

Physical Therapist Assistant

Admissions Handbook — Summer 2025

Available on the Gloucester Campus only



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

Physical Therapist Assistant

Summer 2025

FACT SHEET

Portfolios Accepted: *February 3, 2025 – February 28, 2025*

Portfolio Deadline: *Friday, February 28, 2025 at 5:00 p.m.*

All Admissions Decisions Sent: *Thursday, March 20, 2025*

The Physical Therapist Assistant Program is for students who wish to work in a healthcare profession as a licensed Physical Therapist Assistant.

- This packet is exclusive for applicants seeking admission into the Summer 2025 PTA Program Cohort
- Anatomy I and Anatomy II **must** be taken from 2020 to present
- Observation Hours must be within 18 months of application period (*no earlier than April 1, 2023*)
- HESI Admission Assessment Exam Required for all applicants
- Mandatory PTA Orientation for accepted Summer 2025 PTA students will be held in September 2025. The exact date will be provided in the Acceptance Letter. *Students must attend orientation to maintain their seat in the program.*
- Applicants must be 18 years of age as of September 1, 2025

Information presented in this packet supersedes ALL other information obtained by the applicant and is accurate at the time of publication.



Physical Therapist Assistant

Dear Applicant:

Thank you for your interest in the Physical Therapist Assistant Program at Rowan College of South Jersey. Upon completion of all the requirements in this CAPTE accredited program, you will have earned a Physical Therapist Assistant Associate of Applied Science degree along with the skills required to perform the duties of a physical therapist assistant.

Graduates from this program are eligible to take the National Physical Therapy Examination for Physical Therapist Assistants, which is recognized by the New Jersey State Board of Physical Therapy Examiners. This agency governs the practice of physical therapy in the state of N.J. and issues the appropriate licenses to physical therapists and physical therapist assistants.

Carefully read the material contained in the Physical Therapist Assistant Admissions Packet as it provides the requirements for submitting a complete portfolio which will be used to rank students during the program's selective admissions process.

Since it is imperative that you understand the duties and responsibilities of a physical therapist assistant, or PTA, applicants are required to complete a minimum number of observation hours as designated in the packet. These are opportunities for you to become exposed to and familiar with the physical therapy profession.

Attendance at one of the information sessions listed in the packet is another admissions requirement. Faculty will be available to you during these sessions to answer additional questions regarding the profession or program requirements.

Best wishes as you begin your journey toward a successful future as a physical therapist assistant.

Sincerely,

*Eileen E. Doyle, PTA, MS
Program Director, PTA Program*

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: capteonline.org. If needing to contact the program directly, please call 856-415-2188 or email edoyle@rcsj.edu.

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Disclaimer – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.



Section I:

A.A.S. PTA Program Information

- Important Information
- Program Accreditation Status
- State Requirements for PTA Licensure
- PTA Program Standards and Health Requirements
- A.A.S. PTA Programs of Study
- A.A.S. PTA Course Descriptions
- General Education Courses, GPA Requirement and Letter Grades

Important Information

The information in this packet is effective for applicants planning to enter the Physical Therapist Assistant Program beginning in May 2025

Portfolios Accepted: February 3, 2025 – February 28, 2025

Portfolio Deadline: Friday, February 28, 2025 at 5:00 p.m.

All Admissions Decisions Sent on or about: Thursday, March 20, 2025

All admissions decisions will be sent to the applicant's RCSJ email address.

– IMPORTANT –

The College is not responsible for any applicant who does not follow the instructions printed in this packet. Responsibility for correctly completing the PTA application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete portfolio.

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note: meeting or exceeding all admission criteria does not guarantee acceptance to the program. All admissions decisions are final.

Admission requirements for the program are subject to change each year. All applicants to the program must meet the requirements of the year in which they apply, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at SelectiveAdmissions@rcsj.edu for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2025 Physical Therapist Assistant program.

The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.

The Rowan College of South Jersey Physical Therapist Assistant Program

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: capteonline.org.

To contact the program, please call
856-415-2188.

The field of physical therapy is regulated by the
State Board of Physical Therapy Examiners
124 Halsey Street, 6th Floor, P.O. Box 45014
Newark, NJ 07101
njconsumeraffairs.gov/pt/
973-504-6455

The Middle States Commission on Higher Education's (MSCHE) Standards for Accreditation and Requirements of Affiliation consist of seven standards and fifteen requirements of affiliation. Accreditation is a formal expression of confidence in an institution's performance in meeting both the Standards for Accreditation and the Requirements of Affiliation. Rowan College of South Jersey is accredited by the Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104. Telephone: 267-284-5000; email: info@msche.org.

State Board of PT Examiners Requirements for Licensure

Applicants to the Physical Therapist Assistant program are advised that the State Board of Physical Therapy Examiners regulates the practice of physical therapy in New Jersey and licenses physical therapists and assistants in the state. Applicants wishing to practice in a state other than New Jersey must meet the requirements set forth by the state board in the state where the person is seeking licensure or certification. All physical therapist assistant graduates must take and pass the National Physical Therapy Examination for Physical Therapist Assistants (NPTE for PTAs) to be considered for licensure or certification.

The New Jersey State Board of Physical Therapy Examiners (the Board) Statute N.J.S.A. 45:9-37.34b states, **"To be eligible for licensure as a physical therapist assistant, an applicant shall:**

- a. Possess at least an Associate in Arts degree from an accredited college or university;
- b. Have completed a two-year Physical Therapist Assistant program at an accredited college or university which has been approved by the board;
- c. Have experience satisfactory to the board in accordance with regulations of the board;
- d. Have successfully completed a written examination approved by the board;
- e. Be at least 18 years of age;
- f. Be of good moral character; and
- g. Meet such other requirements as may be established by the board by regulation. L.2003,c.18,s.21."

(Source: State Board of Physical Therapy Examiners Law, retrieved July 22, 2015 from njconsumeraffairs.gov/Statutes/physicaltherapylaw.pdf)

The State Board of PT Examiners requires information for licensure as a Licensed Physical Therapist Assistant in New Jersey:

1. Graduation from an CAPTE accredited two-year Physical Therapist Assistant Program
2. Criminal History Background Check clearance
3. Status of child support
4. Status of student loans
5. Citizenship/Immigration status
6. Passing the NPTE for PTA
7. Status of all professional licensures or certifications in any state or jurisdiction
8. Completed application and fees including medical conditions section
9. Pass the Jurisprudence Assessment Module for New Jersey administered by the Federation of State Boards of PT from fsbpt.org

(Source: State Board of Physical Therapy Examiners, retrieved July 23, 2015 from njconsumeraffairs.gov/pt/Applications/Application-for-Licensure-as-a-Physical-Therapist-Assistant.pdf)

The State Board of Physical Therapy Examiners is located at 124 Halsey Street, 6th Floor, Newark, NJ.
The mailing address is P.O. Box 45014, Newark, NJ 07101.

For complete information, contact: The Board: njconsumeraffairs.gov/pt/

NJ Application for Licensure: njconsumeraffairs.gov/pt/Pages/applications.aspx

Additional information on all State Boards of Physical Therapy is available through the Federation of State Boards of Physical Therapy website: fsbpt.org on the Free Resources tab, under Licensing Authorities Contact Information.

Each state Board of PT has the right to deny or defer licensure if the applicant does not fulfill all requirements for licensure.

Complaints may be addressed to the State Board of PT Examiners and FSBPT at their respective address.

PTA Program Standards

A minimum grade of "C+" is required in all courses in the PTA program of study including General Education and Science courses and students must maintain a cumulative GPA of 2.50 or higher [as per the current institutional grading scale.]

PTA students must meet all pre-requisite, co-requisite and grade requirements for each college course listed in the PTA program of study in order to advance through the program. General education course pre-requisites and co-requisites are specified in the RCSJ College Catalog. Students who register for college courses must complete pre-requisite course requirements before entering the PTA program. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence and/or grade requirements will not be able to progress in the PTA program. Pre-requisite and co-requisite requirements for program coursework can be viewed within the RCSJ College Catalog.

Competency skill testing will be conducted throughout the program. Students must demonstrate the ability to competently complete, in the time allotted, all steps of a task in order to progress to take any practical exam. Further, students must pass all required practical examinations in order to achieve a passing score in that course, thus allowing them to progress within the program and/or onto a clinical experience.

- One outcome of the PTA program is that graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. It is recommended that students have access to a computer with an optical drive and USB controller and Internet access (Note: AOL is **not** compatible with many of the applications). Computers are available to students on the RCSJ campus.
- PTA students are required to meet specific health standards. PTA applicants are notified of comprehensive health requirements upon acceptance to the program. The completed health packet will be due during the Spring 2026 semester. Health requirements are based on the recommendations of the Center for Disease Control (CDC) requirements for healthcare providers. Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for health screening costs.
- PTA students must maintain current CPR certification while in the PTA program. The level of CPR is Basic Life Support (BLS) for the Healthcare Professional and is **ONLY** acceptable through the American Heart Association. RCSJ offers a one-credit course, HPE 105: Healthcare Provider Emergency Response with BLS Certification, that meets this requirement.
- Clinical agencies require criminal history background checks (CHBC) for all individuals engaged in patient care. A component of the CHBC includes a urine drug screen (UDS). Upon acceptance into the PTA program, students must complete the CHBC and the urine drug screen. A completed CHBC/UDS is due no later than May 3rd, 2025. Students are responsible to pay all fees associated with the CHBC.
- CHBC and UDS results are sent to the clinical agencies which have sole discretion to determine whether the student may engage in patient care at the agency.
- If a student is denied the opportunity to participate in the clinical agency as a result of CHBC and UDS findings, the student will be dismissed from the PTA program and referred to Student Services to explore other career options.

Health Requirements

Students who are accepted into the Physical Therapist Assistant program will be required to complete a health packet. The packet consists of medical clearance from a licensed health care provider. The clearance will attest that the provider is stating that the student may participate in all clinical activities without restriction. Activities include but are not limited to:

- Satisfactory cognitive and emotional functioning to ensure patient safety and exercise independent judgment and discretion in performing assigned responsibilities.
- Ability to stand for long periods of time and safely move patients with mobility issues.
- Ability to bend, stoop and lift to deliver safe patient care.
- Sufficient bilateral finger movement to manipulate medical equipment.
- Ability to communicate effectively and in a timely manner related to speaking, writing and reading.
- Sufficient hearing to communicate with patients, the healthcare team and to monitor medical equipment pertaining to patient care.
- Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks and manipulate medical equipment.

Essential Functions for a PTA Student

Students are expected to be able to perform the following list of essential functions while in the PTA program, with or without reasonable accommodations. The PTA program fully supports the provision of reasonable accommodations to students with special needs in order to achieve program goals. These accommodations will be coordinated through a cooperative effort with the Department of Special Services which may be contacted at 845-415-2265.

The physical demands placed on the PTA student during program learning require that a participant has the ability to:

- Sit or stand for long periods of time, up to 7 hours per day, and safely move patients with mobility issues.
- Bend, stoop and lift to deliver safe patient care which includes being able to lift, carry, pull, twist and guide weights up to and including 100 pounds.
- Move with adequate agility and speed, and possess the coordination, balance and strength for guarding to ensure patient safety.
- Use visual, auditory and tactile senses to observe patients and collect and interpret data as demonstrated by,
 - Sufficient hearing to communicate with patients, the healthcare team and to monitor medical equipment pertaining to patient care.
 - Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks and manipulate medical equipment.
- Read and interpret equipment dials, patient charts, professional literature and notes from patients, physicians and other health professionals.
- Perform sufficient bilateral finger movement to manipulate, operate and monitor various types of electrical and mechanical therapeutic equipment and apply these safely and effectively to the patient/client.
- Communicate effectively in English, in a timely manner, in verbal and written (including electronic) formats with faculty, peers, patients, families and other health professionals.
- Legibly record/document patient care notes and communications in standard medical charts in hospital/clinical settings in a timely manner and consistent with the acceptable norms of clinical settings.
- Recognize and respond appropriately to individuals of all ages, genders and races, and from all socio-economic, religious and cultural backgrounds.
- Demonstrate the physical and emotional capacity to work a 40-hour week while in the clinical setting.
- Behave in an ethically sound, competent, compassionate and professional manner in the classroom and in the clinic.
- Demonstrate satisfactory cognitive and emotional functioning to ensure patient safety, and exercise independent judgment and discretion in performing assigned responsibilities.

PTA Curriculum

Rowan College of South Jersey Division of Nursing and Health Professions Graduation Control Sheet

Physical Therapist Assistant Program Associate in Applied Science (A.A.S.) – Career

FIRST YEAR

Summer Semester

			<u>Credits</u>
_____	ENGL 101	English Composition I	3
_____	MATH 108	College Geometry	3
_____	BIOL 105	Anatomy and Physiology I	4
_____	PSYC 101	General Psychology	3
			13

Fall Semester

_____	ENGL 102	English Composition II	3
_____	BIOL 106	Anatomy & Physiology II	4
_____	PTAS 103	Introduction to PT Assisting	3
_____	PTAS 108	Therapeutic Exercise	2
_____	PTAS 110	Kinesiology and Measurement I	2
_____	PTAS 115	Patient Care for the PTA I	3
			17

Spring Semester

_____	PTAS 105	Pathophysiology for the PTA	2
_____	PTAS 120	Kinesiology and Measurement II	3
_____	PTAS 125	Patient Care for the PTA II	3
_____	PTAS 203	Biophysical Agents	3
			11

SECOND YEAR

Fall Semester

_____	PTAS 205	Orthopedics for the PTA	2
_____	PTAS 211	Clinical Experience I	3
_____	PTAS 213	Geriatrics and Special Populations	2
_____	PTAS 217	Cardiovascular and Pulmonary PT	3
_____	PTAS 202	Lifespan Neurorehabilitation	5
			15

Spring Semester

_____	PTAS 221	Clinical Experience II	5
_____	PTAS 231	Clinical Experience III	5
_____	PTAS 245	Seminar in PTA Professionalism	2
			12

TOTAL MINIMUM CREDITS:

68

Physical Therapist Assistant is a selective admission program. Students must be accepted to the program prior to registering for any PTA courses.

Clinical agencies require criminal history background checks (CHBC) and urine drug screening (UDS) for all individuals engaged in patient care. All students must undergo a CHBC and UDS upon acceptance into the PTA Program. CHBC and UDS results may be sent to the clinical agencies which have the sole discretion to decide if the student may engage in patient care at the agency. If a student is denied the opportunity to participate in the clinical agency as a result of the findings of the CHBC and UDS, the student will be dismissed from the PTA Program.

A minimum grade of "C+" is required in all courses in the PTA program of study including General Education and Science courses and students must maintain a cumulative GPA of 2.50 or higher [as per the current institutional grading scale.] Physical Therapist Assistant students must meet all pre-requisite, co-requisite and grade requirements for each college course listed in the Physical Therapist Assistant program of study to advance through the Physical Therapist Assistant program. Course pre-requisites and co-requisites are specified in the RCSJ college catalog. Students who do not meet pre-requisite and co-requisite course requirements and/or grade requirements will not be able to progress in the Physical Therapist Assistant program.

* Refer to the course description section of the college catalog for prerequisite and co-requisite course requirements.

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING Summer 2025

Physical Therapist Assistant (PTA) Course Descriptions

PTAS 103 Introduction to PT Assisting: 3 credits (3 Lecture)

This course will provide an introduction to the physical therapy profession, including a history of the American Physical Therapy Association; the role of the PTA as a member of the health care team; the PT/PTA relationship; physical therapy practice settings and specialties; as well as an introduction to physical therapy regulations, ethics, patient communication, patient health care records and documentation.

Pre-req.: "C+" or better in ENGL 101

Pre/Co-req.: "C+" or better in PTAS 115

PTAS 108 Therapeutic Exercise: 2 credits (2 Lecture)

This course will examine the fundamentals and physiological effects of therapeutic exercise and techniques. Students will be introduced to the principles of range of motion, stretching, resistance, aerobic, and balance exercise. This course will also identify methods for physical therapy professionals to be effective change agents in the promotion of public health, prevention, and wellness initiatives.

Pre-req.: "C+" or better in BIOL 105

Pre/Co-req.: "C+" or better in PTAS 110 & PTAS 115

PTAS 110 Kinesiology and Measurement I: 3 credits (1 Lecture/ 2 Lab)

Building upon Anatomy & Physiology I, this course will provide an in-depth study of the biomechanical principles and anatomical structures responsible for human movement with a focus on the upper extremities and spine. Students will be expected to demonstrate in lab competency with palpation of anatomical landmarks, assessing anthropometric measurements, muscle strength, joint range of motion, and application of therapeutic exercise. Documentation regarding data collection and treatment interventions will also be included.

Pre-req.: "C+" or better in BIOL 105 & MATH 108

Pre/Co-req.: "C+" or better in BIOL 106, PTAS 108, & PTAS 115

PTAS 115 Patient Care for the PTA I: 2 credits (1 Lecture/ 1 Lab)

This course will introduce students to fundamental patient care skills and assessment techniques, including patient interviewing, vital signs, body mechanics, positioning, bed mobility, aseptic techniques, and basic wound care. During laboratory time, students will practice skills utilizing simulated patient care scenarios prior to being assessed through skill competency testing and practical examinations.

Pre/Co-req.: "C+" or better in PTAS 103, PTAS 110, & PTAS 108

PTAS 105 Pathophysiology for the PTA: 2 credits (2 Lecture)

The student is introduced to the medical and surgical conditions most frequently encountered in PT departments, with emphasis on the role of the PTA in the treatment of each. The basic inflammatory and healing processes, and the principles of treatments to promote healing are covered. Students will become familiarized with the essential nature of diseases, and abnormalities of structure, and function that are characteristic of diseases. Students will receive an introduction to pharmacology and to the systematic review of professional literature to research PT-related diagnoses.

Pre-req.: "C+" or better in BIOL 106 & ENGL 102

Pre/Co-req.: "C+" or better in PTAS 125

PTAS 120 Kinesiology and Measurement II: 3 credits (1 Lecture/ 2 Lab)

This course will provide an in-depth study of the biomechanical principles and anatomical structures responsible for human movement with a focus on the pelvis and lower extremities, posture, and gait. Students will be expected to demonstrate in lab competency with palpation of anatomical landmarks, assessing muscle strength, joint range of motion and application of therapeutic exercise.

Documentation regarding data collection and treatment interventions will also be included.

Pre-req.: "C+" or better in PTAS 110, PTAS 108

Pre/Co-req.: "C+" or better in PTAS 125 & PTAS 203

PTAS 125 Patient Care for the PTA II: 3 credits (1 Lecture/ 2 Lab)

This course is designed to provide students with fundamental patient care skills and assessment techniques including transfer techniques, gait training, therapeutic exercise, and wheelchair management. During laboratory time, students will practice skills utilizing simulated patient care scenarios prior to being assessed through skill competency testing and practical examinations.

Pre-req.: "C+" or better in PTAS 103 & PTAS 115

Pre/Co-req.: "C+" or better in PTAS 105 & PTAS 120

Physical Therapist Assistant (PTA) Course Descriptions

PTAS 203 Biophysical Agents: 3 credits (2 Lecture/ 1 Lab)

This course is designed to prepare students for the safe and effective application of therapeutic modalities in physical therapy practice. Mechanisms of action, indications, contraindications, precautions, and parameters will be covered for the use of superficial and deep heat; cryotherapy, mechanical compression; electrotherapy; spinal traction; therapeutic massage; hydrotherapy; and light therapy. Lecture and laboratory activities will develop problem solving and critical thinking skills regarding the use of therapeutic modalities and skills will be assessed to competence level.

Pre-req.: "C+" or better in PTAS 110

Pre/Co-req.: "C+" or better in PTAS 120

PTAS 205 Orthopedics for the PTA: 2 credits (2 Lecture)

This course builds upon the concepts introduced in *Kinesiology and Measurement I & II*, with a focus on common orthopedic injuries, disorders, and surgeries. PTA students will receive instruction on the phases of musculoskeletal tissue healing, treatment interventions, patient education, and therapeutic exercise progression within the plan of care developed by the supervising physical therapist.

Pre-req.: "C+" or better in PTAS 125 & PTAS 105

Pre/Co-req.: "C+" or better in PTAS 213, PTAS 202, PTAS 211, & PTAS 217

PTAS 211 Clinical Experience I: 3 credits (135 clinical hours)

This is an integrated clinical affiliation used to introduce the Student Physical Therapist Assistant (SPTA) to the operational procedures of a clinical setting. The student will be immersed in patient-client interactions as well as the PT-PTA relationship, and will be expected to perform at the advanced beginner level for skills in data collection techniques and mobility training. The SPTA must maintain proficiency in all areas of patient safety.

Pre-req.: "C+" or better in PTAS 120, PTAS 125, & PTAS 203

Pre/Co-req.: "C+" or better in PTAS 213, PTAS 202, PTAS 205, & PTAS 217

PTAS 213 Geriatrics and Special Populations: 2 credits (2 Lecture)

This course is designed to prepare students with the knowledge to care for older adults and other special populations. Students will learn evidence-based approaches based on the unique needs, challenges, and considerations when working with geriatric, sports medicine, complex medical, and other individuals with diverse health conditions. Students will also build upon previously learned knowledge to address healthcare disparities in physical therapy practice.

Pre-req.: "C+" or better in PTAS 120 & PTAS 105

Pre/Co-req.: "C+" or better in PTAS 202, PTAS 211, PTAS 205, & PTAS 217

PTAS 217 Cardiovascular and Pulmonary PT: 3 credits (1 Lecture/ 2 Lab)

This course will focus on assessment techniques and treatment interventions for cardiovascular and pulmonary pathologies, as well as assessment and treatment for patients with amputations. Knowledge and skills learned in lecture and laboratory will be assessed through skill-competency testing, written examinations, and practical examinations.

Pre-req.: "C+" or better in PTAS 125 & PTAS 105

Pre/Co-req.: "C+" or better in PTAS 213, PTAS 202, PTAS 211, & PTAS 205

PTAS 202 Lifespan Neurorehabilitation: 5 credits (3 Lecture/ 2 Lab)

This course will focus on the characteristics and treatment of pediatric and adult neurological disorders, as well as their impact on human motor development. Students will be taught the concepts of motor control and motor learning development, as well as the theory and practical application of treatment interventions utilized for the treatment of patients with neurological disorders. The focus will be on patient function including assessment instruments used to identify and document architectural barriers and the level of assistance needed for performance of activities of daily living. Skills learned in lab will be tested to a level of competence throughout the semester.

Pre-req.: "C+" or better in PSYC 101, PTAS 125, & PTAS 105

Pre/Co-req.: "C+" or better in PTAS 213, PTAS 211, PTAS 205, & PTAS 217

PTAS 221 Clinical Experience II: 5 credits (225 clinical hours)

Knowledge and skills learned in all PTA Program coursework will be integrated and applied to direct patient care during this 6-week full-time clinical education experience. By the conclusion of the experience, students will be expected to safely perform quality physical therapy care for routine patients with minimal supervision and guidance from the supervising physical therapist.

Pre-req.: "C+" or better in PTAS 213, PTAS 202, PTAS 211, PTAS 205, & PTAS 217

Co-req.: PTAS 245

Physical Therapist Assistant (PTA) Course Descriptions

PTAS 231 Clinical Experience III: 5 credits (225 clinical hours)

Knowledge and skills learned in all PTA Program coursework will be integrated and applied to direct patient care during this 6-week full-time clinical education experience. By the conclusion of the experience, students will be expected to safely perform quality physical therapy care at the level of an entry level physical therapist assistant.

Pre-req.: "C+" or better in PTAS 221

Co-req.: PTAS 245

PTAS 245 Seminar in PTA Professionalism: 2 credits (2 Lecture)

This capstone course is designed to further develop the professional behaviors and expectations of an entry-level physical therapist assistant including exploration of topics related to ethics and jurisprudence. Assignments will include completing the steps necessary to apply for the National Physical Therapy Exam and for state licensure. Students will be expected to participate in the implementation of a community-based or volunteer service learning project.

Pre-req.: "C+" or better in PTAS 211

Co-req.: PTAS 221, PTAS 231

General Education Courses, Letter Grades and GPA Requirement

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the PTA program. Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement as long as the total score is equal to or greater than the ACE Recommended Credit-Grading Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-415-2268.

A student who has no previous experience with health care terminology may consider taking one of the courses offered at the College to increase their competency in this area. Gloucester campus students can take ALH 102, Medical Terminology (3 credits). This course provides students with a working vocabulary of medical terms.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet. Gloucester campus students can take CIS 102, Introduction to Computers (4 credits).

Math skills, including geometric functions, are essential to succeed in the PTA program. Students interested in taking additional math courses to improve their skills should consult with their academic advisor for course suggestions.

GPA Verification

A cumulative grade point average of at least 2.50 is required for consideration for admission into the program. Verification of the student's cumulative GPA must be documented by submitting an official transcript from the current or most recent school of attendance. RCSJ students will submit an unofficial transcript in their portfolio.

Attention RCSJ Students: *Please be aware that the RCSJ student's cumulative GPA must be a 2.50 or higher to start the PTA program.* Applicants who have previous coursework that prevents their RCSJ GPA from meeting the minimum requirement should work with their Academic Advisor for possible options.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of B or better for coursework in the Physical Therapist Assistant program that requires a minimum grade of "C+."

For more clarification on this policy, students can contact SelectiveAdmissions@rcsj.edu.



Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- Prerequisite Course Requirements
- Selective Admissions Ranking Criteria
- 2025 Information Session Dates and Registration Information
- HESI Exam Information and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies & Verification of Instruction Method

Frequently Asked Questions

Q: How many students do we accept per year?

A: The Physical Therapist Assistant program can accept a maximum of 18 students per year.

Q: Do you have a rolling deadline?

A: The portfolio deadline is firm — no portfolios are accepted after the posted deadline. All admissions decisions are made after the deadline.

Q: I want to pursue a career as a Doctor of Physical Therapy/Physical Therapist. Is the PTA program a good starting point?

A: **No**, the PTA program is not a stepping stone for a career as a Doctor of Physical Therapy. The scope of work and educational requirements for a career as a PTA differ greatly from those as a DPT. Information about the differences between the two can be found on the American Physical Therapy Association website (APTA.org).

Q: If I score below the minimum requirements/don't meet the requirements outlined, can I still apply & be accepted?

A: **No**. All applicants must meet all general and selective admissions criteria at time of portfolio submission. Students who do not meet the minimum qualifications will be marked as incomplete and not eligible for the program.

Q: Admissions has all of my transcripts on file, is it necessary to include them in my portfolio?

A: **Yes**, all official college transcripts must be resubmitted in the portfolio. Students must resubmit a high school transcript only if they are using a high school lab science to apply and/or the Admissions office does not have a copy on file.

Q: I finished all of the general education courses in the A.A.S. Physical Therapist Assistant curriculum. Does this mean I can finish the program sooner?

A: **No**. The program takes a full five semesters of coursework and cannot be accelerated or decelerated in any way. All PTA technical phase courses must be completed in the order in which they appear on the program of study.

Q: Do I need to take the HESI exam if I have an advanced degree or have taken the HSRT-AD, SAT/ACT or GRE?

A: The HESI exam is required for all applicants and is non-negotiable. Previous HESI scores do not carry an expiration date for the 2025 Physical Therapist Assistant program.

Frequently Asked Questions (*cont'd*)

Q: I have a higher/different math than College Geometry. Can I use that instead?

A: **No.** College Geometry is the required math course to progress through the PTA program and is non-negotiable. Different math courses (Statistics, Precalculus, Intermediate Algebra, Calculus, etc.) cannot be used in place of College Geometry.

Q: Where can I set up my observation hours?

A: RCSJ does not provide potential sites for students to complete their observation hours requirement. Students are encouraged to reach out to a PT/PTA they are interested in shadowing directly to establish observation hours. Students can also use the APTA.org "Find a PT" database for available, local PTs near their location.

Q: I am transferring from another school. Will you accept my credits?

A: General education courses may be eligible to transfer to the PTA program. Students transferring from another PTA programs should be advised that PTA courses cannot transfer from school to school. Transfer students should have their transfer credits evaluated prior to submitting a PTA portfolio. Please find more information on pages 26–28 of this packet.

Q: Is the time limit just on the lab science or does that also apply to general education classes?

A: Anatomy & Physiology I and Anatomy & Physiology II courses must be no older than five years from point of entry to the PTA program. All other general education classes do not carry an expiration date.

Q: What if my Anatomy & Physiology courses are expired?

A: Students with expired Anatomy & Physiology courses will need to retake the course to update the content. There is no longer a test-out option.

Q: How is the cumulative GPA calculated?

A: The cumulative GPA is taken from the institution the applicant either currently attends or most recently attended. This is verified from inclusion of the student's official transcript in the portfolio. If the student attended more than one institution, the GPAs are not combined and only the most recent cumulative GPA is used. Cumulative GPA does not affect overall admissions ranking to the PTA program.

Q: I met or exceeded all minimum requirements, so that means I am accepted, right?

A: **No.** Admission to the PTA program is not guaranteed. All applicants are ranked objectively based on the published criteria (see page 16). Meeting or exceeding minimum requirements does not guarantee acceptance. All applicants should put their best foot forward when submitting their portfolio.

Application Process

All selective admission programs at Rowan College of South Jersey have a unique, two-step application process that is necessary due to the College's open general admission policy.

Both application processes must be completed correctly at the designated campus in order for your Nursing application to be considered for acceptance. Failure to do so will result in an incomplete portfolio.

Note: *Personal letters of recommendation and character references are **not** considered toward admission.*

STEP 1 General Admission

General Admission is the first step of application to the PTA program. This process will provide students with acceptance to the College, but not to the PTA program. If there are questions regarding application status or an application is needed, contact the Admissions Office at 856-415-2209.

1. Complete and submit a general admission application online at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office. This is required for **all** applicants, regardless of additional degrees earned.
3. Satisfy the RCSJ Placement Test requirement based on one of the following:
 - meet one of the exemption criteria
 - test above the remedial level in all areas
 - complete all required remediation

Please see the next page for detailed information about completing the general admissions process for the Gloucester Campus.

STEP 2 Selective Admission

Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the PTA portfolio. Each PTA applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office as a completed portfolio. Once submitted, the portfolio is a final document and property of the College. Students cannot add, remove or edit any documents in their portfolio.

The 2025 PTA portfolio can be found at [RCSJ.edu/SelectiveAdmissions/Gloucester/PTA](https://www.rcsj.edu/SelectiveAdmissions/Gloucester/PTA)

A complete portfolio consists of the following documents:

1. **Portfolio Checklist**
2. **2025 PTA Application**
3. **General Admissions Completion Form**
(Signed by applicant and RCSJ Admissions)
4. **Portfolio Submission Agreement**
5. **PTA Admissions Ranking Scoresheet**
6. **HESI Admission Assessment Exam Test Scores**
7. **Summer 2025 Information Session Proof of Attendance Email**
8. **Verification of Instruction Method Form**
(If applicable) Only for A&P courses taken or in-progress at another college.
9. **Official transcripts from ALL colleges attended***
10. **Verification of GPA** of at least 2.50 from last school of attendance
11. **PTA Observation Documentation Form**

Note: *If accepted into the program, applicable college credits will automatically be transferred*

**RCSJ transcript can be unofficial*

General Admissions – Gloucester Campus

Step 1: Apply and Submit Official Documents

A. Complete the free online application at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)

- **New** students are recommended to declare **A.A.S. Health Science, PTA Pathway** as their course of study.
- **Current** students do not need to reapply to the College, but should verify application status with Admissions Office and verify their personal information (including mailing address, telephone number and email) are current with the Student Records Office.
- **Returning** students who have either not attended the College in 3+ years or recently earned another degree from RCSJ must complete a new application to the College.
- **Current Cumberland campus** students will need to complete a new application to the Gloucester campus.
- **Graduating HSOP Students** (class of 2024) and Visiting (Non-matriculated) Students will need to complete an application to the College as a new, degree-seeking student.
- Designation as a potential PTA applicant does not guarantee nor imply special consideration for acceptance to the PTA program.

B. Send official high school transcript or high school equivalency documents and any official college transcripts to the Gloucester Admissions Office via the office email address: admissions@rcsj.edu. Transcripts must be issued directly from the institution.

Mailed documents may be sent to the following address:

Rowan College South Jersey
ATTN: Admissions Office
1400 Tanyard Rd
Sewell, NJ 08080

Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (including the Physical Therapist Assistant program) must satisfy the College's traditional placement testing requirements. All applicants to the PTA program must demonstrate college-level placement in reading, writing and math **prior** to submission of a portfolio.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about placement test exemption criteria can be found on the Gloucester campus Testing Center website: [RCSJ.edu/Testing/Exemptions](https://www.rcsj.edu/Testing/Exemptions).

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the PTA program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

General admission application status and placement test exemption status is verified through the General Admissions Completion Form. This form must be completed and signed by an RCSJ admissions representative on the Gloucester campus **prior** to submitting the portfolio.

Contact Information

General Admissions Office: [RCSJ.edu/gc/Enroll](https://www.rcsj.edu/gc/Enroll)

Phone: 856-415-2209

Email: admissions@rcsj.edu

Selective Admissions, Gloucester:

[RCSJ.edu/gc/SelectiveAdmissions](https://www.rcsj.edu/gc/SelectiveAdmissions)

General Email: SelectiveAdmissions@rcsj.edu

Testing Center: [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing)

Phone: 856-415-2268

Email: ssc@rcsj.edu

Contact information is accurate at time of publication

PTA Portfolio Requirements

Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the PTA portfolio.

Each PTA applicant is required to gather all documentation listed on the checklist (page 27) and present it to the Gloucester Admissions Office as a completed portfolio. Once submitted, new documentation may **not** be added to your portfolio.

All documentation must be submitted in a large manila envelope to the Gloucester campus no later than February 28, 2025 at 5 p.m. Late submissions are not considered for admission.

Electronic submissions are not accepted.

The following items are REQUIRED for all applicants to the Physical Therapist Assistant program at time of portfolio submission:

1. Completed General Application to Gloucester campus

- General Application
- Submission of High School Transcript
- Satisfied Placement Test Requirements

2. Attended one Information Session for the Summer 2025 PTA program

- Proof of attendance email must be printed and included in portfolio

3. Submission of official HESI Exam Score Report

- Must be in a sealed envelope from the Testing Center
- Scores from only *one* attempt at the exam can be used for admissions

4. Completion of a Summer 2025 PTA Portfolio. The Portfolio is available online at RCSJ.edu/SelectiveAdmissions/Gloucester/PTA:

- Portfolio Checklist
- 2025 PTA Application
- General Admissions Completion Form
- Portfolio Submission Agreement
- PTA Admissions Ranking Scoresheet
- PTA Observation Hours Documentation Form

5. Submission or Resubmission of ALL official college transcripts, if applicable

(in sealed envelopes obtained from institution)

- RCSJ Transcript can be unofficial.
- Printed copies of electronic transcripts are not considered official

6. Submission or Resubmission of official high school transcript, if applicable *(in sealed envelope obtained from high school) Not required if official copy is on file with general admissions office.*

Note: All Selective Admission Requirements and General Admissions requirements **must** be satisfied at the time of portfolio submission in order to be considered eligible for the PTA program.

7. Verification of GPA of at least 2.50 from last school of attendance *(verified from submission of official transcript)*

PTA Admissions Ranking Criteria

Value of Points Toward Acceptance	<p>– IMPORTANT –</p> <p>All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in all areas to be considered eligible.</p> <p>Meeting or exceeding minimum requirements does <i>not</i> guarantee acceptance.</p>										
30%	<p>HESI Admission Assessment Requirement Academic Sections</p> <p>No Rounding of Scores Accepted Applicants must pass each section simultaneously. Scores from only one attempt may be submitted for admission. All attempts must be at least 60 days apart.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Anatomy & Physiology</td> <td style="text-align: right;">Minimum 70%</td> </tr> <tr> <td>Vocabulary & General Knowledge</td> <td style="text-align: right;">Minimum 80%</td> </tr> <tr> <td>Reading Comprehension</td> <td style="text-align: right;">Minimum 80%</td> </tr> <tr> <td>Grammar</td> <td style="text-align: right;">Minimum 80%</td> </tr> <tr> <td>Math</td> <td style="text-align: right;">Minimum 80%</td> </tr> </table>	Anatomy & Physiology	Minimum 70%	Vocabulary & General Knowledge	Minimum 80%	Reading Comprehension	Minimum 80%	Grammar	Minimum 80%	Math	Minimum 80%
Anatomy & Physiology	Minimum 70%										
Vocabulary & General Knowledge	Minimum 80%										
Reading Comprehension	Minimum 80%										
Grammar	Minimum 80%										
Math	Minimum 80%										
10%	<p>Critical Thinking Section</p> <p>Critical Thinking Overall Minimum 700</p>										
60%	<p>Cumulative GPA Requirement Minimum Cumulative GPA: 2.50</p> <p>Verified from official transcript from school the applicant currently attends or most recently attended at time of portfolio submission.</p> <p><i>No Rounding of GPA Accepted.</i></p> <p>GPA will be calculated to the hundredth digit. High school seniors will use their weighted GPA, if available.</p>										

2025 PTA Information Sessions

All PTA Information Sessions are presented through Zoom webinar.

- Attendance at one information session is mandatory in order to apply to the 2025 PTA program and must be completed prior to submission of the portfolio.
- Portfolios submitted without proof of attendance are marked as incomplete and not considered for admission.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.
- **Registration is required** for each information session. Links to register will open 2 weeks prior to the session date and close a half-hour prior to the session start time. Please use an email address you check regularly to register for the session to ensure you receive the correct Zoom link.

**To register for an information session, please visit the website:
RCSJ.edu/SelectiveAdmissions/Gloucester/PTA**

Summer 2024 PTA Program Information Sessions		
Tuesday	January 14, 2025	10:00 a.m.
Wednesday	January 29, 2025	6:00 p.m.
Monday	February 10, 2025	3:00 p.m.
*Thursday	February 20, 2025	10:00 a.m.

****This is the FINAL information session for the Summer 2025 PTA program.***

No additional information sessions will be offered after this date.

*Information session dates and times are accurate at time of publication.
Any and all updates will be posted on the Selective Admissions website for both campuses.*

2025 PTA Information Session (cont'd)

What to Expect at Your Information Session

Webinar Logistics

- Attendees are encouraged to review the Zoom website for the basics of joining a Zoom webinar before their information session: <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-Zoom-Webinar>
- Each session will start promptly at the advertised time and will last about 1.5 to 2 hours.
- The Webinar will lock 10 minutes after the start of the session. Late entries are strictly prohibited.
Please plan accordingly!
- Attendees are strongly recommended to join the webinar from a laptop or desktop computer for optimal viewing experience. Attendees who join the webinar from their cell phone or tablet do so at their own risk.

3 Informational Segments

- **Admissions:** Representatives from the Admissions office will review the two-step application process for the PTA program.
- **Program:** Representatives from the PTA program will review program information and other requirements.
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions can be typed in the chat box and will be answered either "live on-air" at the end of the information session or privately by one of the panelists in attendance.
 - Questions may also be submitted ahead of the session to [SelectiveAdmissions@rcsj.edu](mailto>SelectiveAdmissions@rcsj.edu).

Proof of Attendance

- Applicants are required to stay the entire length of the webinar to receive credit.
- Attendance is determined by registration and log-in data. Applicants who leave the session early will not receive credit for attending and will need to attend another session. **Plan ahead!**
- A receipt of attendance* will be emailed directly to the student using the email address provided in the registration form. Applicants must print the receipt and include in their 2025 PTA portfolio.

**This email may arrive 1–3 business days after the session and may go to your junk/spam folder.*

Please Note!

All applicants must attend one information session date for the 2025 PTA Program.

New Student Orientation, individual appointments with Admissions staff or Advisement staff and the College's Open House do not count as valid information sessions.

Testing Information: HESI Exam

HESI Admission Assessment Exam Criteria

The HESI Admission Assessment exam is designed to assess a student's academic and personal readiness for higher education in a health care field.

The HESI Admission Assessment exam consists of academic exams, a critical thinking exam and a personality profile that identifies the person's learning style. The academic exams include Chemistry, Anatomy and Physiology, Vocabulary and General Knowledge, Reading Comprehension, Grammar and Math skills.

To be considered for admission the following scores are required:
(no rounding of scores accepted)

Subject Area:	HESI Score Required:
Anatomy & Physiology	Minimum 70% or above
Vocabulary & General Knowledge	Minimum 80% or above
Reading Comprehension	Minimum 80% or above
Grammar	Minimum 80% or above
Math	Minimum 80% or above
Critical Thinking Overall	Minimum 700 or above

An official, sealed score report, to be used for the portfolio, must be obtained in the Testing Center.

- Students are not permitted to test more than three (3) times.
- Scores from only one exam will be accepted for admission requirement.
- **Only** the HESI Admission Assessment exam taken at RCSJ will be accepted for admission to the RCSJ PTA program.
- Students can take the exam at either campus and results will be valid for the Gloucester PTA program.
- The HESI Admission Assessment exam is a computerized test. The maximum time allotted to complete the exam and personal profile is approximately five (5) hours.

Note: HESI scores submitted below the minimum required score will result in an incomplete portfolio and will not be considered for acceptance.

For additional information, contact the RCSJ Testing Center at 856-415-2268.

Preparatory Materials for the HESI

Preparation for the HESI exam is highly recommended. Study guides are available at most area bookstores. The RCSJ bookstore (856-415-2249) has a selection of study guides.

There are various phone applications students can purchase through the App Store (Apple Devices) or Google Play Store (Android Devices) to help in their preparation for the exam.

Testing Information: HESI Exam (Gloucester)

Registration Information

- A fee of \$15 will be charged for late registration or rescheduling of test date.
- Registration must be done in person at the Testing Center on the Gloucester campus
 - Gloucester campus Testing Center is located in the Student Services Building, Room 1162
 - Official score report is available for next-day pickup, with proof of ID
 - Only qualifying score reports will be issued.

Gloucester Campus HESI Dates: Summer 2025 Application Cycle			
Date of Test		Regular Deadline (\$91)	Late Deadline (\$106)
Monday	12/09/2024	Monday, November 25, 2024	Friday, December 06, 2024
Friday	12/20/2024	Friday, December 6, 2024	Thursday, Dec. 19, 2024
Wednesday	1/08/2025	Monday, December 23, 2024	Tuesday, January 7, 2025
Thursday	1/23/2025	Thursday, January 9, 2025	Wednesday, Jan. 22, 2025
Monday	2/03/2025	Friday, January 17, 2025	Friday, January 23, 2025
Wednesday	2/12/2025	Wednesday, January 29, 2025	Tuesday, February 11, 2025
Friday	2/21/2025	Friday, February 7, 2025	Thursday February 20, 2025
		Deadline	Friday, February 28, 2025

Testing Information: HESI Exam (Cumberland)

Registration Information

- A fee of \$15 will be charged for late registration or rescheduling of test date.
- For Cumberland HESI registration, please email testing@cc.rcsj.edu and mention that you are interested in the PTA program specifically .
 - Cumberland campus Testing Center is located in the Catherine J. Arpino Education and Humanities Center, 1st floor, Testing & Tutoring Lab.
 - Official score report is available for next-day pickup, with proof of ID
 - Only qualifying score reports will be issued.

Cumberland Campus HESI Dates: Summer 2025 Application Cycle			
Date of Test		Regular Deadline (\$91)	Late Deadline (\$106)*
Tuesday	1/28/2025	Tuesday, January 14, 2025	Monday, January 27, 2025
Tuesday	2/4/2025	Tuesday, January 21, 2025	Monday, February 3, 2025
Tuesday	2/11/2025	Tuesday, January 28, 2025	Monday, February 10, 2025
Tuesday	2/18/2025	Tuesday, February 4, 2025	Monday, February 17, 2025
Friday	2/21/2025	Friday, February 7, 2025	Thursday, February 20, 2025
Tuesday	2/25/2025	Tuesday, February 11, 2025	Monday, February 24, 2025
		Deadline	Friday, February 28, 2025

RCSJ Placement Test

All applicants to the PTA program must demonstrate college level placement in reading, writing and math prior to submission of a PTA portfolio.

Applicants will submit a completed **General Admissions Completion Form** to verify exemption from or fulfillment of placement test requirements. The form must be completed by the applicant and an admissions representative. Once both sections are completed and signed, the student can submit in the portfolio.

It is the applicant's responsibility to ensure they meet or exceed placement test requirements prior to submission of a PTA portfolio. Unless students meet one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

questions regarding the RCSJ Placement Test or registering for the test, contact the RCSJ Testing Center at 856-415-2268.

For questions about RCSJ Placement Test exemption or getting the General Admissions Completion Form signed, contact the Admissions Office at 856-415-2209.

Transcripts

Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio; therefore, students must resubmit their official transcripts in their portfolio. Please follow the guidance below for information about which transcripts must be included in the portfolio.

Applicants are encouraged to contact the Admissions Office for clarification on which transcripts may need to be submitted or resubmitted. Failure to submit or resubmit required transcripts will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance to the PTA program.

High School Transcripts

For general admission to RCSJ (step 1, page 12), submission of an official copy of the student's high school transcript documenting high school graduation (or earned GED) is **mandatory** for all applicants, including those who may have earned additional college degree(s). This transcript must be issued directly from the high school. RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight (honors, Advanced Placement, etc.)

Be aware that college level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

Applicants who have already submitted their official high school transcript to the Admissions Office do not need to resubmit their high school transcript in the portfolio.

International high school transcripts **must** be evaluated and submitted to the Admissions Office prior to submission of the PTA portfolio.

RCSJ Students

Applicants who have taken courses at RCSJ (including High School Option Program and Visiting students) will submit an unofficial RCSJ transcript in their portfolio. The RCSJ transcript is the only transcript allowed to be unofficial. Students may place an official copy of their RCSJ transcript in the portfolio if desired, however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the portfolio. Students must request a general evaluation of their high school transcript and a course-by-course evaluation of their college transcript(s). International transcripts must be evaluated by any of the following organizations:

- NACES
(naces.org)
- IEEEES, Inc.
(edevals.com)
- FCSA
(foreigncredentials.org),
- WES
(wes.org)
- SpanTran
(SpanTran.com)

More information is available on the Gloucester campus international student website: RCSJ.edu/gc/International. Students with questions about international transcripts can contact Ms. Christina Kulisek, Director, at ckulisek@rcsj.edu or 856-681-6273

Transcripts

Transfer Student Responsibilities

It is the applicant's responsibility to ensure coursework submitted for PTA admission ranking requirements is acceptable prior to submission of the PTA portfolio.

Applicants should have prior coursework evaluated for transfer credit before submission of the PTA portfolio by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Admissions Office website: [RCSJ.edu/gc/Transfer](https://www.rcsj.edu/gc/Transfer).

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the PTA program. Applicants who are currently enrolled or were previously enrolled in another college's PTA program should be advised that those PTA courses cannot transfer to the RCSJ PTA program.

Applicants should take note of their science courses completed at other institutions. Some colleges and universities offer a "Basic" or "Fundamental" version of Anatomy and Physiology that may not be equivalent to the courses required in the RCSJ PTA program. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency well ahead of the portfolio deadline.

Applicants will need to provide verification of instruction method (see page 25) for Anatomy & Physiology I and/or Anatomy & Physiology II courses taken or in progress at another college or university. Verification of Instruction Method includes the proof of registration, course syllabus (if applicable) and a statement from the instructor (if applicable) to verify the student's identity in an online course.

Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution, and students who took only one course at the College.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their PTA portfolio. The transcripts must be official, physical copies generated directly from the institution.

Applicants requesting transcripts from colleges or universities who use an electronic transcript delivery service (National Student Clearinghouse, Parchment, etc.) must request a physical copy be mailed to their personal address, not RCSJ, to place in the portfolio. Copies of electronic transcripts printed by the applicant are not considered official copies.

In the event a college no longer sends physical copies of transcripts due to the COVID-19 pandemic, students should contact Selective Admissions well ahead of the portfolio deadline for guidance. Do not assume exclusion of a physical transcript is permissible before submission of the portfolio.

It is the applicant's responsibility, not the institution, to ensure transcripts are requested in time to be placed in the portfolio. Once submitted, no additional documents can be included in the portfolio. Omission of any official college transcript (exception: RCSJ transcripts) is grounds for an incomplete portfolio. Incomplete portfolios are not considered for acceptance.

Please contact Selective Admissions with any questions about transcripts.

Gloucester: 856-468-5000, ext. 6474

Email: SelectiveAdmissions@rcsj.edu

Science Course Transfer Policy

Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I and II courses that have been completed successfully from a regionally accredited institution. **Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours** and provide a letter grade.

Verification of Instruction Method

Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey **do not include** Verification of Instruction Method in their portfolio. The unofficial transcript from RCSJ included in the portfolio will satisfy this requirement.

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed or in-progress at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission. Please read the following items carefully to determine which may need to be included in the portfolio:

Verification of Instruction Method Form* (if applicable)

**Only required for A&P courses taken or in-progress at another college.*

- For students who took Anatomy I and/or II at another college (or have the course in-progress.)
- Completed by instructor of the course or college representative (registrar, department head, etc.)
- Confirms delivery method of course (in-person, online, hybrid, etc.)
- Instructor verifies how student identity was verified in an online or hybrid course.

and

Course Syllabus* (if applicable)

**Only required for A&P courses taken outside the State of New Jersey*

- The syllabus **must** include the semester and year course taken, course title and section number.
- This needs to match the information on the proof of registration/course schedule.
- If the original syllabus cannot be obtained, a master syllabus from the academic department is acceptable, so long as the course has not been revised since the applicant took the course.

It is the student's responsibility to obtain this information and provide it in the portfolio. It is **highly** recommended to confirm with the Admissions Office that the information obtained is acceptable prior to submitting portfolio. Failure to include this information could result in an incomplete portfolio and your portfolio will not be considered for admission.

For more information, or if you have any questions regarding this Science Course Transfer Policy, refer to Administrative Procedure 8207 or call 856-681-6273. NJ Transfer can assist you by providing course equivalencies for courses taken at a New Jersey college. Visit the NJ Transfer website at njtransfer.org