

Health Professions Advisory Committee (HPAC)

Policies and Procedures for Secondary HPAC participants

Entry Year 2024

By going through the Health Professions Advisory Committee (HPAC) Process this year (fall 2022-spring 2023) as a secondary applicant, you are preparing to apply to **medical, dental, optometry, or podiatry** school for entry in the fall of 2024. 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 recommendation - which you will also need - so consider obtaining updated and/or new individual letters of recommendation. Since you have interviewed with health professions advisors and faculty members in a previous cycle, you will not need to interview with them again. 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 3.3 overall GPA AND 3.3 math and science GPA (must be achieved by the end of fall 2022 and does not include wintermester 2023). The 3.3 overall and 3.3 math and science GPA must be maintained through the end of the spring 2023 semester, and if not, participant will be dropped from HPAC at that time.
 - 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.
 - Undergraduates (current students and alums)/Post-baccalaureate students: If you were an undergraduate at UNT and are currently enrolled in/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 undergraduate degree at UNT): GPA calculations will include your graduate and undergraduate coursework.
- 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 50 total clinical hours within the student's field of pre-health interest (i.e. dental, medical, optometry, or podiatry) must be achieved by January 6, 2023 in order to participate in HPAC. No more than 25 hours can be virtual experience.

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 2022 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 3.3 overall GPA and 3.3 math/science 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 in order to participate in HPAC

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

- If you have gone through HPAC before and are planning to use an individual letter from a previous cycle, know that you cannot use a letter dated 2021 or older.
- 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).
- A letter entry must be created in Dynamic Forms 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 (see image below). You reference/evaluator must submit this form to the Office of Health Professions along with the letter of recommendation itself.

HPAC Letter of Recommendation Waive/Retain Form
 UNT Office of Health Professions
 940-369-8606 | healthcareers@unt.edu

Full Name of Applicant: _____ UNT ID# _____

Applying for: Medical Dental Optometry Podiatry

Year of Application Cycle: 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 _____
- Letter of Evaluation has been signed _____

Evaluator: Please include a copy of this Waive/Retain Form with the letter of recommendation you upload to the HPAC eForm. If you are unable to use the eForm, please e-mail or mail a copy of your letter and Waive/Retain Form to our Senior Academic Counselor, Lizette Ozog.

Lizette Ozog
 Senior Academic Counselor
 University of North Texas, COS
 Hickory Hall, Rm. 296
 1155 Union Circle, #311365
 Denton, TX 76203-5017
HealthCareers@unt.edu

Completed by student

Completed by reference/evaluator

Timeline

January 2023: Reach out to 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 2023: Request and obtain updated or new individual letters of recommendation. If you have gone through HPAC before and are planning to use an individual letter from a previous cycle, know that you cannot use a letter dated 2021 or older.

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 | |
| <p>List all applicable information to help us upload your committee letter to the appropriate application service</p> <p>Committee packets will be uploaded approximately 2-4 weeks after submitting this request. If your packet has not been uploaded within this timeframe, contact HealthCareers@unt.edu.</p> | |
| 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 | |
| <p>List the name(s) and email address(es) of people you are expecting letters of recommendation from through the HPAC process</p> | |
| Name | Email address |
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Requesting your HPAC Packet

- HPAC participant must submit application to health professional school (TMSAS, 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)

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| <p>UNT HPAC Authorization to Release Student Information Office of Health Professions University of North Texas 940-369-8606</p> <p>Applicant's Full Name: _____ UNT ID# _____</p> <p>Applying for: <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Optometry <input type="checkbox"/> Podiatry</p> <p>Application for Entering Class of 20____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">Authorization to Release Student Information</p> <p style="font-size: x-small;"><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"> ✓ TMDSAS ✓ AMCAS ✓ AACOMAS ✓ AADSAS ✓ OptomCAS ✓ AACPMAS ✓ Any service related to the Liaison Centralized Application Service system ✓ The following programs or application services: _____ <p style="font-size: x-small;"><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 style="font-size: x-small;"><i>By signing below, I acknowledge and consent to the statement above.</i></p> <p>Signature: _____ Date: _____</p> </div> <p style="font-size: x-small; text-align: center;"> Todd Lang, M.S. Assistant Dean of Health Professions Office of Health Professions College of Science University of North Texas 135 Union Circle, #31395 Denton, TX 76203 </p> <p>Assistant Dean's Signature: _____ Date: _____</p> | <p>HPAC Letter of Recommendation Waive/Retain Form UNT Office of Health Professions 940-369-8606 healthcareers@unt.edu</p> <p>Full Name of Applicant: _____ UNT ID# _____</p> <p>Applying for: <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Optometry <input type="checkbox"/> Podiatry</p> <p>Year of Application Cycle 20____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">Applicant must select and sign for ONE of the following statements:</p> <p><input type="checkbox"/> I have voluntarily waived and relinquish any right of access to this confidential letter of evaluation</p> <p><input type="checkbox"/> I retain my right of access to this letter of evaluation</p> <p>Signature: _____ Date: _____</p> </div> <p>To Be Completed by the Evaluator</p> <p>Name & Title of the Evaluator: _____</p> <p>School/Department/Office: _____ E-mail: _____</p> <p>Address: _____ Phone: _____</p> <p>Relationship to the Applicant: _____</p> <p>Signature: _____ Date: _____</p> <p>Please provide your initials indicating completion of the following:</p> <ul style="list-style-type: none"> • Letter of Evaluation is on official letterhead _____ • Letter of Evaluation has been signed _____ <p style="font-size: x-small;"><i>Evaluator: Please include a copy of this Waive/Retain Form with the letter of recommendation you upload to the HPAC eForm. If you are unable to use the eForm, please e-mail or mail a copy of your letter and Waive/Retain Form to our Senior Academic Counselor, Lisette Ozog.</i></p> <div style="border: 1px solid black; padding: 5px; font-size: x-small; text-align: center;"> <p>Lisette Ozog Senior Academic Counselor University of North Texas, COS Hickory Hall, Room 205 135 Union Circle, #31395 Denton, TX 76203-5957 HealthCareers@unt.edu</p> </div> |
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- If applicant participated in the previous cycle of HPAC, additional meetings with the Assistant Dean of Health Professions or Senior 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 Letter of Recommendation Waive/Retain for the Committee Letter, and all Letter of Recommendation Waive/Retain forms for individual letters. 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.
- Committee packets will be uploaded approximately 2-4 weeks after submitting this request. If your packet has not been uploaded within this timeframe, contact HealthCareers@unt.edu.
- The deadline to request your committee letter is September 1, 2023. 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, 2023.

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.

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 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 access the committee letter, 2) "Letter of Recommendation Waive/Retain" for individual letters, which indicates whether or not a participant retains or waives the right to access the individual letters of recommendation, and 3) the "Authorization to Release Student Information" (ARSI) form, which allows us to upload these documents on your behalf. 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

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