

# Health Professions Advisory Committee (HPAC)

## Policies and Procedures for HPAC Re-Applicants

Entry Year 2023

By going through the Health Professions Advisory Committee (HPAC) Process this year (fall 2021-spring 2022) as a re-applicant, you are preparing to re-apply to **medical, dental, optometry, or podiatry** school for entry in the fall of 2023. The goal of this process is to obtain an updated committee letter of evaluation (i.e., an addendum) which provides new information on your candidacy since you last applied to health professional school. The addendum does not take the place of individual letters of recommendation - which you will also need - so it is required that you obtain at least one new individual letter of recommendation (it is also recommended that, as a re-applicant, you update all individual letters of recommendation). If you applied in 2021 for entry to health professional school in 2022 and have interviewed with health professions advisors and faculty members during the last cycle, you will not need to interview with them again. If you applied in 2020 to enter health professional school in 2021 or earlier, you must re-interview with the Office of Health Professions, so contact us to set up an appointment by emailing [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu).

### **Qualifications**

If you have applied to health professional school once before, reach out to [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu) to let the Office of Health Professions know you are planning to apply to health professional school this cycle and would like an addendum to your committee letter. We will send you a link with instructions to complete a survey and upload necessary materials.

If you have applied to health professional school more than once, you must submit at least one improvement to your application (i.e. number of new credit hours taken, post-baccalaureate or special master's program completed, increased number of clinical hours, employment in research or clinical fields, new letters, etc.). Reach out to [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu) to let the Office of Health Professions know you are planning to apply to health professional school this cycle and would like an addendum to your committee letter. We will send you a link with instructions to complete a survey and upload necessary materials.

### **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 an addendum to be written
- As a re-applicant, you must submit at least one new individual letter of recommendation. You cannot get an addendum if you do not have at least one new individual letter of recommendation.
- 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."*

Lizette Ozog  
Senior Academic Counselor  
University of North Texas, COS  
Hickory Hall, Rm. 296  
1055 Union Circle, #311965  
Denton, TX 76203-3047  
[Lizette.ozog@unt.edu](mailto:Lizette.ozog@unt.edu)

**Completed by reference/evaluator**

**Timeline**

January 2022: Let the Office of Health Professions know you plan to apply to health professional school this cycle by emailing [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu) for further instructions.

January 2022: **If you submitted an application in summer 2020 to enter health professional school in 2021 or earlier**, you must re-interview with the Office of Health Professions, so email [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu) for further instructions.

Spring/Summer 2022: **If you submitted an application in summer 2021 to enter health professional school in 2022**, you do not need to re-interview, but contact [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu) to let the Office of Health Professions know you are planning to apply to health professional school this cycle. We will send you a link with instructions to complete a survey and upload necessary materials.

Spring/Summer 2022: Request and obtain updated or new individual letters of recommendation

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

<b>Contact Information</b>	
Your full name (first, middle initial, last)	
Preferred email address ( <i>one that you check most often</i> )	
<b>Application Information</b>	
<i>List all applicable information to help us upload your committee letter to the appropriate application service</i>	
TMDSAS ID#	
AMCAS ID#	
AMCAS Letter ID# (number below the barcode on your letter request form)	
AACOMAS ID#	
AADSAS ID#	
OPTOMCAS ID#	
AACPMAS ID#	
Other	
<b>Recommendation Letter Information</b>	
<b>List the name(s) and email address(es) of people you are expecting letters of recommendation from through the HPAC process</b>	
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 (see images below)

**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\_\_\_\_\_

**Authorization to Release Student Information**

*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):*

- ✓ TMSAS
- ✓ AMCAS
- ✓ AACOMAS
- ✓ AADSAS
- ✓ Oproam CAS
- ✓ AACPMAS
- ✓ Any service related to the Liaison Centralized Application Service system
- ✓ The following programs or application services:

\_\_\_\_\_

*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.*

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

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

Todd Lang, M.S.  
Assistant Dean of Health Professions  
Office of Health Professions | College of Science  
University of North Texas  
155 Union Circle, #31085  
Denton, TX 76209

Assistant Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_

**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 \_\_\_\_\_
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*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."*

Lianna Ong  
Senior Academic Counselor  
University of North Texas, COS  
Hickory Hall, Rm. 395  
155 Union Circle, #39506  
Denton, TX 76207-3927  
[lianna.ong@unt.edu](mailto:lianna.ong@unt.edu)

- 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 TMSAS, 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](mailto:HealthCareers@unt.edu).
- The deadline to request your addendum is September 1, 2022. An addendum will not be written nor letters uploaded to any application services for students who have not requested their addendum by September 1, 2022.

### Details About the Committee Letter Process

During the initial HPAC process you had two interviews: one with the Assistant Dean of Health Professions or Senior Counselor **and** one with a Faculty Member. We retained the notes from these meetings and you do not need to interview with them again. However, if you applied in 2020 to enter health professional school in 2021 or earlier, you do need to re-interview with the Office of Health Professions so email [HealthCareers@unt.edu](mailto:HealthCareers@unt.edu) for detailed instructions.

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:

Todd Lang, M.S.  
Assistant Dean of Health Professions  
Chair, Health Professions Advisory Committee  
Office of Health Professions, College of Science  
University of North Texas  
1417 W. Hickory Street  
Denton, Texas 76201  
940-369-8606  
[todd.lang@unt.edu](mailto:todd.lang@unt.edu)

Lizette Ozog, M.Ed.  
Senior Academic Counselor  
Committee Member, Health Professions Advisory Committee  
Office of Health Professions, College of Science  
University of North Texas  
1417 W. Hickory Street  
Denton, Texas 76201  
940-369-8606  
[Lizette.Ozog@unt.edu](mailto:Lizette.Ozog@unt.edu)