin in June and continue until the class is full or October 31, whichever comes first. By using this approach, it is possible to fill all available seats prior to the October 31 date.

Therefore, it is to your advantage to submit a completed application as early in the process as possible. The longer you wait to submit an application (even though prior to the August 1 deadline), the greater your risk that no class seats will be available, or that only a few will remain. Once the class is full, remaining applicants who completed an interview will be evaluated for a wait list.

5.1 Interview Process (A3.14)

An invitation to interview does not guarantee acceptance into the program. The NGU PA Program uses a rolling admissions process. Therefore, applicants who qualify for an interview may be invited to the next available scheduled interview date. Program faculty/staff (program director, medical director, and principal faculty), adjunct faculty, and local physicians, PAs, and health care workers will make up the interview team. Each will be trained on the interview process before the interview date and briefed on the scoring criteria before each interview session begins.

During a typical interview, applicants will be evaluated via a series of short, carefully timed interview stations. Each of these encounters will assess the applicant's non-cognitive attributes. These characteristics include accountability, altruism, appearance, boundary recognition, compassion, flexibility, honesty, humility, problem-solving ability, reliability, respectfulness, responsibility, self-awareness, sensitivity, tactfulness, teamwork, tolerance, and work ethic. At the conclusion of the interview, applicants will tour the facilities and have question and answer sessions with current students and faculty.

ARTICLE 6.0 APPLICANT SELECTION (A3.14)

6.1 General

Applicant scores from the interview will be totaled and combined with the pre-screen score. Applicants are ranked in order of total score. The scores will be provided to the NGU PA selection committee for discussion. The committee may select **up to 50%** of the program's open seats on the day of the interview (up to 100% once only six seats remain). Applicants who are not offered a seat on the day of the interview will either be placed on the wait list or declined admission. All applicants will be notified of their status within 4 weeks of their interview date. Those applicants placed on the wait list will be reviewed during each subsequent interview session.

6.2 Conflict of Interest (A3.14)

Faculty members must use their professional integrity and excuse themselves from interviewing, ranking, or selecting applicants with whom they have a significant relationship. This may include but is not limited to family members, friends, family friends, acquaintances of individuals they know well, and those whom they have established professional relationships within other settings.

ARTICLE 7.0 POST-ACCEPTANCE REQUIREMENTS (A1.02k; A3.07a; A3.13e)

Once accepted into the NGU PA Medicine Program, the following conditions must be completed by or verified by our third-party vendor in order to matriculate into the program. The estimated cost for Exxat/Approve is \$35. The background check is \$58 and urine drug screen is \$37.

- Background Search:
 - Criminal Activity
 - Sex Offender Registry
 - National Healthcare Fraud and Abuse
 - Residence History
 - Social Security Alerts
- Twelve (12) Panel Urine Drug Screen
- Compliance Verification
 - Signed Technical Standards Form
 - Immunization Status Verification
 - Tuberculosis Screening Results
 - Health Insurance Policy (showing current status)
 - Annual Physical Exam - Physical Clearance Form
 - Signed Release Form allowing NGU to provide preceptors with status or results of Immunizations, TB Screening, Drug Screening, and Background Check
- Mandatory Health Insurance Portability and Accountability (HIPAA) and Operational Safety and Health Administrative (OSHA) certification
- Compliance with all other conditions as detailed in letter of acceptance.

If official transcripts are required to verify outstanding degree or prerequisites, these must be uploaded and verified by CASPA and received by NGU's PA Medicine program by October 31 or the selected applicant will relinquish his/her seat. All other 'post acceptance requirements' must be met by **November 1st prior to matriculation**. Failure to meet these deadlines will result in a forfeiture of seat and the applicant will not be allowed to matriculate into the program.

7.1 Background Check

Prior to matriculation (by November 1st), before the clinical year begins, and as required by a clerkship site – all PA students are required to have a **completed** certified background check via our third-party vendor. The background search looks for a history of:

- Criminal Activity
- Sex Offender Registration
- National Healthcare Fraud and Abuse
- Residence History
- Social Security Alerts

Admittance to the Program is contingent upon a successful background evaluation. If the background search reveals information that would prohibit a student from participating in clinical rotations, the seat offer will be rescinded. The estimated cost for the background check is \$58. Additionally, if any unprofessional behavior is discovered by the program prior to matriculation, the PA Program Director reserves the right to revoke the applicants offer for admission.

Conditionally admitted applicants who were denied admission because of the background search results or unprofessional behavior can appeal the committee's decision. The appeal must be made in writing and received by the Dean of the College of Allied Health within seven days after the date the letter of denied admission. In turn, the Dean will render a decision within seven days of receipt of the appeal request. The applicant and Provost will be informed of the Dean's decision. For applicants, this decision is final.

7.2 Twelve Panel Urine Drug Screen

Prior to matriculation (by November 1st), before the clinical year begins, ***and*** as required by a clerkship site – all PA students are required to have a twelve (12) panel urine drug screen completed via our third-party vendor.

Admittance to the Program is contingent upon a negative twelve panel urine drug screen. If the twelve panel drug screen reveals information that would prohibit a student from participating in clinical rotations, the seat offer will be rescinded. The estimated cost for the twelve panel urine drug screen is \$37. Additionally, if any unprofessional behavior is discovered by the program prior to matriculation, the PA Program Director reserves the right to revoke the applicants offer for admission.

Conditionally admitted applicants who were denied admission because of the twelve panel urine drug screen results or unprofessional behavior can appeal the committee's decision. The appeal must be made in writing and received by the Dean of the College of Allied Health within seven days after the date the letter of denied admission. In turn, the Dean will render a decision within seven days of receipt of the appeal request. The applicant and Provost will be informed of the Dean's decision. For applicants, this decision is final.

7.3 Mandatory HIPAA and OSHA Certification

Prior to matriculation (by November 1st) all PA students are required to complete Health Insurance Portability and Accountability (HIPAA) and Operational Safety and Health Administrative (OSHA) training via our third-party vendor. The cost of this training is estimated at \$30. Prior to the clinical year and as required by a clerkship site, this training will need to be repeated. Depending on circumstances, it may be done via our third-party vendor and/or through the clerkship site.

7.4 Compliance Verification

To matriculate ***and*** as needed throughout the program, certain tasks must be completed and/or verified via our third-party vendor. The estimated cost for compliance verification is \$35. These include:

- Immunization Status Verification
- Tuberculosis Screening Results
- Health Insurance Policy (showing current status)
- Signed NGU PA Medicine Pre-Matriculation Technical Standards Testament
- Signed Release Form allowing NGU to Provide Preceptors with Status or Results of Immunizations, TB Screening, Drug Screening, and Background Check

7.4.1 Immunization History (A3.07a)

The NGU PA Medicine Program has a pre-matriculation immunization policy that is based on the Centers for Disease Control and Prevention (CDC) immunization recommendations for health-care personnel [here](#).

In Accordance with CDC recommendations and South Carolina mandates, the North Greenville University PA program honors medical and religious exemptions for vaccination. If you would like to request a medical or religious exemption for any of the required vaccinations, an exemption form is located on our third-party vendor website and is available upon written request to the program.

Prior to matriculation, all PA students are required to upload evidence of immunization (or serology testing proving immunity) status for verification through our third-party vendor. In addition, student must keep up to date their immunization status while attending the NGU PA program. All vaccines must be administered in accordance with CDC's published guidelines.

Due to requirements of some of our clinical partners, if a student is unable to provide evidence of immunity for all the following vaccinations, they may not be able to participate in clinical education activities at associated clinical sites. There is no guarantee that alternative experiences can be found to accommodate unvaccinated students, which could result in the inability to complete all clinical requirements and/or a delay of graduation from the program. Additionally, the inability to find alternative clinical experiences could result in a student being unable to meet the program graduation requirements, which could result in dismissal from the program as the NGU PA program does not allow deceleration (DPAM Student Policy Handbook Article 21.0). Therefore, we strongly encourage students to get vaccinated as to not impede their progress through the program or risk the inability to be able to complete program requirements.

If a student chooses not to get vaccinated, the student will be solely responsible for completing exemption requests for each clinical site that offers exemptions. If no exemption is offered or an exemption is denied by the clinical partner, the student understands that the university may not be able to provide alternative clinical experiences. The student assumes sole responsibility for any negative impacts their immunization status has on the completion of the program.

7.4.1.1 Hepatitis B

Unvaccinated applicants and/or those who cannot document serologic evidence of immunity (titers) and previous vaccination must receive a 3-dose series of hepatitis B vaccine at 0, 1, and 6 months or 2-dose series of Heplisav-B, with the doses separated by at least 4 weeks. Since PA students may be exposed to blood or body fluids, they must be tested for hepatitis B surface antibody (anti-HBs) 1–2 months after dose #3 to document immunity.

- If anti-HBs is at least 10 mIU/mL (positive), the student is immune. No further serologic testing or vaccination is recommended.
- If anti-HBs is less than 10 mIU/mL (negative), the student is not protected from hepatitis B virus (HBV) infection and should receive 3 additional doses of HepB vaccine on the routine schedule, followed by anti-HBs testing 1–2 months later. A student whose anti-HBs remains less than 10 mIU/mL after 6 doses is considered a “non-responder.”

For non-responders: PA student non-responders are considered susceptible to HBV and will need to obtain HBIG prophylaxis for any known or probable parenteral exposure to hepatitis B surface antigen (HBsAg) positive blood or blood with unknown HBsAg status. It is also possible that non-responders are people who are HBsAg positive. Therefore, HBsAg testing is required for all non-responders. A student found to be HBsAg positive must see an infectious disease provider for a medical evaluation and counseling.

7.4.1.2 Measles, Mumps, Rubella

Although birth before 1957 is generally considered acceptable evidence of measles, mumps, and rubella immunity, this does not meet the requirement for NGU PA students. Therefore, all PA Medicine students/applicants can be considered immune to measles, mumps, and

rubella only if they have documentation of serologic confirmation of disease or immunity (titers). If serological evidence shows negative or equivocal results for measles or mumps, 2 doses of MMR vaccine (4 weeks apart) is required. If serological evidence shows negative or equivocal results to rubella, only 1 dose of MMR is recommended. However, you may end up receiving 2 doses, because the rubella component is in the combination vaccine with measles and mumps. After vaccination, follow up serological testing will be required 1-2 months later.

7.4.1.3 *Diphtheria, Pertussis, and Tetanus*

All PA medicine students who have not or are unsure if they have previously received a dose of Tdap should receive a dose of Tdap before matriculation, without regard to the interval since the previous dose of Td. Pregnant students should be revaccinated during each pregnancy. All students should then receive Td or Tdap boosters every 10 years thereafter.

7.4.1.4 *Varicella*

Evidence of immunity includes documentation of 2 doses of varicella vaccine given at least 28 days apart, laboratory confirmation of disease with laboratory evidence of immunity (titers), or diagnosis or verification of a history of varicella or herpes zoster (shingles) by a healthcare provider with laboratory evidence of immunity.

7.4.1.5 *Influenza*

Inactivated injectable influenza vaccine (IIV) is the preferred vaccine. Live attenuated influenza vaccine (LAIV), however, may be given to non-pregnant healthy students that are 49 years old and younger.

Contraindications are limited to a history of anaphylactic hypersensitivity to egg or other components of the vaccine or documented case of Guillain-Barré Syndrome within 6 weeks following a previous dose of influenza vaccine.

7.4.1.6 *COVID-19 Vaccination*

The CDC recommends that everyone ages 6 months and older should get the COVID-19 vaccine. Specific recommendations can be found [here](#).

7.4.1.7 *Meningococcal Vaccine*

The CDC currently recommends that microbiologists who are routinely exposed to isolates of *N. meningitidis* should be vaccinated with both MenACWY and MenB vaccines. The two vaccines may be given concomitantly but at different anatomic sites, if feasible. The NGU PA program recommends students receive the meningococcal vaccine. However, it is not required.

7.4.1.8 *Other Vaccines (travel related)*

If a student travels outside the United States, recommendations from the Center for Disease Control will be reviewed at least 6 weeks before travel to ensure recommended vaccines are known. Recommended vaccines will need to be completed prior to any training outside the United States.

7.4.2 Tuberculosis Screening

All students must have an IGRA test (Quantiferon Gold, TSpot) or **two-step** tuberculin skin test (one test administered and resulted and a second test administered **1-3 weeks** after the first test and resulted) (PPD) within four (4) months of enrollment (verified via our third-party vendor).

- If the IGRA/PPD is negative, the applicant/student is cleared to enter the program; if the IGRA/PPD is positive, the applicant/student must be evaluated and cleared (treated if necessary) by an infectious disease specialist before they begin or continue their PA training.

7.4.3 Health Insurance Policy Documentation

As a condition of enrollment, students are required to have health insurance coverage **while enrolled** in the NGU DPAM program. The cost of insurance and all covered, uncovered, or related health care expenses are the exclusive responsibility of the student and not the responsibility of NGU, SCPE preceptor, or SCPE site. These costs may include but are not limited to immunization, illness, PPD testing, health evaluation post exposure to a communicable disease, or other accidental injuries sustained during program mandated training activities. **Proof of insurance coverage must be provided prior to matriculation and verified by our third-party vendor.** NGU does not offer student health insurance. Information on obtaining health insurance as a student can be found [here](#).

In addition, students are not employees of NGU or the hospital, clinic, or practice where SCPE rotations occur and thus are **NOT covered under workman's compensation**. Therefore, students are **required to carry medical insurance** (throughout the program) to cover the expense should an injury or exposure occur. Costs not covered by insurance are the student's responsibility.

7.4.4 Annual Physical Exam

The student must complete an annual physical exam that includes medical clearance for participation in PA school and all clinical activities. **NGU has a form for this requirement which is downloadable via our third-party vendor.** The student will gain access to our third-party vendor once they have confirmed their acceptance.

7.4.5 Signed Technical Standards Testament and Academic Expectations

North Greenville University student applicants **must** possess the capacity to complete the entire curriculum to achieve the Master of Medical Science degree. The curriculum requires **demonstrated skills** in (1) observation, (2) communication, (3) motor, (4) intellect, and (5) behavioral and social. Applicants offered a seat in the program are required to sign this testament, verifying understanding and that they meet these Standards. In the event an applicant is unable to fulfill these technical standards prior to or any time after admission, with or without reasonable accommodation, the student **will not** be allowed to enter or progress within the program.

7.4.5.1 Technical Standards

Observation

The candidate must be able to:

- Observe demonstrations, visual presentations in lectures and laboratories, laboratory evidence and microbiologic cultures, microscopic studies of microorganisms and tissues in normal and pathologic states.
- Observe a patient accurately at a distance and close at hand.
- Use the sense of vision, somatic sensation, and smell as part of the observation process.

Communication

A candidate should be able to:

- Communicate professionally, effectively, and sensitively with patients and families
- Communicate professionally, effectively, and efficiently in oral and written forms with all members of the healthcare team
- Be able to speak, hear, and observe patients in order to elicit information, perceive nonverbal communications, and describe changes in mood, activity, and posture.
- Utilize speech, reading, writing, and computers as part of the communication process. In addition, candidates must possess the skills necessary to communicate effectively in small and large group discussions.

Motor

Candidates must have sufficient motor skills and coordination to:

- Execute the movement required to provide patient care such as palpation, auscultation, percussion, and other diagnostic maneuvers.
- Execute movements required to provide general care and emergency treatment to patients. These skills require coordination of gross and fine muscular movement, equilibrium, and sensation.
- Manipulate equipment and instruments necessary to perform basic laboratory tests and procedures required to attain curricular goals (e.g. needles, stethoscope, ophthalmoscope, tongue blades, intravenous equipment, gynecologic speculum, and scalpel).
- Transport themselves from one location to another in a timely fashion in order to facilitate patient care responsibilities and receive educational training.

Intellectual-Conceptual, Integrative and Quantitative Abilities

Candidates must be able to:

- Comprehend three-dimensional relationships and the spatial relationship of structures.
- Collect, organize, prioritize, analyze, and assimilate large amounts of technically detailed and complex information within a limited time frame. This information will be presented in a variety of educational settings, including lectures, small group discussions, and individual clinical settings.
- Analyze, integrate, and apply information appropriately for problem solving and decision-making.

Behavioral and Social Attributes

Candidates must have:

- Emotional health, maturity, sensitivity, intellectual ability, and good judgment needed to complete all responsibilities associated with the diagnosis and care of patients.

- The ability to tolerate physical, mental, and emotional stress associated with training and the profession.
- Qualities of adaptability, flexibility and be able to function in the face of uncertainty.
- A high level of compassion for others, motivation to serve, integrity, and a consciousness of social values.
- Sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.
- The ability to accept criticism and respond by appropriate modification of behavior.

7.4.5.2 NGU Policy on Academic Learning Disabilities

North Greenville University PA Medicine Policy on Academic Learning Disabilities

- Provided the preceding 'technical Standards' are met; a student can claim disability through the Office of Student Accessibility and ADA Services.
- **Criteria for establishing a PA Medicine candidate's disability is taken from the (1) National Commission on Certification of Physician Assistants (NCCPA) criteria and (2) peer reviewed literature published in the Journal of Physician Assistant Education.** To establish a disability the PA Medicine candidate requesting special accommodations must provide appropriate documentation of the disability or qualifying medical condition. The documentation must specify the extent to which classroom or testing procedures are to be modified. The accommodation requested or recommended by the PA candidate should **not be based on preferences but on disability-driven reasons**, nor should it over-accommodate the PA candidate. Reports from the qualified licensed professional should be on letterhead, typed in English, dated, signed, and legible. **Prior to considering any request for special accommodations, NGU must receive the following documentation:**
 - A complete description of disability or medical condition and impact on the PA candidate's daily life and day-to-day functioning – **limitations to major life activity**
 - Signed, typed and dated current documentation of the disability by a qualified professional. The documentation **must be based on professional testing**, which was performed by a qualified professional. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol. Documentation must include all the following:
 - The name, title, and professional credentials of the evaluator, including information about license or certification (e.g., licensed psychologist) as well as the area of specialization, employment, and state in which the individual practices must be clearly stated in the documentation.
 - Contact information including address, telephone number, and/or e-mail address of each professional providing documentation.
 - The date and location of the assessment upon which each professional's report is based.
 - A detailed description of the psychological, educational, and/or cognitive functioning tests that were conducted.
 - The results of those tests and a comprehensive interpretation of the results.

- The name of the specific disability diagnosed and a description of the specific impact on daily life activities and day-to-day functional limitations to major life activities including a history of the impact of the disability on academic functioning if the disability is due to a learning disability or attention deficit/hyperactivity disorder (ADD or ADHD).
 - The specific examination accommodations that are requested to compensate for those limitations and how they will reduce the impact of identified limitations.
 - Description of treatment and rehabilitation. Describe all treatment and efforts at remediation that the candidate has undergone and the results of the treatment. Also, describe how the disability is accommodated in daily life.
- Note 1: A qualified professional is someone with the credentials, training, and expertise to diagnose the disability the individual is claiming. The primary relationship of the attesting professional to the individual must be that of a treating medical professional to a patient; **there must be no familial, intimate, supervisory or other close relationship between the qualified professional and the individual requesting accommodations.**
 - Note 2: NGU reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis.
- Once the preceding assessment is provided, it will be evaluated by the Director of Student Accessibility & ADA Services and, if deemed necessary, a consultant, and either accepted, denied, or modifications suggested.
 - As part of the preceding steps, an interactive dialogue about what is reasonable will take place (student candidate suggestions do not mean they can be met).
 - An accommodation is **considered unreasonable** when it causes "undue hardship" (a complex determination that can take into account how much the cost would be or how onerous to the school), alters the fundamental nature of the program, disrupts the cycle of education, or is related to dependent skill testing such as problem focused objective structured clinical examination or skills testing.
 - In general, comfort aids will not require pre-approval but must be inspected prior to each use. These items include:

Medicine & Medical Devices
Auto-injectors, such as EpiPen
Bandages
Braces - Neck, Back, Wrist, Leg or Ankle Braces
Casts - including slings for broken/sprained arms and other injury-related items that cannot be removed.
Cough Drops - must be unwrapped and not in a bottle/container.
Eye Drops
Eye Patches
Eyeglasses (without the case), including tinted lenses – must be removed for visual inspection
Glucose Tablets (does not include hard candy) - must be unwrapped and not in a bottle/container.
Handheld (non-electronic) magnifying glass (without the case)
Hearing aids/Cochlear implant

Inhaler
Medical Alert Bracelet
Medical device: Must be attached to a person's body, must be inaudible, and must not include a remote-control device. Examples include but are not limited to: <ul style="list-style-type: none"> • Insulin pump • Continuous glucose monitor • Note: If the insulin pump or continuous glucose monitor includes an accompanying remote-control device, the remote-control device may not be taken into the testing room. If there is a need to take the remote-control device into the testing room, Candidates must apply and be approved for an accommodation to do so. • TENS Unit • Spinal Cord Stimulator
Medical/Surgical face mask
Nasal drops/spray
Oxygen Tank
Pillow/Cushion
Pills - i.e. Tylenol or aspirin must be unwrapped and not in a bottle/container. Candidates may bring pills that are still in the packaging if the packaging states they MUST remain in the packaging, such as nitro glycerin pills that cannot be exposed to air. Packaging must be properly inspected.
Mobility Devices:
Canes
Crutches
Motorized Scooters/Chairs
Walkers
Wheelchairs
Other approved items
Tissues/Kleenex
Earplugs and Noise Cancelling Headphones

7.4.6 Release Form for Immunizations, TB Screen, Drug Screen, and Background Status

Each supervised clinical practice experience site requires a copy of the student's immunization history, tuberculosis screening results, background and sexual offense check, and drug screen. Therefore, applicants offered a seat in the program are required to sign a statement that allows the PA program to maintain and release this information when relevant to their academic training and clinical placement (via our third-party vendor).

7.4.7 Other Requirements

- Official transcripts of all course work including any courses that may have been completed since their program application was submitted.
- Evidence of compliance with any other conditions noted in the applicant's conditional letter of acceptance.

7.5 Non-Refundable Deposit (A1.02k)

Applicants who accept a seat must pay a \$1500 **non-refundable** deposit within two weeks of notification of acceptance to hold their place in the cohort. This deposit will be applied toward first semester tuition costs. Accepted applicants who do not pay the \$1500 deposit within the required time frame (two weeks) forfeit their seat. More information about refunds of tuition and fees can be found on the website [here](#).

(A1.02k)

ARTICLE 8.0 STUDENT EMPLOYMENT WHILE ENROLLED (A3.04; A3.05a&b; A3.15e)

The PA program *strongly discourages* students from being employed while enrolled and does not make exceptions or alterations to required course work, scheduling, or rotation assignments for individual students due to employment (**A3.15e**). Employment status while in the program will not be used to excuse absence from scheduled learning activities, justify poor performance, or be considered as a mitigating factor when assessing students' academic and professional progress.

Students Will Not Work for The PA Program

The NGU PA Medicine Program *does not* permit its students to work (paid or voluntary) for the Program (**A3.04**).

Students Will Not Substitute as Faculty

NGU PA Medicine students *will not* substitute for or function as instructional faculty (paid or volunteer) (**A3.05a**).

- Students with specific prior knowledge, experiences, and skills *may* assist faculty (provided faculty approval and oversight) and share that knowledge and skill set during didactic and laboratory sessions.
- Students *may not* be the primary instructor or instructor of record for any component of the program curriculum.
- Students *may not* participate in the primary assessment of other students, except as indicated in the student reflection activities.

Students Will Not Work at Clerkship Rotation Sites

During supervised clinical experiences, students may not substitute for clinical or administrative staff and must ensure all services provided to patients are directly supervised (**A3.05b**). Students may not accept compensation for any services provided during supervised clinical experiences unless specifically approved by the PA Clinical Team (e.g., housing stipend).

ARTICLE 9.0 CURRICULUM (A3.12d; A3.12e)

The PA Medicine Program at North Greenville University is a professional degree program intended to prepare students academically and professionally for responsibilities and services as a PA. Due to the sequential nature of the didactic curriculum, *students must successfully pass all didactic courses for a given semester before becoming eligible to take courses in the subsequent semester*. Advanced placement will not be granted under any circumstances. All students who are granted admission to the program must fulfill all program requirements. Clerkship Rotations are designed to provide medical experience and patient exposure and are referred to as Supervised Clinical Practice Experiences (SCPE). These experiences form the basis of the clinical and socialization processes for adaptation to the roles and functions of a PA (**A3.12d; A3.12e**).

This entry-level master's degree program consists of 108 semester hours divided into three phases that span 24 consecutive months. The Didactic Phase represents the preclinical year and spans 12 months. The Clinical Phase represents the clinical year and consists of 11 months of supervised clinical education and coursework. The Summative Phase is 1 month in duration and represents the final stage of training.

All NGU DPAM curricular components are published online [here](#). The NGU DPAM Admissions Handbook and the NGU DPAM Student Policy Handbook that can be downloaded [here](#).

ARTICLE 10.0 ESTIMATED COST OF ATTENDANCE (A1.02k; A3.12f)

10.1 Tuition

The standard undergraduate tuition rate does not apply to students who matriculate into the NGU PA Program. The following table outlines the program's *expected* tuition and fees (**A3.12f**). It should be noted that tuition and fees might change from year to year subject to economic influences, the needs of the university, and needs of the program. This information can be found on the program website [here](#).

10.2 Payment (Application, Deposit, Tuition, and Fees) and Refunds

- Application Fee: All applications are received via CASPA (<https://caspa.liaisoncas.com>). As of January 2025, the cost for a CASPA application was \$184 for the first program application and \$61 for each additional program application. As a general rule, CASPA does not refund application fees. Information related to CASPA fees can be found [here](#). The NGU PA Medicine program does not have a supplemental application.
- Enrollment Deposit: All applicants accepted into the program will be charged a \$1,500 nonrefundable deposit to hold their seat. This money will be applied toward their first semester tuition upon matriculation.
- Payment: 100% of semester tuition and fees are due at the beginning of the semester.
- Refunds: All program fees are nonrefundable.
- Tuition refunds are made as follows:

Refund Timeline	Spring Semester/s	Fall Semester/s	Summer Semester/s
Before Class Begins	100%	100%	100%
During 1 st Day	75%	75%	75%
During 2 nd Day	75%	75%	75%
During 1 st Week	75%	75%	75%
During 2 nd Week	50%	50%	50%
After 2 nd Week	0%	0%	0%

10.3 Program Required Expenses

A table regarding estimates of additional expenses incurred by the students can be found on the program website [here](#).

ARTICLE 11.0 FINANCIAL AID OPTIONS

12.1 Federal Stafford Student Loan Program

Information about NGU Graduate Financial Aid can be found [here](#) and [here](#).

ARTICLE 12.0 ACCREDITATION STATUS (A3.12a)

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **North Greenville University Master of Medical Science Physician Assistant Program** sponsored by **North Greenville University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September

2030. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

The program's accreditation history can be viewed on the ARC-PA website [here](#).

ARTICLE 13.0 NCCPA PANCE PASS RATE (A3.12c)

The PA National Certifying Examination (PANCE) is a computer-based, multiple-choice test that assesses basic medical and surgical knowledge. This examination must be successfully passed in order for graduates to become eligible for PA licensure. PANCE pass rate can be found on the program website [here](#). (A3.12c)

ARTICLE 14.0 COHORT ATTRITION RATE (A3.12i)

At NGU the goal is to mentor and see each matriculated student through program completion, NCCPA certification, and active practice as a PA. We recognize, however, that attrition may occur. Cohort attrition rate data can be found on the program website [here](#). (A3.12i).

ARTICLE 15.0 GOAL ATTAINMENT (A3.12b)

The NGU PA Medicine program hopes to prepare PAs with a desire to practice in a primary care setting and a heart for volunteerism. The initial goals of the program were oriented toward outcomes of the Programs' graduates. While our approach to training our graduates has not changed, we have updated our goals in 2024 to include measurable outcomes at each stage of an NGU PA student's experience. More information about our goals can be found [here](#).

ARTICLE 16.0 STUDENTS SOLICITING PRECEPTORS FOR CLERKSHIPS (A3.03)

It is the program's responsibility to coordinate clinical sites and preceptors for program required rotations and thus students are not required to provide or solicit clinical sites or preceptors (A3.03). Coordinating clinical practice experiences involves identifying, contacting, and evaluating sites and preceptors for suitability as a required or elective rotation experience. Students may make suggestions to principal faculty for sites and preceptors but are not required to do so. Student suggested sites and preceptors are reviewed, evaluated, and approved, for educational suitability, by the program.

ARTICLE 17.0 PA MEDICINE COMPETENCIES & OUTCOMES

PAs practice in a wide variety of primary care and specialty settings and with a focus on patient-centered care. Given this, learning outcomes for students must reflect competency in a broad range of areas encompassing the comprehension and application of medical knowledge, patient care, interpersonal and communication skills, ethics and professionalism, medical science research and interpretation of that research, and interprofessional collaboration. NGU competencies focused on these categories include the following (for list of outcomes under each competency, refer to the NGU Student Policy Handbook *Article 14.0*).

1. Perform and Record a Complete and Accurate Medical History
2. Perform a Complete and Problem-Focused Physical Examination
3. Establish a Working Diagnosis and Differential for Non-Emergent Condition/s
4. Order, Perform and Interpret Diagnostic Procedures and Lab Tests
5. Identify, Discuss, Perform, and Order Therapy and Treatment Modalities
6. Effectively Communicate with Patients, Families, and other Medical Personnel

7. Apply Critical Thinking Skills Within the Framework of Evidence-Based Medicine
8. Articulate the Unique Role of the PA in the Medical Team
9. Possess a Working Knowledge of the American Health Care System
10. Exhibit Ethical Behavior and Professional Conduct

Competency and proficiency in these functions and tasks is a learning process that will gradually occur over the breadth of the PA program at North Greenville University. Evaluation of these outcomes will occur via the use of multiple instruments, including, but not limited to, written and practical examinations, clinical preceptor evaluations, PANCE results, and graduate and post-graduate surveys.

ARTICLE 18.0 RESOURCES

NGU student resources can be found [here](#). Various options are listed here:

Resource	Phone Number	Hours	Website
Office of Student Accessibility 7801 N. Tigerville Road Tigerville, SC 29688	864-977-2022	M-F: 8:30 AM to 5 PM	https://www.ngu.edu/info-for/current-ngu-students/center-for-student-success/accessibility/
Financial Aid 7801 N. Tigerville Road Tigerville, SC 29688	864-977-7056	M-F: 8:30 to 5 PM	https://ngu.edu/admissions/financial-aid/graduate/
Information Technology 7801 N. Tigerville Road Tigerville, SC 29688	864-977-7272	M-F: 8:30 to 5 PM	https://ngu.edu/life-at-ngu/services/it/
Campus Security 7801 N. Tigerville Road Tigerville, SC 29688	864-977-7777 Emergency on campus: 7777 Emergency off campus: 911	On Patrol and available 24/7 52 weeks a year Office Hours: M-TH: 7 AM to 5 PM F: 7 AM to Noon	https://ngu.edu/life-at-ngu/services/campus-security/

ARTICLE 19.0 CONTACT INFORMATION

For more information, please contact the program at pa.admissions@ngu.edu.

NGU DEPARTMENT OF PA MEDICINE CURRICULUM HANDBOOK REVIEW

The handbook has been reviewed and approved by the (1) Program Policy and Procedure Committee, (2) Program Executive Committee, and (3) the PA Medicine Program Director.

Approval Date

Original: December 10, 2015

Review Approval: July 27, 2017

Review and Revisions: March 28, 2019

Review and Revisions: April 13, 2020

Review and Revisions: March 15, 2021

Review and Revisions: March 9, 2022

Review and Revisions: March 14, 2023

Review and Revisions: March 1, 2024

Review and Revisions: February 12, 2025

Signature/s



Kaye Rickman, MMS, PA-C
Program Director for the Department of PA Medicine



Jordan Hairr, Ed.D., MSPAS, PA-C
Dean, College of Allied Health

Review Process

NGU DPAM Policy and Procedure Committee and Program Executive Committee reviewed this document on December 18, 2018 and unanimously approved it.

This update was reviewed and approved by the Admission Committee and Program Executive Committee on February 12, 2025.

The next annual review is set for December 2025.