

## HPO Application Services Overview: Admission Cycle: Fall 2025 Medical, Dental and Veterinary Medical School Guidelines

This handout covers basic information for requesting a Committee Letter of Evaluation or using the Letter Collection Service

### 1. Health Professions Committee Letter of Evaluation (Committee Packet):

The HPO Committee Letter is designed to describe and evaluate the overall aspects of an applicant's preparation and readiness for Medical, Dental, or Veterinary School.

To be eligible for a committee letter an applicant must

- A degree-seeking student attending UTSA or a UTSA alumni.
  - Post-bacc students are eligible if they have completed a minimum of 36 semester credits hours at UTSA.

#### **All Applicants must meet the following**

*If you do not meet these requirements, then the HPO can only collect and manage your other LORs as described below, if requested.*

- Earned a minimum 3.25 cumulative UTSA GPA<sup>a</sup> & a minimum 3.25 cumulative Science<sup>b</sup> GPA
- Received a minimum Entrance Exam score. See below for policy for Official scores and scores received from Practice Exams

500 Min MCAT score 500	19 Min. DAT AA score
------------------------	----------------------

*Students with official DAT/MCAT scores will receive priority to schedule committee meeting with panel. However, practice exam scores will be accepted as a placeholder for MCAT and DAT official score if the office is provided a copy of the practice score report from either the AAMC practice exam, ADA DAT practice test, or DAT Bootcamp that meets the stated minimum score criteria. Official scores are required for all committee letter prior to application service(s) submissions.*

- Schedule an individual Committee Letter pre-application appointment with an HPO Advisor for review of submitted Committee Letter documents.

<sup>a</sup> **Cumulative UTSA GPA** means all UTSA grades earned included in GPA, including repeated courses.

<sup>b</sup> **Cumulative Science GPA** means any coursework completed from Biology, Chemistry, Physics, and Math/Stats, including dual credit, transfer credit or any repeated coursework.

### How-To Request a Committee Letter of Evaluation (All Forms available in Canvas or Drop Box)

**Step 1:** Submit Intent to Apply form by stated deadline. **Deadline March 8, 2024**

**Step 2:** Submit completed Release of Information Form

**Step 3:** Submit Pre-Committee Assessment to HPO Office by stated deadlines in the Application Services File Guide

**Step 4:** Schedule appointment with Advisor for Pre-Committee Assessment Review.  
Advisor for students with last name beginning A – L Rachel Holman  
Advisor for students with last name beginning M – Z Tracy Walton

#### ***After Steps 1-4 are Completed:***

Students will be emailed to schedule their individual Committee Interview with the committee letter panel.

Committee meetings will be held on pre-determined dates and appointments for the committee letter are subject to availability for the specified committee meeting dates/times. Once all meeting dates have occurred the committee meeting cycle will be concluded for the fall 2024 admission cycle. **Full Committee Letter Meeting Calendar tbd. Interview Calendar will be posted by February/March 2024.**

## Letter Collection Services

- 2. Collect Letters of Recommendation (Letter Collection Packet):** Upon request, the HPO may collect and manage individual LOE for students to be used in support of their application to medical, dental, or veterinary school without needing a Committee Letter of Evaluation.

The letter collection packet is submitted to the respective application service(s) once all letters have been received. Any student may request the HPO collect and submit letters for their Application

- o Letter collection open to current UTSA students, Alumni who have graduated, and enrolled post-bacc (non-degree) students.

**Note for Committee Letter Packets:** Those requesting a committee letter must allow the HPO to collect and manage all of your other individual supporting letters of recommendation/evaluation to submit as a committee letter packet.

### To Request Access to Canvas or Health Professions Drop Box

Advisor for students with last name beginning A – L Rachel Holman (Rachel.Holman@utsa.edu)  
Advisor for students with last name beginning M – Z Tracy Walton (Tracy.Hunt@utsa.edu)

### Release of Information

To serve future students better, our office will keep track of UTSA applicants and where they matriculate. To facilitate this, we would like to request student release their application to the Health Profession Office. We would also like to request that applicants keep the HPO office informed about interview invites, offers of acceptance, and final decision on which health profession school you will attend.