

Health Professions Advisory Committee (HPAC)

Policies and Procedures for first-time HPAC participants

Entry Year 2023

By going through the Health Professions Advisory Committee (HPAC) Process this year (fall 2021-spring 2022), you are preparing to apply to **medical, dental, optometry, or podiatry** school for entry in the fall of 2023. The goal of this process is to obtain a committee letter of evaluation which provides a holistic and candid review of your health professional school candidacy. The committee letter does not take the place of individual letters of evaluation, which you will also need. Please note that the Committee meets at the end of the spring semester to evaluate all participants and will decide whether or not to write committee letters for students. If the committee declines to write the HPAC letter, the Office of Health Professions will let you know mid-May 2022. This document outlines policies, procedures, and deadlines for participating in this process. If you have any questions, please email HealthCareers@unt.edu.

Qualifications

In order to participate in HPAC, you must meet all requirements below; there are no exceptions.

GPA

- Minimum 3.2 overall GPA AND 3.2 math and science GPA (must be achieved by the end of fall 2021 and does not include wintermester 2022)
 - Overall cumulative GPA can be found in EIS and NOT in your online degree audit (all attempts at a course will be factored into GPA, including originals and any repeats)
 - Science GPA must be calculated by hand as it is not listed in your myUNT account (<https://my.unt.edu/>). The science GPA is a weighted GPA comprised of biology, biochemistry, chemistry, physics, and math courses, making sure to factor in grades and credit hours for each class.
- If the above requirements are not met, but the last 30 credit hours of only math and science classes (biology, biochemistry, chemistry, physics, and math) is at a 3.5 GPA, participation in HPAC is allowed

Clinical hours

- A minimum of 30 total clinical hours must be achieved by January 7, 2022 in order to participate in HPAC.

Credit hours completed at UNT

- Undergraduate and Post-baccalaureate students: must have completed at least 30 credit hours at UNT by the end of the fall 2021 semester in order to participate in HPAC. At least 15 of those 30 hours must be in the sciences (biology, biochemistry, chemistry, physics, and math).
- Post-baccalaureate students: must show proof of the 3.2 overall GPA and 3.2 math/science GPA; coursework from other universities will not be listed in our systems

- Graduate students: must have completed at least 12 graduate hours at UNT AND completed all pre-requisite courses for their chosen health profession in order to participate in HPAC

Individual Letters of Recommendation (not counting the committee letter itself)

- A minimum of 2 individual letters are required for your health professional school application (1 science and 1 clinical) in order for a committee letter to be written
- A maximum of 5 individual letters is allowed for HPAC
- Letter options: academic science, academic non-science, clinical, research, work, other (work supervisor, etc.)
- If a TA offers to write your letter of recommendation, it must be a joint letter from the TA and professor and the professor needs to sign off on such a letter (the letter cannot come from the TA alone).
- Letter entry must be created by HPAC participant for each individual letter of recommendation. The Office of Health Professions will check the box under each letter as it is received.
- When requesting an individual letter, HPAC participant must fill out the top portion of the "Reference Evaluation" form and indicate waiver selection, and send to their reference to complete the bottom portion. Your reference/evaluator must submit this form to the Office of Health Professions along with the letter of recommendation itself.



UNT Health Professions Evaluation Form
 Office of Health Professions
 University of North Texas
 940-369-8606



Full Name of Applicant: _____ UNT ID# _____

Applying for: Medical Dental Optometry Podiatry

Application for Entering Class of 20_____

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 evaluation

I retain my right of access to this letter of evaluation

Signature: _____ Date: _____

Completed by student

To Be Completed by the Evaluator

Name & Title of the Evaluator: _____

School/Department/Office: _____ E-mail: _____

Address: _____ Phone: _____

Relationship to the Applicant: _____

Signature: _____ Date: _____

Please provide your initials indicating completion of the following:

- Letter of Evaluation is on official letterhead _____
- Letter of Evaluation has been signed _____

Please mail or e-mail your Letter of Evaluation to the addresses listed below (e-mail copies must be in PDF format). You may return your letter to the applicant in a sealed envelope with your signature spanning the sealed flap. Please address your letter: "To the Admissions Committee."



Completed by reference/evaluator

Lizette Ozog
 Senior Academic Counselor
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 Denton, TX 76203-3047
Lizette.ozog@unt.edu

Timeline

October 2021: Attend one of the "What Should I Be Doing Now-HPAC" seminars that discusses details of the HPAC process

January 7, 2022: Deadline for uploading HPAC Questionnaire to Canvas and for completing the minimum 30 clinical hours; deadline for uploading signed ARSI form (see image on next page) and Reference Waiver for the Committee Letter to Canvas


UNT HPAC
Authorization to Release Student Information
 Office of Health Professions
 University of North Texas
 940-369-8606
 

Applicant's Full Name: _____ UNT ID# _____

Applying for: Medical Dental Optometry Podiatry

Application for Entering Class of 20_____

<p>Authorization to Release Student Information</p> <p><i>I give the University of North Texas Office of Health Professions permission to release my letters of evaluation/recommendation to the following (cross-through if NOT approved):</i></p> <ul style="list-style-type: none"> ✓ TMSAS ✓ AMCAS ✓ AACOMAS ✓ AADSAS ✓ OptomCAS ✓ AACPMAS ✓ Any service related to the Liaison Centralized Application Service system ✓ The following programs or application services: <p>_____</p> <p><i>I also understand these letters may contain information from my educational record, as well as other personal and academic information in or outside the HPAC questionnaire and interviews.</i></p> <p><i>By signing below, I acknowledge and consent to the statement above.</i></p> <p>Signature: _____ Date: _____</p>
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Todd Lang, M.S.
 Assistant Dean of Health Professions
 Office of Health Professions | College of Science
 University of North Texas
 155 Union Circle, #30365
 Denton, TX 76205

Assistant Dean's Signature: _____ Date: _____

January 2022-April 2022: Meet with Assistant Dean of Health Professions, Senior Academic Counselor, or Academic Counselor for first interview; meet with Faculty Member for interview

March 2022-May 2022: Request and obtain individual letters of recommendation

May: Submit "HPAC Letter Request Form" (see image below)

Contact Information	
Your full name (first, middle initial, last)	
Preferred email address (<i>one that you check most often</i>)	
Application Information	
<i>List all applicable information to help us upload your committee letter to the appropriate application service</i>	
TMSAS ID#	

AMCAS ID#	
AMCAS Letter ID# (number below the barcode on your letter request form)	
AACOMAS ID#	
AADSAS ID#	
OPTOMCAS ID#	
AACPMAS ID#	
Other	
Recommendation Letter Information	
List the name(s) and email address(es) of people you are expecting letters of recommendation from through the HPAC process	
Name	Email address

Requesting your HPAC Packet

- HPAC participant must submit application to health professional school (TMDSAS, AMCAS, AACOMAS, AADSAS, OPTOMCAS, VMCAS, AACPMAS) before the committee letter is written. You must show evidence that you have submitted your application by uploading an email confirmation from each letter service.
- HPAC participant must have one academic and one clinical letter on file before the committee letter is written
- HPAC participant must have a signed ARSI form and Reference Waiver for the Committee Letter
- If applicant participated in a previous cycle of HPAC, additional meetings with the Assistant Dean of Health Professions, Senior Counselor, or Academic Counselor and a Faculty Member this cycle are not necessary. However, to obtain an updated letter, a fully updated questionnaire must be submitted to the Office of Health Professions; contact HealthCareers@unt.edu for detailed instructions.
- The committee packet is comprised of the committee letter, any individual letters of recommendation you obtain through this process, the Reference Waiver for the Committee Letter, and all Reference Evaluation(s). All of these components are contained in one file.
- The Office of Health Professions uses TMDSAS, AMCAS, AACOMAS, AADSAS, OPTOMCAS, and AACPMAS secure letter services, which transmit confidential letters electronically. If you are applying to a medical, dental, optometry, or podiatry program that uses a different system, contact HealthCareers@unt.edu.
- The deadline to request your committee letter is September 1, 2022. 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, 2022.

Details About the Committee Letter Process

During the HPAC process you will have two interviews: one with the Assistant Dean of Health Professions, Senior Counselor, or Academic Counselor **and** one with a Faculty Member. These interviews are meant to learn about you as a person, aside from your grades and academic performance. The committee letter connects the dots between your individual letters of recommendation, so the more your interviewer knows about you, the better!

It is important to note that the information shared during interviews can be included in the committee letter. In addition, participation in the HPAC process does not guarantee a glowing committee letter of recommendation; the committee letter is meant to be an 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 (clinical experience, extracurricular involvement, academic performance, leadership, service, to name a few). If the Committee declines to write for students based on these criteria lacking and decides not to provide a committee letter, the Office of Health Professions will let the student know and they will have to make alternative plans for coordination of their individual letters of recommendation.

We require HPAC participants to complete 2 types of waivers: 1) Reference Waiver for the Committee Letter, which indicates whether or not a participant retains or waives the right to access the committee letter, and 2) Reference Evaluation, which indicates whether or not a participant retains or waives the right to access the individual letter of recommendation. An HPAC participant's packet cannot be uploaded to application services without the aforementioned waivers.

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

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