

## HPO Application Services Overview: Admission Cycle: Fall 2024

### Medical, Dental and Veterinary Medical School Quick Guide

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>
- Earned a minimum 3.25 cumulative Science<sup>b</sup> GPA
- Schedule an individual pre-application appointment after they have submitted their Committee Letter file documents.
- Received a minimum Entrance Exam score

Min MCAT score 500	Min. DAT score 19;	Min GRE score Quant 150 Verbal 152 and Writing 3
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*Students with official DAT/MCAT scores will receive priority to schedule committee meeting with panel. However, practice exam scores will be accepted for MCAT and DAT if the office is provided a copy of the practice score report from either the AAMC practice exam or ADA DAT practice test that meets the minimum MCAT 500 score or minimum 19 DAT requirement. Official scores are required for all committee letter submissions.*

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

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

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

**Step 1:** Submit Intent to Apply form by stated deadline. **Deadline March 03, 2023**

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

**Step 3:** Submit Pre-Committee Assessment to HPO Office by stated deadlines

**Step 4:** After Steps 3 is complete-- schedule appointment with Advisor for Pre-Committee Assessment Review.

Advisor for students with last name beginning A – L Melinda Garcia

Advisor for students with last name beginning M – Z Tracy Walton

**Steps 1-4 Completed:** students will be emailed to schedule their individual meeting with the committee letter panel. *Appointments are made based for those who have completed Steps 1-4 by the stated deadlines.*

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. Schedule will be posted by the end of March 2023.**

## Letter Collection Services

### **2. Collect Letters of Recommendation (Supporting Letters of Evaluation Packet):**

Upon request, the HPO may collect and manage individual letters of recommendations (also referred to as letters of evaluation) for students to be used in support of their application to medical, dental, or veterinary school. This letter collection packet is submitted to the respective application service(s) once all letters have been received.

To utilize this service, applicants must meet these guidelines:

- Have completed a minimum of 30 semester credit hours at UTSA
- 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 Blackboard or Health Professions Drop Box**

Advisor for students with last name beginning A – L Melinda Garcia (Melinda.Garcia2@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 offers of acceptance and final decision on which health profession school you will attend.