

# Health Professions Advisory Committee (HPAC)

## Policies and Procedures for All Participants

Entry Year 2026

By going through the Health Professions Advisory Committee (HPAC) Process this year (Spring 2025), you are preparing to apply to [**dental, medical, optometry, or podiatry**] school for Entry Year Fall 2026. The goal of this process is to obtain a committee letter of recommendation, which provides a holistic and candid evaluation of your candidacy for professional schools. The committee letter does not take the place of individual letters of evaluation, which you will also need for your application. This document outlines policies, procedures, and deadlines for participating in this process. If you have any questions, please email [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu).

### **Eligibility Requirements**

To participate in HPAC, you must meet all eligibility requirements below; there are no exceptions.

#### ***GPA Requirements***

- **3.3 Overall\* GPA**
- **3.5 Math/Science GPA**
- **3.6 on Last 45 Credit Hours\*\***

*\*This is not your UNT GPA, but the Cumulative GPA that includes all attempted college-level coursework, which includes dual and transfer credit.*

*\*\*If the 45<sup>th</sup> hour occurs within a semester, then every course in that semester will be included in the “Last 45 Hours” GPA calculation.*

All GPA requirements must be achieved by the end of the Fall 2024 semester and does not include winter-mester 2024. The 3.3 Cumulative and 3.5 Math/Science GPAs must be maintained through the end of the Spring 2025 semester; if not, the participant will be dropped from HPAC at that time and will not receive a committee letter.

- All GPA requirements will include first attempted coursework in the calculations.
- The Math/Science GPA can be found by using the following [GPA calculator](#). Any course (taken at or outside of UNT) with the following prefixes will be included in the GPA calculation: BIOL, CHEM, PHYS, MATH, BIOC (prefixes may differ based on university). If you transferred from another four-year institution and you are unsure if one of your classes should be included in the Math/Science GPA, please contact us at [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu).

- Undergraduates (current students and alums)/Post-baccalaureate students: If you were an undergraduate student at UNT and are currently enrolled in or have completed a graduate program elsewhere, transcripts from that graduate program are required for GPA calculation purposes, as your eligibility will be determined by both undergraduate and graduate coursework.
- Graduate students (anyone who did not complete an undergraduate degree at UNT): GPA calculations will include your graduate and undergraduate coursework.

### ***Clinical Hours***

- **A minimum of 50 clinical hours** within the student's field of professional interest (i.e. dental, medical, optometry, or podiatry) must be achieved by **January 17, 2025** to participate in HPAC. Clinical hours include medical-related volunteering, shadowing, and jobs in healthcare.

***Virtual shadowing will not count towards any part of this requirement.***

**NOTE:** At least 25 of the 50 hours MUST be shadowing a professional within the appropriate field.\*

\* *“Appropriate field” for shadowing is defined by the following:*

- *Pre-Dental: A general dentist with their DDS or DMD. A dentist who specializes in another field (orthodontist, periodontist, oral surgeon, etc.) will **not** count.*
- *Pre-Medical: A physician with their MD or DO. The specialty does not matter.*
- *Pre-Optometry: An optometrist with their OD.*
- *Pre-Podiatry: A podiatrist with their DPM.*

### ***Minimum # of Credit Hours Completed at UNT***

- Undergraduate (current students or alums) and Post-Baccalaureate Students: must have completed **at least 30 credit hours at UNT** by the end of the Fall 2024 semester to participate in HPAC. At least 15 of those 30 hours must be math and sciences (biology, biochemistry, chemistry, physics, and math).
- Post-baccalaureate students: must show proof of the 3.3 Cumulative GPA, 3.5 Math/Science GPA, and Last 45 Hours GPA; coursework from other universities will not be listed in our systems.
- Graduate students (anyone who did not complete an undergraduate degree at UNT): must have completed at least 12 graduate hours at UNT *and* completed all pre-requisite courses for their chosen health profession to participate in HPAC.

## **Individual Letters of Recommendation (outside of the Committee Letter)**

- Before your committee letter of recommendation is written, we require at least one letter one letter from a clinical reference\* and one additional reference.

\*\*The clinical letter must come from a professional within the applicant's pre-health interest.

- Pre-Dental: A general dentist with his or her DDS or DMD. A dentist who specializes in another field (i.e. orthodontist, periodontist, oral surgeon, etc.) will not count.
  - Pre-Medical: Any physician with his or her MD or DO.
  - Pre-Optometry: An optometrist with his or her OD.
  - Pre-Podiatry: A podiatrist with his or her DPM.
- A maximum of 5 individual letters is allowed to be included in the committee letter packet, outside of the committee letter.
  - Options for letters, in addition to the required two letters above: science professors, non-science professors, clinical, research, work, other (work supervisor, etc.)

**Note: Some professional schools throughout the nation have specific requirements for letters of recommendation. Be sure to research schools ahead of time to ensure you are requesting the correct letters of recommendation.**

- For our office to collect your letters of recommendation, you must fill out an eForm through the Dynamic Forms system. After submitting this eForm, an e-mail will be sent to each reference with a link to upload his or her letter of recommendation to the system.
- Each letter of recommendation that we collect **MUST** include a waive/retain form; within each form, you will fill out the top portion and indicate your decision to waive or retain your right to see the letter. You will then send your completed form to each reference, where he or she will fill out the rest and then include with the letter they upload to the Dynamic Forms system.

## **Timeline**

**September or October 2024:** Attend one of the HPAC Seminars that reviews all details associated with the HPAC process.

**January 17, 2025, 11:59PM:** Deadline for 1) submitting HPAC Materials\* through Dynamic forms, and 2) for completing the minimum 50 clinical hours (25 of which are shadowing).

**\*HPAC Materials include the following:** HPAC Questionnaire, Authorization to Release Student Information (ARSI) form, and one Waive/Retain form that will be used for the committee letter of recommendation.

**January 2025-May 2025:** Meet with the Assistant Dean of Health Professions or Senior Academic Counselor for one HPAC interview, and one Faculty Member for a separate interview. The Office of Health Professions will assign you to a Faculty Member shortly after the HPAC application deadline.

**March 2025-May 2025:** Begin requesting individual letters of recommendation and have them submitted to the Office of Health Professions through the Dynamic Forms system. Remember, these letters of recommendation are for your application to [dental, medical, optometry, podiatry] school in Summer 2025. Letters of recommendation are not required to participate in the HPAC interviews.

**June 1, 2025:** Recommended Deadline for submitting all Letters of Recommendation.

**May 2025-September 1, 2025:** Submit your professional school primary application to receive a committee letter of recommendation for the 2025 application cycle. Participants will not receive a committee letter of recommendation if the primary application is submitted after September 1, 2025.

**Requesting Submission of the HPAC Committee Letter Packet**

For the Assistant Dean or Senior Academic Counselor to begin writing your committee letter of recommendation, the following conditions must be met:

- Proof of submission of the primary application (TMDSAS, AMCAS, AACOMAS, AADSAS, OptomCAS, AACPMAS). *If submitting through TMDSAS first, there is no need to provide proof; your name will be listed on our internal TMDAS roster.*
- A completed letter of recommendation (with waive/retain form) on file from a clinical reference.
- HPAC participant must have a signed ARSI form and Letter of Recommendation Waive/Retain form for the Committee Letter:

**UNT Health Professions Advisory Committee (HPAC)  
Authorization to Release Student Information (ARSI) Form**  
Office of Health Professions | College of Science  
University of North Texas  
940-389-7300

Applicant's Full Name (include middle initial): \_\_\_\_\_  
 Applicant's 8-Digit UNT Student ID Number: \_\_\_\_\_  
 Applying for:  Dental  Medical  Optometry  Podiatry  
 Year of Application Cycle: 2025 for Entry Year 2026

**Authorization to Release Student Information**

I give the University of North Texas Office of Health Professions permission to release my HPAC Committee Letter of Recommendation Packet to the following application service providers (through those that you will list see):

- ✓ TMDSAS (Texas Medical and Dental School Application Service)
- ✓ AMCAS (American Medical College Application Service)
- ✓ AACOMAS (American Association of Colleges of Osteopathic Medicine Application Service)
- ✓ AADSAS (Association of American Dental Schools Application Service)
- ✓ OptomCAS (Optometry Centralized Application Service)
- ✓ AACPMAS (American Association of Colleges of Podiatric Medicine Applicant Service)
- ✓ Any service related to the Liaison Centralized Application Service system
- ✓ The following programs or application services: \_\_\_\_\_

I also understand these letters may contain detailed information from my educational record, as well as other personal, professional, and academic information in or outside the HPAC questionnaire and one-on-one interviews. In accordance with the Family Educational Rights and Privacy Act (FERPA), I authorize the release of such sensitive information to any professional school to which I am applying.

By signing below, I acknowledge and consent to the statements above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HPAC Letter of Recommendation Waive/Retain Form**  
Office of Health Professions | College of Science  
University of North Texas  
940-369-7300 | healthcare@unt.edu

Full Name of Applicant (include middle initial): \_\_\_\_\_  
 Applying for:  Dental  Medical  Optometry  Podiatry  
 Year of Application Cycle: 2025 for Entry Year 2026

**Applicant must select and sign for ONE of the following statements:**

I hereby voluntarily WAIVE and relinquish any right of access to this confidential letter of recommendation  
 I RETAIN my right of access to this letter of recommendation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by the Letter Writer Only**

Name & Title of the Letter Writer: \_\_\_\_\_  
 School/Department/Office: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship to the Applicant: \_\_\_\_\_

Note: For students who participate in the UNT HPAC process, the Office of Health Professions acts as a "trust server" that collects each participant's letter of recommendation for their application to professional schools. Once all letters have been received for a student, the committee letter packet will be uploaded to the application services as file or an email. By signing below, you request the UNT HPAC to include your letter(s) in the packet submitted in the current or a future application cycle.

Letter Writer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide your initials indicating completion of the following:**

- Letter of Evaluation is on official letterhead \_\_\_\_\_
- Letter of Evaluation has been signed \_\_\_\_\_

Letter Writer: Please include a final completed copy of this Waive/Retain Form with the letter of recommendation you upload to the HPAC system. If you are unable to use the system, please email or mail a copy of your letter and Waive/Retain Form to our Assistant Dean, Todd Long.

Todd Long  
Assistant Dean of Health Professions  
University of North Texas, COB  
McCombs Hall, Box 5010  
1605 Union Circle, #4070  
Ft. Worth, TX 76107-5010  
Todd.Long@unt.edu

- The committee letter packet is comprised of the following:
  - Committee Letter Waive/Retain Form
  - Committee Letter
  - Clinical Letter of Recommendation with Waive/Retain Form
  - Additional Letter of Recommendation from any Reference with Waive/Retain Form
  - Additional letters of recommendation (no more than 3)
- The Office of Health Professions uses TMDSAS, AMCAS, AACOMAS, AADSAS, OptomCAS, and AACPMAS secure letter services, which transmit confidential letters electronically to the professional schools. If you are applying to a dental, medical, optometry, or podiatry program that uses a different system, please contact [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu) for further directions.
- Please keep in mind that committee letters of recommendation will be completed 2-3 weeks after 1) submitting your primary application, and 2) having letters of recommendation on file from both a clinical reference and one additional reference. ***Therefore, please plan accordingly.***
- The deadline to request your committee letter is September 1, 2025. A committee letter will not be written, nor letters uploaded to any application services, for students who have not requested their committee letter by September 1, 2025. “Requesting” is defined by the three conditions listed above: submitting the primary application, and having letters of recommendation on file from a clinical reference and one additional letter writer.

### **Details about the Committee Letter Process**

During the HPAC process you will have two interviews: one with the Assistant Dean of Health Professions or Senior Counselor ***and*** one with a Faculty Member. These interviews are designed to learn more about you as a person, aside from your grades and professional résumé. In addition to the two interviews, other members of the committee will evaluate your candidacy by reviewing your completed HPAC questionnaire.

It is important to note that the information shared during interviews can be included in the committee letter. ***Furthermore, participation in the HPAC process does not guarantee a glowing committee letter of recommendation; the committee letter is meant to be a holistic, comprehensive, and honest evaluation of one’s candidacy for health professional school.***

At the end of the spring semester, the committee meets to render evaluations on all students based on their questionnaire, the interviews, and overall candidacy (i.e. clinical experience, extracurricular involvement, academic performance, leadership, service, etc.). If the committee returns a rating of “Do Not Recommend,” a committee letter of recommendation will NOT be written on behalf of the student. The Office of Health Professions will inform students in this position, and they will have to make alternative plans for submitting their individual letters of recommendation to the application services.

We require HPAC participants to complete 3 types of waivers: 1) “Letter of Recommendation Waive/Retain” form for the Committee Letter, which indicates whether or not a participant retains or waives the right to read the committee letter, 2) “Letter of Recommendation Waive/Retain” for all individual letters, which indicates whether a participant retains or waives the right to read an individual letter of recommendation, and 3) the Authorization to Release Student Information (ARSI) form, which allows our office to upload these documents to the application services on your behalf.

The author of the committee letter is the health professions advisor with whom you interviewed during the HPAC process; contact information should be listed, as such, when filling out the application:

**Todd Lang, M.S.**

Assistant Dean of Health Professions  
Chair, Health Professions Advisory Committee (HPAC)  
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University of North Texas  
1417 W. Hickory Street  
Denton, Texas 76201  
940-369-7500  
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