2017 Entry Cycle of the Pre-Health Professions Advisory Committee Applicant Information Packet*

*For Loyola Students and Alumni Seeking Fall 2017 Entry to Medical (Allopathic and Osteopathic) and Dental Schools. PHPAC will only provide letters for students applying to these disciplines.

Dear Applicant:

This year you will begin the process of applying to your chosen health professional program for the entering class of 2017 for medical (allopathic and osteopathic) and dental 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 (sign up at http://eepurl.com/0wDoX), social media outlets, workshops and subsequent published materials pertaining to the committee process to get the most current information on the Committee process rather than relying on the Loyola grapevine.

We are pleased to introduce a customized application system for registration for the Pre-Health Professions Advisory Committee (PHPAC) and submission of subsequent materials: the Pre-Health application database (PHad). This system provides a more streamlined registration process, allows applicants to more easily track submission of required materials (e.g., letters of evaluation, etc.), more easily communicate updates (e.g., health care related experiences, etc.), provides an additional means to interface with Committee advisors, and the like. Please keep in mind that the PHad system is integrated into the Loyola IT infrastructure and will time out if idle (approximately 30 mins) so we suggest you save your information often and frequently when completing your application.

The deadline for registering for the Pre-Health Professions Advisory Committee (PHPAC) process is:

**Wednesday, November 25, 2015, 11:00pm**

Applications must be submitted via the Pre-Health application database (PHad).

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 2016 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 25, 2015 registration deadline.

The 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 Advisory Committee Leadership Team
James M. Johnson, Ph.D.,
Associate Director of the Career Development Center
Chair, Pre-Health Professions Advisory Committee

Lizette Yackle, M.Ed.,
Pre-Health Professions Advisor

Andrea Beaumont, M.S.
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Dawn Franks, Ph.D., Biology Faculty
Director of the MAMS Program

Sally Fell, M.S., LPC, CADC, NCC,
Pre-Health Advisor, MAMS Program

What is the Committee Process?

The Pre-Health Professions Advisory Committee (PHPAC) 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 (2016).

The Pre-Health Professions Advisory 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 alumnus/a, 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 a cumulative and science GPA of 3.0 or better at the end of the fall 2015 and have a cumulative and science GPA of 3.2 or better at the end of spring 2016.

3. Have accrued of a minimum of 50 hours of health care related experience by March 4, 2016.

4. Meet the requirements for application submission to AMCAS, AACOMAS, or AADSAS at the end of the Committee process.
5. Submit a completed Committee application to the Pre-Health Professions office via the Pre-Health application database by the deadline. Participants must also meet all applicable requirements and deadlines pertaining to the 2017 entry cycle of the Pre-Health Professions Advisory Committee.

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

Transfer applicants should also have at least 16 credit hours of sciences completed at Loyola by the end of the spring 2016 semester.

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 March 4, 2016, and your last meeting can be no later than 5:00 p.m. on April 29, 2016 (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 March 4th deadline, you will not be able to continue to work through this Committee cycle, and will have to complete the application process independently. Committee participants who do not meet the March 4, 2016 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. Medical schools and dental schools 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; your interactions with the members of Pre- Health Professions Office, your Committee Advisor, and other members of the Loyola community; and the AAMC Recommended Guidelines for Letters of Evaluation (https://www.aamc.org/initiatives/admissionsinitiative/letters/). Committee appraisals are rigorous, may be positive and/or negative, and vary in strength. **The strength of the Committee letter of evaluation generally 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 2017 and applicants may only work through the Committee process once fully. If a participant withdraws, then he/she must register for a future cycle, meeting all applicable deadlines and requirements in order to participate in a subsequent Committee 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 and PHPAC reserve the right to discontinue any applicant from the Committee process.

**GPA and BCPM Eligibility Requirement:**

Loyola Cumulative GPA and Loyola BCPM GPA

1. Only applicants with a Loyola Cumulative GPA and Loyola BCPM GPA of at least 3.00 at the end of the fall semester 2015 are eligible to enter the Committee process.
2. Only applicants with a Loyola Cumulative GPA and Loyola BCPM GPA of at least 3.20 at the end of the spring semester 2016 are eligible to continue in the Committee process.
3. Applicants who do not meet the 3.00 fall semester 2015 Eligibility Requirement OR the 3.20 spring semester 2016 Eligibility Requirement will be discontinued from the Committee process at that time.
4. Loyola alumni who fall below either of these Eligibility Requirements, but are enrolled in or have completed a formal graduate degree of post-baccalaureate program and have achieved the minimum GPAs of the fall semester 2015 and spring semester 2016 Eligibility Requirements are eligible to participate in 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. For example, a cumulative GPA or a BCPM GPA equal to or less than 2.999 after fall 2015 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 2016 (if they do not satisfy this requirement after fall term 2015) or in May 2016 (if they do not satisfy this requirement after spring term 2016).

**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 Chemistry Department [http://www.luc.edu/chemistry/courses_undergrad.shtml](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](http://www.luc.edu/physics/courses.shtml)

All Courses listed in the Math and Statistics Department [http://www.luc.edu/math/catalog.shtml](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.

**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 were 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 example, 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 and Twitter.
A section of a recent streaming video at the University of Arizona, [http://clas.arizona.edu/prehealth/advising](http://clas.arizona.edu/prehealth/advising), summarizes health professional schools’ interest in the professional behavior of their applicants. The relevant section is cited below:

“Whether you are looking at medical school, dental school, pharmacy school, other professional programs, all of these programs conduct background checks before you are admitted to their program. These background checks are looking for things like criminal activity, underage drinking, minor possession, things like that. But they are also looking for academic violations; code of conduct violations, things like cheating or plagiarism can all have a major impact on whether you are accepted or not. You want to be very careful with Facebook and Twitter because those are places that professional programs look at...you want to be to be safe with what you are doing and what you are saying, you don’t want to put anything that is going to harm your chances. You want to be smart about what you are using these social tools for.”

**Communication of Additional Information**

After the distribution of the Pre-Health Professions Advisory Committee Registration materials for the fall 2017 application cycle (October 2015), additional information pertaining to this application cycle will be periodically posted on the Pre-Health Website (e.g., “Frequently Asked Questions,” “The Numbers,” “Re-applicant Process”) and sent to individuals registered on the Pre-Health Professions email newsletter. Furthermore, updates and other forms of additional information will be communicated by email, the pre-health website, social media outlets, 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, social media outlets, workshops, and/or subsequent published materials. It is each Committee participant’s responsibility to keep up to date with this information.

**Application Process for Committee Registration**

These elements of the application must be completed for consideration of the Committee process.

- Personal Information sheet
- History sheet - detail your work/volunteer experience (including health-related), education, extracurricular activities, and other relevant information Include contact information (if available) for verification*
- Science GPA Calculation
- A recent color photo (these photos simply help us identify you; passport photos are welcome)
- Academic Notation (optional)
- Health Professions Related Experiences
- Personal Essay explaining “How I know my chosen health career is right for me?” (no less than) two-to-three (max) page typed, double-spaced, single-sided*
- Autobiography (minimum of) three-to-five (max) page, double-spaced, single-sided*
- Statements: Veracity and Information Responsibility
The information from your history sheet, your autobiography, health professions related experiences, personal essay, and the personal statement you develop will become part of your file and read by members of the Pre-Health Professions Office and the Pre-Health Professions Advisory Committee. These materials will not be sent to health professional schools, but selected information may be shared in your Pre-Health Professions Advisory Committee Letter.

If this information is completed in a satisfactory manner and submitted before the deadline, and all applicable eligibility criteria are met, you will be registered with the Committee. A confirmation email will be sent indicating that your application has been received. It is your responsibility to follow-up with the Pre-Health Professions Office if you do not receive a confirmation email within two weeks of submitting your application.

The Pre-Health Professions Program and PHPAC reserve the right to make any changes to the Pre-Health Professions Advisory Committee process.

**General Timeline – Fall 2015 – Spring 2016**

Some considerations and activities for health professional school applicants for entrance in fall 2017:

**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 2015, 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 2017 entry 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 2016, you may want to review the requirements for the 2016 entry 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 - and follow the links for the “Osteopathic Medical College Information Book”

- To purchase the ADEA Official Guide to Dental Schools 2015, for Students Entering in fall 2016 or Fall 2017, go to: http://www.adea.org/publications/Pages/OfficialGuide.aspx

October 2015

- Attend a “2017 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 three (3) items in the application that are the most time consuming, namely the personal essay, autobiography, and history, due on November 25, 2015.

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

November 2015

- The deadline to submit your complete application is Wednesday, November 25, 2015 at 11 PM.

- Begin requesting letters of evaluation from faculty and a professional who has observed you in a clinical capacity. Letters are due to the Pre-Health office by April 1, 2016.

- 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.

December 2015

- If you have not begun clinical experiences by December 2015, 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 2016

• 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 25 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.

March 2016

• March 4, 2016: Deadline for updating your PHad application with the minimum 50 hours of post-secondary clinical experience.

IMPORTANT DATES

Applications must be submitted via the Pre-Health Professions application database by the 11:00 pm deadline on November 25, 2015.

Contact our office at PHadvising@luc.edu or by phone at 773.508.3636 to report issues relating to submitting your application.

Important Dates for Application Entry Cycle 2017

October 2015: Pre-Health Professions Advisory Committee (PHPAC) Registration Materials are made available

October/November 2015: Attend a PHPAC Applicant Workshop.

Wednesday, November 25, 2015 – 11:00pm: Deadline to submit PHPAC Registration Materials

December 2015: The Pre-Health Professions Program will begin accepting letters of evaluation via the application submitted to the Pre-Health application database (PHad).

January 2016: You are assigned a Committee Advisor and will begin meeting with him/her throughout the spring semester.

January 2016: Mandatory Match Day meeting for committee advisor assignment.

February 2016: Attend a Personal Statement Workshop. All health professional schools require personal statements and these are a critical part of your application.
March 4, 2016 – 5:00 pm: Deadline for updating your PHad application with the minimum 50 hours of post-secondary clinical experience.

March 4, 2016 – 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 2017 entry Committee Cycle.

April 2016: Attend a “How to Apply” Workshop.

April 1, 2016 – 11:00 pm: PHPACA deadline for Individual letters of evaluation are due to the Pre- Health Professions office. This is NOT the final deadline for turning in letters. The final deadline for evaluation submissions is May 2, 2016. For candidates with outstanding letters, take this opportunity to follow up with your recommenders to provide a letter on your behalf.

Last Friday in April 29, 2016: Last day for meeting with your Committee Advisor.

May 2, 2016 – 11:00 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 2nd will not be reviewed/considered by the Committee for the 2017 entry Cycle during the May 2016 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 2016: Medical or Dental school applicants should submit your 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/AACOMAS/AADSAS application(s) 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. Applicants must upload these items to the Pre-Health applications database, and then notify our office that this is complete by sending an email to phadvising@luc.edu. 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.

Monday, June 13, 2016 – 5:00 pm*: Deadline for re-applicant to notify the Pre-Health Advising Office of intention to re-apply 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 reapplying to health professional schools, this is the last day to register with the Pre-Health Professions Office as a re-applicant.

**Friday, July 11, 2016:** No new letters will be accepted by the Pre-Health Professions Advising Office in support of your application.

**The last Friday in August 2016:** Last day to withdraw from the Committee process with a valid reason (as determined by representatives of the Pre-Health Professions Advisory Committee).

**Release of Committee Letter Packets**

**June 1, 2016 – September 1, 2016:** Beginning June 1 (approximately), 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. Committee letters will take 4 weeks (sometimes longer) to be completed after receipt of all required materials.

After September 1, 2016, Completed requests for initial release of letters 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 the final Friday in August.

**September 2016:** Attend an Interview Workshop hosted by the Pre-Health Professions Office.

**Eligibility Requirements: Letters of Evaluation**

**April 1, 2016:** Individual letters of evaluation are due and posted on your application via the Pre-Health application database (PHad). Applicants are able to monitor letter requests submitted and received by logging in on the PHad with their Loyola username and password. Any letters received by/sent to the Pre-Health Professions office will be posted to the student’s application on the PHad as soon as possible. Students are encouraged to have their recommenders submit letters of recommendation directly to their application using the link provided in the electronic request to best monitor letters received/outstanding for use in the Committee process.

**May 2, 2016:** 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 11 p.m. on May 2, 2016. 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 11 p.m. on May 2, 2016, will be dropped from the Committee process and will not be reviewed at the annual Pre-Health Professions Advisory Committee meeting in May 2016. Any letter arriving after May 2nd will not be reviewed by the Committee during the annual Pre-
Health Professions Advisory Committee meeting in May 2016 but may be used for submission with the Committee letter to medical/dental applications.

**July 11, 2016:** 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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<tr>
<th>Loyola Undergraduates and Alumni</th>
<th>Loyola Post-Baccalaureate and MAMS Students</th>
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<tr>
<td>Two (2) letters from Science Faculty Members</td>
<td>Two (2) letters from Science Faculty Members</td>
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<tr>
<td>One (1) letter from a Non-Science Faculty Member</td>
<td>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)</td>
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<td>One (1) letter from someone who has worked with you in a clinical setting (a doctor’s office, hospital personnel, etc.)</td>
<td>One (1) letter from someone who has worked with you in a clinical setting (a doctor’s office, hospital personnel, etc.)</td>
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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.

Applicants interested in osteopathic medicine please note that most osteopathic medical schools required a letter from either an MD or DO for the fall 2017 admission cycle/DO letter preferred. 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 mid-December 2015. 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. A 30 day notice for letters will begin April 1, 2016. This notice will remind participants to review their letter request status and to send reminders to those recommenders who have not submitted their letter of recommendation to your application prior to
the letter submission deadline for committee consideration. The deadline for submission of these letters to your application on the Pre-Health application database (PHad) is 11:00 p.m. on May 2, 2016. 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 committee letter submission. (Review “final” deadlines on the previous page.)

Information on and the process by which applicants can submit letters of evaluation is available on the Pre-Health applications database (PHad) accessible on the Pre-Health Website (http://www.luc.edu/prehealth/) or directly via https://forms.luc.edu/prehealth/login.

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 2016 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. The exception to this is MAMS students who may request letters from their spring term instructors who they’ve had for the first time.

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, provide a copy of your completed History form, transcript and a draft of your personal statement. An Evaluation email requesting the letter of recommendation will be sent from your application on the application database to the recommender’s email you provide (be sure the email address is correctly entered to ensure delivery of the request). This email includes a waiver certification of confidentiality as well as additional suggestions to the recommender for the letter content. **Remind those writing your letters of evaluation that these letters need to be on letterhead and signed.**

**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 2017 must update their PHad application by March 4, 2016 with the minimum 50 hours of clinical experience in order to demonstrate that they have achieved at least 50 hours of health care-related experience in order to remain in this Committee cycle. Applicants who have not updated their clinical experience by this deadline to demonstrate the minimum 50 clinical hours, or applicants who have not completed the
minimum 50 clinical hours by this deadline will be dropped from this cycle. Experience can include, but is not limited to, volunteering or working in a hospital or other medically-related setting, volunteering or working in a dental setting, clinical aspects of EMT training, shadowing, research that involves direct patient contact, etc.

Most Loyola students and alumni/ae seeking to enter this cycle (admission to health professional school 2017) 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 at this time should feel free to update their post-secondary health care related experiences on the Pre-Health application database on or before March 4, 2016.

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
- One’s post-secondary exposure to health care occurring primarily or exclusively with a relative or close colleague or subordinate of a relative
- One’s post-secondary exposure to health care occurring almost exclusively outside of the health profession to which one is applying. 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 are as a pharmacy technician, the only health care-related experiences of a pre-dental applicant are as a volunteer in a hospital, etc.

**Releasing Your Letters to Medical and Dental Schools**

You may request your letters to be released as early as June 7, 2016 and as late as September 1, 2016. We will accept initial requests to have your letters released after September 1, 2016, but be aware that initial requests for release of letters on or after September 1 are discouraged and your Committee letter will take a longer time to process at this point.

Applicants need to fill out and submit a “Pre-Health Professions Advisory Committee (PHPAC) Letter Release Form” to initiate the release their Committee letters. With this form you are required to include documents verifying you have submitted your application to AMCAS, AACOMAS, or AADSAS. It is only when we receive a complete PHPAC Letter Release form and all necessary additional documents that we will begin the process of sending your letters of evaluation.

Please submit all required documents together. A complete release request must be submitted via the “Additional Files” section of PHAD Application and Applicant must email PHadvising@luc.edu to notify the Pre-Health Advising Office after materials have been uploaded. An email confirmation or request for
additional materials will be provided within five working days (one week). Incomplete or partial submission of documents will not be processed. For options of special circumstance, contact the Pre-Health Professions office.

We strongly recommend that you submit all appropriate materials required to request your letters by July 31, 2016. (Many health professional schools use rolling admissions; applicants applying later in the cycle may be disadvantaged.) When the Pre-Health Professions Office receives all required materials, students will receive a confirmation receipt as confirmation of their submission and 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 online to AMCAS/AACOMAS/AADSAS/etc. letter service websites. For requests that arrive in the Pre-Health Professions Office on or after September 1, 2016, it will take five to six (5 to 6) weeks (although sometimes longer) from the receipt of required materials to the loading of one’s Committee materials to the intended letter service.

We recommend that Committee participants contact the Pre-Health Professions Program if they have not received confirmation of loading of your Committee letter within three to four weeks after submission of all required materials for the release of their letters to make sure all is proceeding accordingly.

The Pre-Health Professions Program cannot commit to loading letters (or otherwise transmitting letters to health professional schools) before the final Friday in August 2016. 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 wish to use Interfolio letter service or other letter coordination services.

We use a secure web-based system to distribute Committee letters to participating medical schools via the AMCAS, AACOMAS, and AADSAS letter service sites.

We only write one Committee letter. Your Committee letter does include your letters of evaluation. While he does not write all Committee letters, Dr. James Johnson will sign your Committee letter on behalf of the Pre-Health Professions Committee.

When to Apply?

a. Generally speaking, rolling admissions means the earlier the better, but do not let early submission take precedence over the quality of your application and overall preparation.

b. AMCAS may offer the best advice on this issue: “EARLY IS GOOD, BUT ERROR-FREE IS BETTER. FOCUS ON COMPLETENESS AND ACCURACY OVER EARLY SUBMISSION.”

c. The general guidelines for the timing of submitting one’s AMCAS application is:
   1. June – Ideal “Let your primary fly by the 4th of July”
   2. July – OK (some problems due to timing can be expected for some schools)
   3. August 1 and Later – Likelihood and Severity of Problems Increase Substantially

d. AMCAS indicates that over the past two application cycles, their processing of applications slowed in early July and continued at this slower pace through September due to the large number of applications received during this period.

e. Issues related to timing of application will often play out differently depending on the schools to which one applies.
f. Use good judgment on decision to apply: (1) First application is generally one’s best chance for admission; (2) once AMCAS application is processed, one is considered a re-applicant system wide in future cycle even if one doesn’t complete secondary applications.

Releasing your Committee Letter to AMCAS (via AMCAS Letter Service) and AACOMAS (via AACOMAS Letter Service)


b. We require that applicants fill out a “Release of Letters” form to release their Committee letters. With this form you will include documents verifying you have submitted your application to AMCAS and/or AACOMAS. It is only when we receive a complete Release of Letter form and all necessary additional documents that we will begin the process of sending your letters of evaluation (i.e., Release of Letters Form, copy of submitted AMCASS and/or AACOMAS application, copy of AAMC Letter Request Form if applying through AMCAS). The “Release of Letters” form will be available on the Pre-Health Professions website at www.luc.edu/prehealth. You may also e-mail the Pre-Health Professions office at PHadvising@luc.edu to request that a copy of this form be sent to you electronically. There is no fee for this service as your request will be submitted directly to the AMCAS and/or AACOMAS letter service(s).

c. The Pre-Health Office will Not Accept your “Release Letters to Schools” form until you have submitted your completed AMCAS and/or AACOMAS application. You must provide evidence of having submitted AMCAS and/or AACOMAS before your request will begin to be processed. Copies of these applications are also of assistance to us in writing your Committee letter.

d. Your AAMC ID Number (and AACOMAS ID Number) and AAMC Letter ID Number are extremely important. We need to include your AAMC ID Number (AACOMAS ID Number) and AAMC Letter ID Number with your letters of evaluation, or medical schools will not accept your letters of evaluation.

e. Please refer to the Release of Letters form or the Pre-Health Professions website to ensure you include all necessary documents prior to submitting your release (Falsifying this information may have a negative impact on the Committee’s appraisal of an applicant’s candidacy). Partial or incomplete submissions will not be accepted.

f. Load these documents to the Supplemental Files section of your PHAD profile and email PHadvising@luc.edu after you have done so. Within five (5) working days, you will receive either: (1) confirmation of receipt of these materials and an estimated date for when your Committee letter will be loaded; or (2) notice that the materials submitted were not complete, notice that your request to release your Committee letter cannot proceed at this time, and what additional information is needed.

g. We recommend that you submit your “Release of Letters” form (and all other necessary materials) to the Pre-Health Office on the same day or as soon as possible after you have submitted AMCAS and/or AACOMAS application.

h. It will take at least four weeks (about one month) from the date the Pre-Health Office receives a “Release Letters to Schools” form and all other required information (outlined above) for processing Committee letters. All requests to release letters received after the last Friday in August will require substantially longer than the four week minimum to process. Similarly, since we are not able to begin writing letters until late May, requests to
release letters in June will also likely take slightly longer than the four week minimum to process depending on the amount of requests received in early June. Please do feel free to contact the Pre-Health Office three weeks after your submission of your “Release Letters to Schools” form and all other required materials (all must be received to begin processing) to check that all is going to plan. You may also check in weekly after this point if you have not received notice that your letters have been loaded, etc. We appreciate such correspondence as errors can occur and your follow through is welcome and appropriate.

i. We expect that the majority if not all complete requests for processing letters received on or before July 26, 2016 will be completed by August 29, 2016.

j. While we encourage you to check in with the Pre-Health Professions Office to make sure all is going to plan with your letter (as indicated above), requests to accelerate these timelines, incessant communications, and the like will not be appreciated. We recommend that applicants who find these timelines unacceptable withdraw from the Committee process, apply on their own, and consider using a letter coordination service such as Interfolio: http://www.interfolio.com/

k. AMCAS Letters of Evaluation/Recommendation Service
2. Some Select Information from this Source

a. Definitions of Types of Letters:
1. Committee Letter: A letter authored by a pre-health committee or pre-health advisor and intended to represent your institution’s evaluation of you. A committee letter may or may not include additional letters written in support of your application. This is sometimes called a Composite Letter. If you are applying through Loyola’s Pre-Health Professions Advisory Committee, you are submitting a Committee Letter.

2. Letter Packet: A packet or set of letters assembled and distributed by your institution, often by the institution’s career center. A Letter Packet may include a cover sheet from your pre-health committee or advisor; however, in contrast to a Committee Letter, a Letter Packet does not include an evaluative letter from your pre-health committee or advisor.

3. Individual Letter: An individual letter refers to a letter written by, and representing, a single letter writer. If you have already included an individual letter within either a Committee Letter or a Letter Packet, you should not add a separate entry for the individual letter.

b. Primary Author/Contact Information:
Dr. Johnson does not write all Committee letters, however, he signs letters on behalf of the Committee. Thus, the “Primary Author” is James M. Johnson, Ph.D. Additionally, Dr. Johnson’s “Contact Information” is as follows: Address: Pre-Health Professions, 1032 West Sheridan Road, Chicago, IL. 60660/Phone: 773.508.3636/Email: PHadvising@luc.edu.

Re-applicants: Only Pre-Health Professions Advisory Committee participants who have applied to health professional school and released their Committee letter for a previous admission cycle are eligible for the re-applicant process. Re-applicants must submit all additional required information AND submit all necessary materials for release of their Re-applicant letter by June 13, 2016.
The last date to withdraw with no questions asked is May 13, 2016, and the last date to withdraw with a valid reason (as determined by a representative of the Pre-Health Professions Advisory Committee) is the last Friday in August, so August 26, 2016. Committee participants are advised to withdraw and register for a subsequent Committee cycle rather than submit an initial request for release of Committee letter on or after September 1, 2016.