ETSU COMPOSITE EVALUATION

As part of the admissions process, many professional schools (and virtually all medical schools) require that applicants submit a composite evaluation of their academic credentials by an undergraduate faculty committee, if such a committee exists on the applicant's campus. The Medical Professions Advisement (MPA) Program at ETSU performs this evaluation at the request of ETSU pre-professional students, provided these students have taken 30 hours or more of coursework at ETSU, and have completed all prerequisite courses. Students who have taken less than the required 30 credit hours of coursework and/or a limited number of science or non-science courses at ETSU should consult Ms. Martha Edde, the MPA Coordinator, for further information.

***Professional school admissions/aptitude examinations (MCAT, DAT, OAT, GRE, etc.) are not used as part of the ETSU Composite Evaluation. The Evaluation Committee will be reviewing the Evaluation Application, ETSU Judicial Records, Academic Transcripts (overall GPA as well as gross prerequisite BCPM GPA), and Faculty Recommendations in order to base their composite recommendations for students to their respective professional schools of choice.

The MPA Evaluation Committee meets for purposes of evaluation only three to four times per year, typically in Spring, Summer, and early Fall. Students requesting evaluation must begin the process of constructing their information when the application becomes available. This is essential so that students will have sufficient time to gather the necessary information, complete their interviews, etc., to have a completed application packet available for the evaluation meeting. No student will be evaluated without a completed application. The MPA Office will provide necessary information, deadlines, and forms to students through online access, and will render reasonable assistance to students as they complete the required steps in the process. Nevertheless, it is the individual student's responsibility to begin the process in a timely manner and to follow through on the completion of the application. Completed applications must be received by 4:30 p.m. on the day of the application deadline. NO EXCEPTIONS. The first 34 completed applications will be evaluated during each Evaluation period. The 35th and subsequent completed applications will roll to the next scheduled Evaluation. If your application is incomplete, you will have to wait until the following Evaluation period to request a review by the Evaluation Committee.

If you will be requesting a Committee Letter of Evaluation to both allopathic and osteopathic medical schools, please indicate in the Student Information section of your application. Students may not request multiple evaluations for different disciplines (for example, Dental and Pharmacy) during the same Evaluation cycle.

FOR STUDENTS REQUESTING A SECOND MPA EVALUATION REVIEW:

It is recommended that students request the MPA Committee re-evaluation within two years of ETSU Graduation, as professional schools are looking for relevant information in student applications. Students may choose to use their initial MPA Evaluation letters if applying two subsequent years for admission to professional schools. However, it is recommended that if students are not successful at the first attempt at application, extra steps should be taken to strengthen their application for the
following year. Therefore, ALL students requesting a second review should have significant additions (shadowing, volunteer experience, and/or course work) to the MPA evaluation application before requesting the second review.

It is recommended that your original MPA Evaluation be used for submission to professional schools for only one year from the date of completion, as professional schools are seeking current information from their applicants.

Students requesting the review of additional practical experience/shadowing, volunteer experience and/or additional course work may request a second MPA Evaluation based on that information and will only need to complete a new MPA Evaluation Application. Individual Instructor’s Evaluation forms from the previous review may be used.

Students with additional practical experience/shadowing, volunteer experience and/or additional course who feel that interviews and/or Individual Instructor’s Evaluations were not as positive as they should have been should request a complete re-evaluation.

Interviews will be required for all applicants requesting a second review. These interviews will include, but are not limited to, an explanation of why and how you feel you have improved your application for MPA Evaluation.

If you have questions concerning these requirements, please consult with Ms. Martha Edde, the Coordinator at Medical Professions Advisement office.

The steps in the evaluation process are as follows:

- On the opening day of each evaluation application period, you will have access to the application link. You should have already met with your MPA Advisor and/or Ms. Martha Edde, the Coordinator of Medical Professions Advisement office, to determine WHEN you should complete the ETSU Composite Evaluation process. Typically, this is done during the spring/summer/fall of your Junior year, depending upon your program of study. Also, as a reminder, you must have completed 30 credit hours at ETSU to be eligible for this evaluation.

- Once you enter the system, you will need to read and complete the following information: the Evaluation Process Instruction sheet (this document), Request for MPA Evaluation (Authorization), Evaluation Review Waiver Form (Waiver of Access), Evaluation Application (General Information and Student Profile), and the Faculty Evaluation Forms (Evaluator Section).

- We recommend that you complete forms in this order: the Authorization for Evaluation, Waiver of Access form, General Information section, Evaluator Selection section, and the Student Profile section.

- All evaluators’ requests and responses will be handled electronically. You will be able to see the progress of your requests through the ETSU Composite Evaluation system. It is important to follow up on your requests and make sure all four evaluator requests have been approved by MPA office. If a rejection occurs, the student is required to submit a new evaluator request for approval.

- The following items should be prepared to upload to the Student Profile section. All required uploads must be submitted at the time of completion and before you click the submit button (information will be lost if required sections are not completed when the submit button is clicked).
  - **Photograph:** A recent photograph must be included with the Evaluation Application form and should be uploaded when indicated in the process.
  - **BCPM Calculation Sheet:** There is a Biology, Chemistry, Physics, and Math (BCPM) calculation sheet provided in the system to assist with BCPM calculations.
prerequisite courses should be used, including any repeated courses. No substitutions are allowed – if you do not see it on the list, we do not want it calculated in the BCPM averages. Please upload the completed form when indicated in the process.

- **Resumé**: Applicant resumé is an optional; however, you should complete the application to the fullest before uploading a resumé.

- **Volunteer/Practical Experience**: When identifying practical experience and volunteer work, please include the number of hours you have completed in each area.

- **Personal Essay**: Your personal essay should address why you selected Medical, Dental, Physician Assistant, Veterinary, etc. as a career and how that particular program relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background will help you achieve your goals. The essay should be no more than two pages, typed, double-spaced, and in Times New Roman 12pt. font.

- If you are a Post Baccalaureate student, please upload a copy of your four-year degree transcript to the Student Profile section.

☐ The request for faculty evaluation should come from four (4) faculty members, under whom you have taken, or are taking, one or more classes. You should ask them in advance if they would complete an evaluation of your performance. We strongly recommend that you provide a resumé with a small picture of yourself attached to each instructor as you make your request. The letters you are requesting are intended to evaluate your academic performance and ability in that professor’s classes or research projects. Rather than functioning as a more complete letter of recommendation, such as that which the MPA Committee will write, these letters are intended to focus on your academic abilities and your interactions with your professor and fellow students in that specific academic setting. Classes of all types provide opportunities for your professors to comment on your punctuality, maturity, and responsibility, ability to deal with the material, writing, and speaking.

**Note:** The faculty chosen should be regular (not part-time, adjunct, instructor, lecturer, or temporary) ETSU faculty of the rank of Assistant Professor, Associate Professor or Professor. Please do not request graduate teaching assistants. Two faculty should be from the sciences (courses in astronomy, biology, chemistry, computer/information science, engineering technology, environmental health, exercise science, geography, geology, health sciences, mathematics, nursing courses with clinical components, physics, and behavioral neuroscience), and two from the non-sciences (courses in English, history, music, philosophy, psychology, public health, sports management, sociology, etc.) **No two faculty should be from the same department.** If you have difficulty identifying faculty who meet these criteria, please consult with Ms. Martha Edde, the MPA Coordinator, for assistance. **The completed Evaluation forms must be completed online. DO NOT return your completed evaluation forms personally to the MPA office, as this will invalidate your Evaluation Application.**

☐ All four faculty evaluators must be approved by the MPA Office before the faculty will receive the electronic notification of your request. You will receive confirmation as your faculty requests are approved. When a faculty evaluator has submitted the **Individual Instructor’s Evaluation** form, it will show “Completed” under the Evaluator Selection section in the system. It is the student’s responsibility to follow up and make sure that all of the **Individual Instructor’s Evaluation** forms are submitted online to the application system in a timely fashion. The system closes at 4:30pm on the last day of the posted evaluation period. You can see the progress of your evaluations within the
Evaluation system. Faculty members are busy people, and you may find it necessary to remind them about the form on one or more occasions. If you have difficulty getting your forms completed, consult Ms. Martha Edde, the MPA Coordinator, for suggestions.

☐ The first 34 qualified students will receive a notification email and continue the evaluation process.

☐ MPA Staff will schedule you for interviews with two members of the MPA Evaluation Committee. Expect the interviews to last approximately 30 minutes. Your interviewers will want to discuss your academic record, extracurricular activities, practical health care experience, motivational factors, and other appropriate topics. Again, MPA Staff will be able to provide specific information on the timing of the interviews.

☐ At this point, your part in the evaluation process is completed.

☐ At the appointed time, the MPA Evaluation Committee will meet to consider the students who are undergoing evaluation. Each student will be evaluated based on information provided by the student to determine the level of committee recommendation. The levels of recommendation are as follows: 1) Recommended with Enthusiasm, 2) Recommended with Confidence, 3) Recommended, 4) Recommended with Reservation, 5) Not Recommended.

☐ Based on the Committee's evaluation, the MPA Committee Chairs and/or Coordinator will construct a letter of evaluation to be sent to the professional school(s) to which the student has applied. When the ETSU Composite Evaluation Letter is completed, a notification email will be sent to the student, and student can use this letter for two subsequent years. It is the student’s responsibility to notify Ms. Constance Vannoy, the MPA Executive Aide, of when and where the letters should be sent. The composite evaluation letter will be sent only to the specific type of professional schools for which it was prepared. It will not be sent to other types of professional schools, nor to prospective employers, etc. (For example, a letter prepared for a pre-veterinary medicine student will not be sent to an optometry school or pharmacy school. A separate evaluation will be required clarifying change of interest).

Finally, we ask that you keep the MPA Office informed about the progress of your application to professional schools. We are interested in whether or not you were interviewed by professional schools, how the interviews went, whether or not you were offered admission, etc. Please feel free to consult with Ms. Martha Edde, the MPA Coordinator, if you have any questions about the process as described in this document.

**ALL MPA EMAIL CORRESPONDENCE WILL BE CONDUCTED THROUGH ETSU GOLDMAIL **