2016 Entry Pre-Health Professions Advisory Committee
Applicant Policy Information Packet
For Loyola Students and Alumni Seeking Fall 2016 Entry to
Medical/Osteopathic and Dental Schools

Spring 2015

Dear Applicant:

This year you will begin the process of applying to your chosen health professional program for the entering class of 2016 for medical, dental, optometry and podiatry school. The staff of the Pre-Health Professions Program is eager to help you, and we encourage you to contact us with questions or concerns. Although you may be aware of the Committee process, it is common for us to make changes in our procedures, so please review this packet carefully. It is also important that you keep up to date with us via the pre-health website (www.luc.edu/prehealth), emails, workshops and subsequent published materials pertaining to the Committee process to get the most current information on the Committee process rather than rely on the Loyola grapevine.

A number of registration materials must be satisfactorily completed and submitted by this deadline to register for this cycle of the Pre-Health Professions Advisory Committee (PHPAC). A Committee Advisor will be assigned to qualifying participants during the Spring 2015 semester and a good standing must be maintained through the Committee process. Committee applicants will need to begin working on these registration materials well in advance to meet the November 26, 2015 registration deadline.

The Pre-health professional school application process consists of paperwork and deadlines. Consider this preparation for your future in the health professions.

Best Wishes,

The Pre-Health Professions Team

James M. Johnson, Ph.D.  Director of Pre-Health Professions Program
Ana Nobis, MD MPH
Lizette Yackle, M.Ed.
Sally Fell, M.S., LPC, CADC, NCC
Robbie Anderson, M.A.

Pre-Health Advisor
Pre-Health Advisor
Pre-Health Advisor, MAMS Program
Pre-Health Professions Office Coordinator
WHAT IS THE COMMITTEE PROCESS?

The Pre-Health Professions Advisory Committee process guides, advises and gets to know Loyola students and alumni/ae better to evaluate them personally, academically and on their professional orientation when applying to health professional schools. The Committee process is a means for a Committee Advisor and the entire Pre-Health Professions Advisory Committee to assess committee participants for their chosen health profession. The Committee Cycle extends from November (fall semester) through the following summer (2015).

The Pre-Health Committee application information packet and related workshops and materials are **not** an exhaustive treatment of how to apply to health professional school. The information in the Committee packet does not capture all the complexities involved in building a competitive candidacy or all the details of applying to health professional school. Despite its limitations, the Committee packet should be helpful.

To work through the Committee, an applicant must meet the following **eligibility requirements**.

**PARTICIPANTS MUST:**

1. be a current Loyola degree seeking student or alumni/ae, an officially admitted Post-Baccalaureate to the Pre-Med/Pre-Health program on course to complete 16 science credit hours by the end of the spring semester, or an officially admitted MAMS student eligible to participate.
2. have and maintain a cumulative and science GPA of 3.0 or better at the end of the fall and a cumulative and science GPA of 3.2 or better at the end of the spring semester of the Committee Cycle.
3. have accrued of a minimum of 50 hours of health care related experience by the end of January 2015.
4. meet the requirements for application submission to AMCAS, ACOMAS, ADSAS, or other health profession application service at the end of the Committee process.

**NOTICE:** **SIMULTANEOUS APPLICATIONS TO MORE THAN ONE HEALTH PROFESSION IS NOT PERMITTED IN THE COMMITTEE PROCESS. APPLICATIONS TO ALLOPATHIC AND OSTEOPATHIC MEDICAL INSTITUTIONS ARE CONSIDERED A SINGLE HEALTH PROFESSION.**

5. submit a completed Committee application to the Pre-Health Professions application database by the deadline. Participants must also meet all applicable requirements and deadlines pertaining to the 2016 cycle of the Pre-Health Professions Advisory Committee.

Transfer applicants should also have at least 16 credit hours of sciences completed at Loyola.

Roughly one month into the Committee process, all Committee Participants are expected to have scheduled one meeting with their Committee Advisor. The deadline for scheduling and having your first meeting with your Committee Advisor is **5:00 p.m. on February 27, 2015**, and your last meeting can be no later than **5:00 p.m. on April 24, 2015 (the last Friday in April).**
These appointments **must** be scheduled (walk-ins will not be considered acceptable). **If you fail to meet with your Committee Advisor by the February 27 deadline, you will not be able to continue to work through this Committee cycle, and will have to complete the application process independently. Students who do not meet the February 27, 2015 deadline are not notified, but are simply dropped from the Committee Process.** Applicants are responsible for maintaining records of their appointments with advisors.

The Pre-Health Professions Advisory Committee meets every May to discuss and evaluate Committee applicants. Individuals pursuing a career in the Health Professions industry typically request a Committee Evaluation because they believe this provides a more balanced view of each student than letters from individual faculty members can do alone.

The Committee Evaluation is based on (but not limited to): individual letters of evaluation; academic transcript(s); involvement in health related volunteer/work; extracurricular/community service activities; research opportunities; general work experiences; personal life factors; maturity of your decision to pursue a career in the health professions; and your interactions with the members of Pre-Health Professions Office, your Committee Advisor, and other members of the Loyola community. Committee appraisals are rigorous, may be positive and negative, and vary in strength. Letter of evaluation guidelines are derived from the AAMC recommended guidelines for letters of evaluation. These guidelines can be reviewed at: [http://www/aamc.org/initiatives/admissioninitiative/competencies/](http://www/aamc.org/initiatives/admissioninitiative/competencies/)

**Generally, the strength of the Committee letter of evaluation reflects the Committee’s appraisal of the strength of the applicant’s candidacy along these criteria.**

A Pre-Health Professions Advisory Committee Evaluation Letter will be written on behalf of each applicant, unless the Committee declines to write a letter. After reviewing candidacies of applicants during the annual May meeting, the Committee may decide to decline to write a letter for any number of applicants. This decision may be based on a number of reasons, including (but not limited to) failure to meet certain eligibility requirements, submit required information, meet all posted deadlines, and the Committee’s evaluation of applicants’ candidacies (talk with your advisor to find out examples of criteria). Applicants for whom the Committee declines to write a letter will be withdrawn from the Committee Process. This decision is final.

This Committee cycle is for the year of admission in fall 2016 and applicants may only work through the Committee process once fully. If a participant withdraws, then he/she may register for a future cycle. If a participant works through the Committee cycle for a given application year and does not apply for that cycle, he/she MAY NOT use the Committee evaluation process of that year for a future year of admission.

Information about the Pre-Health Professions Advisory Committee process, in addition to that contained in this Committee Information and Registration Packet, is communicated through such means as the Pre-Health website, workshops, emails, and subsequently published materials. Participants will be held responsible for all information shared by these means over the course of the Committee/Application process. Keeping up to date and meeting all applicable requirements is necessary to maintain eligibility in the Pre-Health Professions Advisory Committee process.
The Pre-Health Professions Office reserves the right to discontinue any applicant from the Committee process.

**GPA and BCPM ELIGIBILITY REQUIREMENT: Loyola Cumulative GPA and Loyola BCPM GPA**

Only applicants with a Loyola Cumulative GPA AND Loyola BCPM GPA of at least 3.00 at the end of the fall semester 2014 are eligible to enter the Committee process. Similarly, Committee applicants who meet this eligibility requirement at the end of fall semester 2014 but fall below a 3.20 Loyola Cumulative GPA and/or Loyola BCPM at the end of spring term 2015 will be discontinued from the Committee process at that time. Loyola alumni who had below a 3.00 Cumulative GPA and/or BCPM upon graduation, but have completed a formal graduate degree or post-baccalaureate program and achieved at least a 3.0 Cumulative GPA and BCPM GPA are eligible to enter the Committee process.

The Committee **does not** round up when computing cumulative GPAs and BCPM GPAs. Loyola’s term and cumulative GPAs are listed to the thousandth (third number to the right of the decimal) on transcripts. Thus, a cumulative GPA or a BCPM GPA equal to or less than 2.999 would not meet the grade point average requirement necessary for participation in this year’s Pre-Health Professions Advisory Committee. Committee applicants who do not meet the grade point average requirement will be notified in January 2015 (if they do not satisfy this requirement after fall term 2014) or in May 2015 (if they do not satisfy this requirement after spring term 2015).

**Cumulative GPA:** Loyola cumulative GPA is listed on your Loyola transcript.

**BCPM GPA:** The Pre-Health Professions Office will compute Loyola BCPM GPA’s for committee applicants who register by the deadline and meet all other applicable eligibility requirements. We recommend that committee applicants compute their own BCPM GPA as well. Instructions on how to do so (for pre-medical students) and the BCP (for pre-dental students) are provided on the “How to Calculate Your Science GPA” form in section C of the Committee Packet.

The following courses should be included in the BCPM (Pre-Dental students should compute a BCP and not include math and statistics courses):

All Courses Listed in the Biology Department
http://www.luc.edu/biology/bs_courses.shtml
and
http://www.luc.edu/biology/ma_courses.shtml (MAMS Students Only)

All Courses Listed in the Chemistry Department
http://www.luc.edu/chemistry/courses_undergrad.shtml

All Courses listed Physics Department (except for Physics 101, 103, 104, and 105)
http://www.luc.edu/physics/courses.shtml
All Courses listed in the Math and Statistics Department
http://www.luc.edu/math/catalog.shtml
In addition Statistics courses such as Psychology 304 and Sociology 301 would be included as math courses in the BCPM.

We understand that there may be other courses that are primarily Biology, Chemistry, Physics or Math in nature which are not included above. For instance, the content of some computer hardware and computer architecture courses are primarily physics in nature. Thus, with verification from the instructor, undergraduate program director, or chair of the department, such classes will be included into a Committee participant’s Loyola BCPM.

**ELIGIBILITY REQUIREMENT: Post-Secondary Health Care Related Experience - Fifty Hour Minimum**

The Pre-Health Professions Advisory Committee believes that commitment to exploring one’s fit through firsthand exposure to the health care field is an important element of an applicant’s candidacy. Applicants participating in the Pre-Health Professions Advisory Committee for admission fall 2016 must demonstrate that they have achieved at least 50 hours of health care-related experience during or after college by February 27, 2015 to remain in this Committee cycle. Experience can include but not limited to hospital volunteer work, shadowing, research or personal care of an individual.

Most Loyola students and alumni/ae seeking to enter this cycle (admission to health professional school 2016) of the Pre-Health Professions Advisory Committee will have achieved more than 50 hours of post-secondary health care-related experience by September 2015. Committee applicants with more than 50 hours of post-secondary health care-related experience should feel free to update information on the Pre-Health application database on or before November 27, 2014. Such applicants may then also update their post-secondary health care related experiences on or before February 27, 2015.

It is important to remember that achieving this minimum requirement of 50 hours does not mean that the Pre-Health Professions Advisory Committee will not have concerns about an applicant’s exposure to health professional school. While far from an exhaustive list, some examples of health care-related experiences that may lead to such concerns are as follows:

One’s post-secondary exposure to health care occurring primarily or exclusively during the summer between high school and college

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1 Committee applicants who do not submit a Health Professions Related Experience form by February 27, 2015 and applicants who have not achieved at least 50 hours of health care-related experience during or after college by February 27, 2015 will be discontinued from this Committee cycle.
ELIGIBILITY REQUIREMENTS: LETTERS OF EVALUATION

Important Dates concerning Letters of Evaluation:

April 1, 2015: Individual letters of evaluation are due in the Pre-Health Professions Office.

May 4, 2015: The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not have at least three (3) letters of evaluation, one (1) of which is a clinical letter and one of which is from a Loyola faculty member, on file in the Pre-Health Professions Program by 5 p.m. on May 4, 2015. Applicants who do not have at least three (3) letters of evaluation, one of which is a clinical letter and one of which is from a Loyola faculty member, on file in the Pre-Health Professions Program by 5 p.m. on May 4, 2015, will be dropped from Committee process and will not be reviewed at the annual Pre-Health Professions Advisory Committee meeting in May 2015.

Any letter arriving after May 4th will not be reviewed by the Committee during the annual Pre-Health Professions Advisory Committee meeting in May 2015.

July 11, 2015: No new letters will be accepted by the Pre-Health Advising Office in support of your application.

At least one academic letter must be from Loyola faculty member.

Letters from relatives will be ignored. (If you share a name with a recommender, please clarify.)

Letters from close colleagues or subordinates of any relatives will be ignored.

It is your responsibility to make sure that all of your letters of evaluation have been received by our office. If a letter writer says that the letter has been mailed in, please check in our office to make sure that it has been received.

We ask that you have at least four (4) but not more than five (5) letters of evaluation:

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2 We understand that applicants may have exposure to a range of health professions, and that such exposure can be beneficial. For example, some pre-medical students have worked as pharmacy technicians while also participating in medically-related experiences, pre-dental students have volunteered in hospital settings while also gaining dentistry-related experiences, and so forth. The Pre-Health Professions Advisory Committee tends to have concerns when essentially the only health care-related experiences of a pre-medical applicant is as a pharmacy technician, the only health care-related experiences of a pre-dental applicant is as a volunteer in a hospital, etc.
Loyola Undergraduates and Alumni

Two (2) letters from Science Faculty Members
One (1) letter from a Non-Science Faculty Member
One (1) letter from someone who has worked with you in a clinical setting (a doctor's office, hospital personnel, etc.)

Loyola Post-Baccalaureate and MAMS Students

Two (2) letters from Science Faculty Members
One (1) letter from someone else who can attest to your motivation for medicine, e.g., an employer, a faculty member from your undergraduate experience, a mentor, a director of your graduate program (if applicable)
One (1) letter from someone who has worked with you in a clinical setting (a doctor's office, hospital personnel, etc.)

It is important to provide letters as indicated above. Committee materials made available to health professional schools explicitly indicate that these are the categories of letters that are requested. Please note that if a class is cross-listed, e.g., “Brain and Behavior” or “Biostatistics,” a letter from a professor could be considered a science letter. A letter from a Math professor could also be considered as a science letter for health professional schools that include math in the science GPA. In such cases, it is recommended that the other science letter come from faculty from the department of Biology, Chemistry, or Physics.

Students interested in osteopathic medicine (please note that most osteopathic medical schools required a letter from either an MD or DO for the fall 2016 admission cycle), dentistry, optometry or podiatry are expected to obtain a letter from a professional in their field of interest. Please take into consideration that an extended clinical experience will aid in a more comprehensive evaluation.

We will be accepting letters of evaluation as of October 2014. **There is a maximum limit of five (5) letters of evaluation. The only exception to this is when applying to osteopathic schools. You may have a sixth letter from an osteopathic doctor.** The deadline for submission of these letters to the Pre-Health Professions Office is **5:00 p.m. on April 1, 2015.** Letters received after this date run the risk of not being presented to the Committee, but will be sent to health professional schools if they arrive in time to be included in the initial mailing. (Review “final” deadlines on the previous page.)

While having three (3) letters of evaluation (including a clinical letter) by the deadline meets a specific eligibility requirement, having only three (3) letters (including clinical letters) says nothing about the strength of these letters or the potential helpfulness of an additional letter(s) on file available for review by the Committee.

Please note that **these letters are critical,** and will be sent in their entirety to the schools. Remember that writers need considerable time to compose a well written letter. Some faculty members receive so many requests to write letters, that they are forced to decline later requests. In
other words, the early bird gets the worm in requesting letters of evaluation. **Lastly, it is inappropriate to ask a faculty member with whom you’ve only taken one class for the first time in spring 2015 for a letter of evaluation.** Letters of evaluation are due midway through the spring term and thus a faculty member’s letter of evaluation is likely to be more tentative if this is the first time he or she has had a student in class.³

Consider carefully whom you will ask to write letters. Ask yourself: How well does this person know me and my work? Do they seem interested in me as a person, or can they only comment on my grade in their class? **You want writers who can speak in some detail about your work and your suitability for the profession.** If they hesitate, thank them and withdraw your request. Once you’ve identified possible recommenders, **make an appointment** to meet with each of them. If they agree, bring a copy of your completed History form, transcript and a draft of your personal statement. You will also need to enter their information in the “Evaluations” section of the Pre-Health application database. Remind those writing your letters of evaluation that these letters need to be on letterhead and signed.

**RELEASING YOUR LETTERS TO MEDICAL AND DENTAL SCHOOLS**

You may request your letters to be released as early as June 1, 2015 (approximately) and as late as September 1, 2015. We will accept requests to have your letters released after September 1, 2015, but be aware that your letters will take a longer time to process at this point. Applicants need to fill out and submit a specific form to release their letters (the Pre-Health Professions Office will make this form available in April or May 2015). Applicants will also need to provide a copy of their submitted primary application (AMCAS, AACOMAS, AADSAS, etc.) to begin the process of releasing their letters. We recommend that you submit all appropriate materials required to request your letters by August 3, 2015. When the Pre-Health Professions Office receives all required materials, payment, etc., the request goes into a queue. We try to compose the Committee letter as soon as possible and it generally takes four (4) weeks (although sometimes longer) from the receipt of all required materials to the loading of one’s Committee materials on VirtualEvals, AADSAS, etc. It will take four to five weeks (although sometimes longer) from the receipt of required materials to the loading of one’s Committee materials on Virtual Evals, AADSAS, etc., for requests that arrive in the Pre-Health Professions Office on or after September 1, 2015.

We recommend that Committee participants contact the Pre-health office if they have not received confirmation of their letters being loaded after 3-4 weeks of submission of all required materials for release of their letters.

The Pre-Health Professions Program cannot commit to loading letters (or otherwise transmitting letters to health professional schools) before Friday, August 24, 2015. If this timeline is problematic to an applicant, he or she should consider applying to health professional school by means other than the Committee. You may use Interfolio letter service.

³ The exception to this is MAMS students who may request letters from their spring term instructors who they’ve had for the first time.
We use a secure web-based system, VirtualEvals, to distribute Committee letters to participating medical and optometry schools. AMCAS now has a letter service which works with VirtualEvals to distribute committee letters to the medical schools that are participating in the service. There is a $10.00 fee which our office collects to pay for your VirtualEvals entry. We pay for each entry in VirtualEvals so if you have a second entry (with a letter from an osteopathic physician) for your osteopathic school application, it will be necessary for you to pay an additional $10.00.

**VirtualEvals** is designed to improve the efficiency with which committee letters are transmitted by undergraduate schools (senders) as well as the efficiency with which they are received and processed in admissions offices at health professional schools (receivers).

When the PDF is uploaded, an email is sent automatically to you, the applicant, to let you know that the letters have been made available to designated schools and AMCAS. Included in that email, is a list of schools and/or AMCAS that have been attached to the applicant record by the Pre-Health Advising office. We only write one Committee letter. Your Committee letter does include your letters of evaluation. There is an option of adding an osteopathic letter to your osteopathic committee packet. While he does not write all Committee letters, Dr. James Johnson will sign your Committee letter on behalf of the Pre-Health Professions Committee. His contact information to be used is:

Dr. James Johnson, Director, Pre-Health Professions
Loyola University Chicago
1032 W. Sheridan Rd.
Sullivan Center 262A
Chicago, IL 60660
773-508-3636
jjohnso@luc.edu

ADSAAS uses their own electronic service to distribute letters to dental schools. There is currently no fee for this program.

Financially disadvantaged students who are applying to medical school and have been approved for fee assistance in 2015 through the AAMC Fee Assistance Program (FAP) or a fee waiver through AACOMAS are also eligible for a fee waiver in our office for your Virtual Evals fee. A copy of your AMCAS/AACOMAS approval decision must be submitted to Pre-Health prior to your letter release form.
Health Professional School and Professional Behavior

As indicated earlier, a Committee applicant’s evaluation is based in part on his or her interactions with the Pre-Health Professions Office, Committee Advisor, and other members of the Loyola community. It is important to realize that your interactions with faculty, staff and fellow students could be a discussion topic for the Committee. Be yourself and put your best foot forward!

In addition, allopathic medical schools ask that an applicant disclose all instances of institutional action on the AMCAS application. This would include, for instance, even a minor violation in the residence halls if this incident is on record in the Dean of Students Office. However, the influence of an applicant’s professional behavior on admission to health professional school is not limited to actions on the college campus. For instance, allopathic medical schools ask that an applicant disclose if he or she has ever been convicted of a misdemeanor or felony, some medical schools require that applicants submit a copy of their credit report as a condition to admission, etc. More recently, there appear to be risks to applicants who share inappropriate material or demonstrate poor judgment in the eyes of health professional school admission committees over such social networking sites such as Facebook. In a *NY Times* article (June 11, 2006), Alan Finder writes:

> Many companies that recruit on college campuses have been using engines like Google and Yahoo to conduct background checks on seniors looking for their first job. But now, college counselors and other experts say, some recruiters are looking up applicants on social networking sites like Facebook, MySpace, Xanga, and Friendster, where college students often post risqué or teasing photographs and provocative comments about drinking, recreational drug use and sexual exploits in what some mistakenly believe is relative privacy.

> When viewed by corporate recruiters or admissions officers at graduate and professional schools, such pages can make students look immature and unprofessional, at best.

The general advice on this issue for applicants seeking entrance to health professional school is to:

> Review their pages on Facebook and other sites with fresh eyes, removing photographs or text that may be inappropriate to show to their grandmother or potential employers...[and to]

> apply settings on Facebook that can significantly limit access to their pages.

It is also important to realize that most health professional schools including medical schools will also perform a criminal background check on accepted applicants.

*MAMS Students:* Please submit a final transcript from your undergraduate school with your conferred degree posted.

The Pre-Health Professions Program reserves the right to make any changes to the Pre-Health Professions Advisory Committee process.
COMMUNICATION OF ADDITIONAL INFORMATION

At the time of distribution of the Pre-Health Professions Advisory Committee Registration materials for the fall 2016 application cycle (approximately October 1, 2014), additional information pertaining to this Committee cycle has been posted on the Pre-Health webpage (e.g., “Frequently Asked Questions,” “The Numbers,” “Re-applicant Process”). Furthermore, updates and other forms of additional information will be communicated by email, the Pre-Health website, workshops, and/or subsequently published materials over the normal course of events throughout the Committee process. Finally, any corrections, clarifications, changes, or the like, to the Pre-Health Professions Advisory Committee process will also be communicated by email, Pre-Health website, workshops, and/or subsequent published materials. It is each Committee participant’s responsibility to keep up to date with this information.

SUBMITTING APPLICATIONS

Applications not submitted online will not be accepted without expressed permission of the Pre-Health Advising office and will only be made for extenuating circumstances. Contact Robbie Anderson at 773.508.3636 to discuss your situation.

IMPORTANT DATES FOR CYCLE 2016

*FOR DATES FALLING ON A SATURDAY, SUNDAY, OR HOLIDAY, DOCUMENTS CAN BE SUBMITTED ELECTRONICALLY TO PHADVISING@LUC.EDU.

**September 2014:** Pre-Health Professions Committee Application Available for review and download.

**October 2014:** Attend an Applicant Workshop. Pick up Applicant Packet and complete.

  *The Pre-Health Professions Office will begin accepting letters of evaluation in October.

**Wednesday, November 27, 2014** – 11:00pm Deadline.
  Deadline to submit packet to the Pre-Health Professions Office via online submission. (Sullivan Center, 262A)

**January 2015:** You are assigned a Committee Advisor and will begin meeting with him/her throughout the spring semester, especially as you work on your personal statement.

**January and February 2015:** Mandatory Match Day meeting for committee advisor assignment.

**February 1, 2015** – 5:00 pm: Deadline for Health Professions worksheet with 50 hours.
February 27, 2015 - 5:00 p.m.: Have your first MEETING with your Committee Advisor by today’s date. If you have not met with your advisor by this date, you will be discontinued from the Committee and thus unable to apply for through the 2016 Committee Cycle.

March 2015: Attend a Personal Statement Workshop. All health professional schools require personal statements and these are a critical part of your application.

April 2015: Attend a “How to Apply” Workshop.

April 1, 2015 – 5:00 pm: Pre-Health Office deadline for Individual letters of evaluation. This is NOT the final deadline for turning in letters. The final deadline for evaluation submissions is Friday, May 4, 2015. For candidates with outstanding letters, take this opportunity to follow up with your recommenders to provide a letter on your behalf.

April 24, 2015: Last day for meeting with your Committee Advisor, polished personal statements are due in Pre-Health Professions Office.

May 4, 2015 – 5:00 pm: The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not meet the following Committee requirements:

1. have a letter of evaluation from a clinical experience on file with the Pre-Health Professions Program by this date. The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not have a letter received by this date.
2. have a minimum of at least three (3) letters of evaluation on file with the Pre-Health Professions Program by this date. The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not have three (3) letters received by this date

Any letter arriving after May 3rd will not be reviewed/considered by the Committee for the 2016 Cycle during the May 2015 Pre-Health Professions Advisory Committee Meeting. Please speak with your advisor if you foresee any issues with obtaining your necessary letters to support your application.

June and/or July 2015: Applicants should submit primary application to the appropriate application service and to individual schools. See the General Timeline for more detail.

Reminder: A release of letters request form must be submitted (with supplemental documentation) to the Pre-Health Professions office to have your Committee and letters of recommendation submitted. Verification of your AMCAS and/or AACOMAS application to the Pre-Health Professions Office after you have submitted it is also required when submitting your release of letters form. For those students applying to medical school, we cannot send out letters of evaluation without your AMCAS and/or AACOMAS number and your AMCAS letter ID. Contact the Pre-Health Professions office to confirm requirements for submitting release form and to confirm that all of your letters of recommendation are turned in prior to releasing your letters.
June 15, 2015 – 5:00 pm: Deadline for re-applicant to notify the Pre-Health Advising Office of intention to reapply to medical school and receive an update to your committee letter.

If you completed the Pre-Health Professions Advisory Committee process last year and are re-applying to health professional schools, this is the last day to register with the Pre-Health Professions Office as a re-applicant.

July 15, 2015: No new letters will be accepted by the Pre-Health Professions Advising Office in support of your application.

The last Friday in August 2015: Last day to withdraw from the Committee process.

Committee Letter Packets

June 1, 2015: – September 1, 2015: Beginning June 1, students may begin submitting requests to the Pre-Health Professions Office to have their Committee Letter packets sent out. Letters will only be written upon receiving a submitted copy of your health professions release of letters request form with all supplemental documents. Initially committee letters will take 3-4 weeks (or more) to be completed after receipt of all required materials.

After September 1, 2015, completed letter requests submitted after this date will take at least 5-6 weeks to be completed.

The packet will include all individual letters of evaluation received by the Pre-Health Professions Office and a Committee Evaluation Cover Letter. Our office cannot commit to sending out letters before August 21, 2015.

September 2015: Attend an Interview Workshop hosted by the Pre-Health Professions Office.
GENERAL TIMELINE: Fall 2015 - SOME CONSIDERATIONS AND ACTIVITIES FOR HEALTH PROFESSIONAL SCHOOL APPLICANTS ENTRANCE FOR FALL 2016

September 2015

___ Begin/continue to review for the health professional exam you plan to take (e.g., MCAT, DAT, etc).

___ If you have not begun clinical experiences by September 2014, we recommend you consider delaying your application to a subsequent application cycle to allow for more extended exploration of your health care profession of interest.

___ Begin/continue your own research on health professional schools and their requirements. Applicants are responsible for knowing the requirements of the health professional schools to which they apply. The health professional schools themselves are the best source for the most accurate and up to date information.

Admission requirements vary substantially from school-to-school even within a given health profession. There are resources in the Pre-Health Professions Office that will likely be helpful to you in this endeavor. Please do not hesitate to use them—we have acquired them for you. Also, be sure to carefully review all the health professional schools’ websites to help understand all requirements for which you will be held responsible.

While the requirements for the 2016 application cycle for allopathic medical school, osteopathic medical school, dental school, optometry school, and podiatry school are not expected to be available until April/May 2015, you may want to review the requirements for the 2015 application cycle as a foundation.

To Purchase the Allopathic Medical School Admission Requirements (MSAR – MSAR Online is recommended over other versions), go To:

- [https://www.aamc.org/students/applying/requirements/msar/](https://www.aamc.org/students/applying/requirements/msar/)

To purchase the Osteopathic Medical College Information Book (CIB), go to: [http://www.aacom.org](http://www.aacom.org) and follow the links for the “Osteopathic Medical College Information Book”

To purchase the ADEA Official Guide to Dental Schools 2014, for Students Entering in Fall 2016, go to: [http://www.adea.org/publications/Pages/OfficialGuide.aspx](http://www.adea.org/publications/Pages/OfficialGuide.aspx) For information on Schools and College of Optometry, go To:

For information on Colleges of Podiatric Medicine, go To:
- http://www.aacpm.org/

October 2014

___ Attend a “2016 Applicant Workshop.” The Pre-Health Professions Office will notify you of the dates and times.

___ Make sure your e-mail address does not filter out our emails. E-mail is our primary means of communication.

___ If you haven’t already done so, schedule a meeting with one of the Pre-Health Advisors or the MAMS Advisor to discuss the best strategies for preparing for and applying to health professional schools, review the strength of your current candidacy, etc.

___ Check dates and deadlines for professional school examinations; continue a review strategy to prepare for the exam.

___ Begin working on the first three (3) items in the “packet” that are due on November 16, 2014, namely the personal essay, autobiography, and history.

___ Consider your best prospects to ask for letters of evaluation.

November 2014

___ **November 26, 2014 11:00pm** is the deadline for submitting your online application to the Pre-Health Professions application database:
   1) Personal Essay explaining “How I know my chosen health career is right for me.” This is a working copy for discussions with your pre-health committee advisor.
   2) Autobiography
   3) History form *detailing* work/volunteer experience, education, extracurricular activities, and other relevant information
   4) Academic Notation Sheet (optional)
   5) Photo
   6) Completed Personal Information Sheet
   7) Science GPA Calculation Sheet
   8) Health Professions Related Experiences
   9) Statements: Veracity and Information Responsibility

___ Begin requesting letters of evaluation from faculty and a professional who has observed you in a clinical capacity. Letters are due by April 1, 2015.

___ Begin checking on registration dates for your ideal test dates (MCAT, etc.) It is vital to register as early as possible to insure the MCAT in April or May.
Pre-Health Professions
2016E PHPAC Policy Info Packet

December 2014

If you have not begun clinical experiences by December 2014, we strongly recommend you consider delaying your application to a subsequent application cycle to allow for more extended exploration of your health care profession of interest.

Identify, at a minimum, the top ten (10) health professions schools to which you are interested in applying. Remember to investigate your state schools for your home residence. The Medical School Admission Requirements (MSAR) and osteopathic and dental counterparts are available in the Pre-Health Professions Office and online and are good resources for beginning to each school’s criteria.

January 2015

The Pre-Health Office will pair you with your Committee advisor in January. We cannot assign a Committee advisor if you have not submitted all appropriate paper work by the November 26 deadline.

Applicants who have not had substantial clinically related experiences (50-100 hours minimum) by this time are advised to withdraw from this year’s Committee cycle.

February 2014

**February 15, 2015:** Deadline for your Health Professions Related Experiences to be updated on the database.