Health Professions Evaluation (HPE) Process
2020 application — 2021 matriculation

“Riveting! I couldn’t put it down.” – K. de Olivares

“It’s everything I wanted to know about HPE...but was afraid to ask.” – D. Rainey

“As far as required reading is concerned, this booklet is essential.” – J. Sanchez

“You’d be a fool to lose this booklet.” – S. Anderson

“Read this booklet so you don’t miss an opportunity to enhance your application!” – T. Luong

“It’s a tremendous help.” – R. Garza
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Introduction

Congratulations!! You are about to set foot on an important part of your path to entering medical, dental or podiatry school in fall 2021.

- **Read this booklet thoroughly AND follow directions on application websites.**
- Check requirements for each medical, dental or podiatry school to which you intend to apply.
- Schedule appointments with your HPAC advisor. Staff members in the Health Professions Advising Center (HPAC) are ready to assist you throughout the HPE and application process.

The Health Professions Evaluation (HPE) process helps you to enhance your medical, dental or podiatry applications. It includes document preparation, interviews, and a committee evaluation that schools will receive along with your individual letters of recommendation.

The HPE process helps you evaluate yourself as an applicant and develop growth plans.

*Completing* the HPE process allows a thoughtfully constructed Committee Letter to accompany your recommendation letters.

**HOW USEFUL IS THE COMMITTEE LETTER??**

In a recent national survey of medical school deans and directors of admissions, 22.92% rated the Committee Letter as Critical, 43.75% rated it as Very Important, and 22.92% rated it as Important.

Most of the medical school deans and directors of admissions preferred the style of Committee Letter that HPAC submits on your behalf: an evaluation that includes excerpts from your recommendation letters, with the full letters attached.
THE HEALTH PROFESSIONS ADVISING CENTER (HPAC)

Location: FO 2.210
Phone: 972-883-6767
Fax: 972-883-6806
Web: http://www.utdallas.edu/pre-health
Email: prehealth@utdallas.edu

Appointments: Mon-Fri 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 4:30 p.m.
Drop in hours: Mon-Fri 1:30 p.m. to 4:30 p.m. (short questions only)

Note: HPAC sometimes closes for meetings and special events.

HPAC MAILING LIST

Subscribe at www.utdallas.edu/pre-health to receive HPAC announcements and special opportunities (seminars, research, summer programs, etc.) If your mailbox fills up, messages may bounce back. Repeated bounced messages or other technical issues may cause your address to be automatically deleted from the mailing list. If this happens, sign up again.

E-MAIL

HPAC contacts you by e-mail. Make sure your UT Dallas and backup email addresses are accurate! Check your email regularly!

IN ADDITION TO THIS BOOKLET, YOU WILL NEED…

- Registration Form (at GAO or HPAC front desk)
- Personal Statement Prewrite (online)
- Biographical Form Sample (online)
- Biographical Form (online)
- GPA Calculator tool (online)
- Letter of Evaluation Form (online)

Online forms and the GPA Calculator can be found on eLearning or at www.utdallas.edu/prehealth/forms

READ DIRECTIONS THOROUGHLY!
HPAC SERVICES FOR **ALL** APPLICANTS

- A General Application Orientation to introduce HPAC services and application resources
- Personalized application advising and guidance
- A Personal Statement Workshop to help you create strong application essays
- Revision of your Biographical Form and essays with your assigned HPAC advisor
- Free professional-quality portraits for use in your medical, dental, or podiatric applications
- An Interview Skills Workshop to help you prepare for various interview styles
- An Application Seminar to help you navigate the medical, dental, and podiatry applications
- Free collection and distribution of up to 5 recommendation letters to medical, dental, or podiatry schools.

HPAC SERVICES FOR **HPE** APPLICANTS ONLY

- Two UT Dallas faculty/staff interviews.
- A **Committee Letter**, submitted to health professions schools **along with** your individual recommendation letters as a **Committee Letter Packet**.

### ADDITIONAL BENEFITS OF THE HPE PROCESS

- **Evaluate your motivations** for entering healthcare as a profession and yourself as a candidate for medical, dental or podiatry school.
- **Develop your applications** to medical, dental or podiatry school.
- **Assess** your personal qualities, communication skills, and academic preparation.
- **Prepare for secondary applications**. In addition to the primary application, each individual school may require a secondary application submitted directly to that school.
WHAT DOES HPE INCLUDE?

- **Revision of your Biographical Form and essays with your assigned HPAC advisor.** You should plan to meet with your HPAC advisor to discuss your ideas, then meet with him or her to review your essays. Once you have turned your revised documents in to HPAC and they have been approved by your advisor, you will be scheduled for interviews. **REMEMBER:** these ARE NOT the final documents you submit to medical, dental, or podiatry schools, but they ARE the documents interviewers read. Your revised HPE documents should be complete and accurate.

- **Interviews with faculty/staff.** You will receive an email from an HPAC staff member with directions about contacting your interviewer(s) to arrange a time and location, as well as tips for responding to the interview invitation. These are EVALUATIVE AND PRACTICE interviews. Treat them as you would an actual interview. Show up on time, dress appropriately and be prepared to answer questions about your motivation for pursuing your chosen profession. You may be asked about activities from your Biographical Form and essays. Be professional.

- **Professional-quality portraits.** The TMDSAS application requires students to submit a photograph of themselves. This should be professional looking. You do not have to use an HPAC portrait, but we offer this service during the spring. Watch your email for dates and times.

- **Introduction to the CASPer situational judgment test.** Beginning in 2020, all TMDSAS applicants will utilize this online service, which scores your typed responses to a series of video prompts. Admissions offices see your CASPer scores, but you do not. Schools differ in how they use CASPer scores in admissions, or whether they use CASPer scores at all.

- **A committee letter sent to medical, dental or podiatry schools ALONG WITH your individual letters of recommendation.** The Committee Letter provides admissions committees with important context regarding your classes and activities, and may detail special circumstances that the HPE Committee believes are important for admissions committees to understand.

- **Review of secondary applications.** Many schools require a secondary application submitted directly to that school. Some secondary applications are accessed through online portals; you may receive others via email. Some schools make the secondary application available to all applicants after the primary application is submitted; other secondary applications are available by invitation only. Secondary applications vary in length and type.

- **Personal Statement Workshop, Interview Skills Workshop, Application Workshop.** Dates and times for in-person workshops are posted on the HPAC web page, on flyers, and in email messages. Online versions of the workshops are available through eLearning.
### Requirements to begin the Clearinghouse process
- Registration Form
- 12 credit hours at UT Dallas

### Requirements to begin the HPE process
- HPE Registration Form
- 12 credits of science at UT Dallas OR enrollment in the Certificate of Biomedical Sciences program
- Have been a UT Dallas student within the past 3 years
- 3.35 cumulative undergraduate GPA in UT Dallas classes (including retakes)
- 3.35 undergraduate BCPM GPA in UT Dallas classes (including retakes)
- 6 credits of Organic Chemistry and/or upper-level sciences at UT Dallas

### Requirements to complete the Clearinghouse process
- Appointment with HPAC Advisor
- Registration Form to HPAC by AUG 1

### Requirements to complete the HPE process
- Appointment with HPAC Advisor
- Submit draft Biographical Form and essays to HPE advisor by DEC 15
- Submit revised Biographical Form and essays to HPE advisor to receive HPE interview assignments
  
  \textit{HPE Interviews are assigned on a rolling basis until all slots are filled. Later submissions are not guaranteed to receive interviews}
  
  \textit{No submissions accepted after MAR 15}
- All letters submitted to HPAC
- MCAT \geq 502 score released prior to AUG 1
- DAT \geq 17AA score released prior to AUG 1

### WHAT IF I DON’T MEET THE REQUIREMENTS?
- Students who do not meet the requirements to complete the HPE Process are moved to the Clearinghouse Process.
- Students who do not meet the requirements to complete the Clearinghouse Process may not be able to receive HPAC’s letter handling services.
- If you have questions about the requirements, please contact HPAC.
DETAILS

- Cumulative undergraduate GPA of at least 3.35 calculated for classes taken at UT Dallas including classes that have been repeated. The TMDSAS, AACOMAS and AMCAS applications use ALL grades on college transcripts to calculate GPAs, even if the undergraduate institution has a repeat policy. See the application services’ instruction manuals to learn how that application service calculates GPA.

- Cumulative undergraduate of at least 3.35 BCPM GPA for classes taken at UT Dallas including classes that have been repeated. The BCPM GPA consists of biology/neuroscience, chemistry, physics and mathematics classes. See your HPAC advisor if you have questions about the courses included in the BCPM. See the application services’ instruction manuals to learn how that application service calculates the BCPM GPA.

- Completion of at least 12 semester hours of undergraduate science courses at UT Dallas OR enrollment in the Certificate in Biomedical Sciences program. See an HPAC advisor if you have questions or concerns. Application services calculate a separate GPA for undergraduate and graduate courses. Undergraduate courses meet requisites; graduate courses generally do not.

- Completion of at least one of the following:
  - Organic Chemistry I and Organic Chemistry II at UT Dallas
  - One semester of Organic Chemistry AND one upper-division BIOL or NSC course (for science majors, not including TA or directed research)
  - At least six credit hours of upper-division BIOL or NSC courses (for science majors and excluding TA or directed research).

- In rare cases—for example, of a student making false claims on their HPE documents—the Committee may refuse to evaluate a student who otherwise meets the HPE prerequisites.

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<tr>
<th>NOTE ON GPAs</th>
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<td>Your overall GPA does not tell the whole story of your academic potential. Admissions staff and committee members see a detailed GPA breakdown including:</td>
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<tr>
<td>• overall GPA</td>
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<tr>
<td>• BCPM GPA</td>
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<tr>
<td>• GPA by school</td>
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<td>• GPA by subject</td>
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<td>• GPA by semester</td>
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<tr>
<td>• GPA by year, including pre-freshman and post-bacc GPA</td>
</tr>
<tr>
<td>• undergraduate and graduate GPA</td>
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<tr>
<td>• “last 60 hours” GPA</td>
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<tr>
<td>• the names of your individual classes</td>
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<tr>
<td>• the loads you shouldered</td>
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<tr>
<td>• activities you undertook alongside those loads</td>
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<tr>
<td>The details sometimes reveal a very different picture than the overall GPA alone.</td>
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STEPS TO COMPLETE THE HPE PROCESS

1. **Attend General Application Orientation (GAO)**

   Waivers are possible for re-applicants and special arrangements can be made for those who are away from the DFW area for a semester or year because of study abroad, internships or employment.

2. **Complete and submit the HPE Registration Form**

   Complete the HPE Registration Form at the end of the GAO. The Registration Form allows for enrollment in the eLearning “class” for HPE and Clearinghouse participants. After turning in the form, you will receive an email with instructions about how to access the eLearning site. Students without eLearning access should contact their HPAC advisor to make special arrangements.

3. **Complete the in-person or online Personal Statement Workshop (PSW)**

   Before attending, HPAC recommends you spend an hour or more completing the PREWRITE. You can find it on eLearning or at [www.utdallas.edu/pre-health/forms](http://www.utdallas.edu/pre-health/forms). During the workshop you learn about the applications’ required essays, plan your responses, begin composing your personal statement, and discuss tips for revising your essays. During the application process, applicants may write as few as three short essays but commonly write 25-30 short essays and free responses.

4. **Complete the Biographical Form (including photo) and essays.** Re-applicants can instead complete the Re-Applicant Form, which includes updates for the Biographical Form.

   The Biographical Form can be found on eLearning or at [www.utdallas.edu/pre-health/forms](http://www.utdallas.edu/pre-health/forms).

5. **Revise your Biographical Form and Essays with your HPE Advisor**

   Call 972-883-6767 to schedule a revision appointment with your advisor. Submit the drafts you want to revise to the HPAC office by noon of the Friday before your scheduled revision appointment.

   **If you are away from campus, you may make arrangements with your assigned advisor to submit the documents electronically.**

6. **Submit your fully revised Biographical Form and Essays to the HPAC Office.**

   Once you submit your fully revised documents, your advisor will notify the HPAC Director that you are ready for HPE interviews.

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**I REVISED MY BIO FORM AND ESSAYS. WHEN DO I INTERVIEW?**

- HPAC uses a “rolling” assignment process, so **revise and submit your HPE documents ASAP!!** Interviews are assigned in a first-ready, first-assigned order.
- Assignments occur in waves, so you may receive assignments even weeks after submitting your HPE documents.
- After MAR 15, students who have not submitted a revised Bio Form and essays may be unable to complete the HPE process, and so move to the Clearinghouse process.
7. Letters of Evaluation

**HPAC DOES NOT REQUIRE YOUR LETTERS TO SCHEDULE HPE INTERVIEWS.**
HPAC DOES require 3-5 recommendation letters prior to committee evaluation.
**All students** should request 3-5 letters, including 2 from science professors.
**Pre-medical** students should generally include a letter from a healthcare provider.
**Pre-dental** students MUST include a letter from a dentist.
Students with long-running *research or employment experiences* should generally request a letter from their supervisor.
Some medical and dental schools have unusual rec letter requirements. Check the requirements at each school to which you wish to apply. Any surprises? Consult your advisor.
**Provide each writer with a completed Letter of Evaluation Form**, available on eLearning or at [www.utdallas.edu/pre-health/forms](http://www.utdallas.edu/pre-health/forms).

Allow at least 2 weeks for a writer to submit his or her letter to HPAC. Talk with the writer about the timeframe that works best for him or her.

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<tr>
<th>WHOM SHOULD I ASK TO RECOMMEND ME?</th>
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<tr>
<td>• Strong letters can only come from writers who know you well.</td>
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<tr>
<td>• Choose writers who can speak to your AAMC Competencies. Personal anecdotes and evidence are welcome.</td>
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<tr>
<td>• Writers with prestigious titles are not required.</td>
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<tr>
<td>• No letters from your relatives and close personal friends, please.</td>
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<tr>
<td>• Page 1 of the Letter of Evaluation Form includes your confidentiality release. Page 2 of the Letter of Evaluation Form tells writers what to discuss, how to format their letter, and how to submit it to HPAC.</td>
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8. Release MCAT or DAT scores

To receive committee evaluation, students must achieve an MCAT or DAT score above these limits prior to AUG 1.

- MCAT score of 502 or greater.
- DAT Academic Average score of 17 or greater.

Higher MCAT and DAT scores are of course more competitive.

**MCAT should be taken no later than JUNE. DAT should be taken no later than JULY.**

Students who do not meet the MCAT or DAT requirement by AUG 1 can still receive HPAC support through the Clearinghouse process.

*Early score reports allow you to apply earlier to medical, dental, or podiatry school. Please see your HPAC advisor if you have questions or concerns.*
9. Review by Health Professions Evaluation Committee

This step cannot be completed until ALL documentation has been received by HPAC, including:

- 3-5 letters of recommendation
- HPE interview evaluation reports
- MCAT or DAT scores

10. Submission of Packet Mailing Request

After you have submitted a medical, dental or podiatric application, and you’ve confirmed that all your rec letters have arrived at HPAC, submit a Packet Mailing Request (PMR) to HPAC. Find it on eLearning or at www.utdallas.edu/pre-health/forms.

The PMR tells HPAC your ID numbers and prompts HPAC staff to compile and upload your letter packet.
An additional PMR can be submitted to HPAC later if you later need your packet to be sent to another application service.
Once HPAC has uploaded a packet, we cannot add new letters to it later.

HPAC sends letter packets ONLY to medical, dental, and podiatry schools, via the application services or per individual schools’ special instructions. Writers send their letters directly to other schools and programs, including post-bacc programs.