

ETSU Medical Professions Preprofessional Evaluation

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As part of the admissions process, many professional schools (and virtually all medical schools) require that applicants submit a university evaluation of their academic credentials by an undergraduate faculty committee, if such a committee exists on the applicant's campus. Typically, this is done during the spring/summer/fall of your junior year, depending upon your program of study. 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 Martha Edde, Assistant Dean for Student Success, for further information. There is no fee required for this evaluation.

Please note: Professional school admissions/aptitude examinations (MCAT, DAT, OAT, GRE, etc.) are not used as part of the ETSU Medical Professions Preprofessional Evaluation. The Evaluation Committee will only be reviewing the Evaluation Application, ETSU Judicial Records, Academic Transcripts (overall GPA as well as total pre-requisite BCPM GPA), Interview Reports, and Faculty Recommendations in order to determine the university recommendation for students.

The ETSU Medical Professions Preprofessional Evaluation Committee meets for purposes of evaluation ***only three times per year***, typically in Spring, Summer, and early Fall. The MPA office will make available necessary information, deadlines, and forms to students online 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 (including both a complete application and four faculty letters of

recommendation) will be evaluated during each evaluation period. The 35th and subsequent completed applications will roll to the next scheduled evaluation. After the completion of the last evaluation period of the year, all incomplete applications will be permanently removed from the system. Students are required to start new applications in the following year.

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.

****Although the letter of evaluation is valid for two years, 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.**

FOR STUDENTS REQUESTING A SECOND MPA EVALUATION REVIEW:

Students requesting a second evaluation should schedule an appointment to meet with Ms. Martha Edde, Assistant Dean for Student Success, before starting a new application.

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 strongly recommended that if students are not successful at the first attempt at acceptance to their professional school of choice, 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 evaluation review.**

Students requesting the review of additional practical experience/shadowing,

volunteer experience and/or additional course work may request a second evaluation based on that information. Students have the option to use the *Individual Instructor's Evaluations* from a previous evaluation or request a complete re-evaluation.

****Interviews will be required for all applicants requesting a second review. These interviews will include an explanation of why and how you feel you have strengthened your application since the last review.**

The steps in the evaluation process are as follows:

- On the opening day of each evaluation application period, you will receive an email to the application link.
- Once you enter the system, you will need to read and complete the following information in this order:
 - ✓ Evaluation Process Instruction sheet (this document)
 - ✓ Request for MPA Evaluation (Authorization)
 - ✓ Evaluation Review Waiver Form (Waiver of Access)
 - ✓ Evaluation Application (General Information)
 - ✓ Faculty Evaluation Forms (Evaluator Section)
 - ✓ Evaluation Application (Student Profile)
- All evaluators' requests and responses will be handled electronically. The MPA Office must approve all four faculty evaluators before the faculty will receive the electronic notification of your request. You will be able to see the progress of your requests through the ETSU Medical Professions Preprofessional Evaluation system. **It is your responsibility 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. If you are struggling with this process, please contact Ms. Martha Edde, Assistant Dean for Student Success.
- 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. (Photograph should be a head shot in approximately 450 x 750 pixels in jpg format. Ex: passport photo)
- ✓ **BCPM Calculation Sheet:** There is a Biology, Chemistry, Physics, and Math (BCPM) calculation sheet provided in the system to assist with BCPM calculations. Only prerequisite courses should be used, including any/all 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. Please note that your name and E number are required on this form.
- ✓ **Resume:** Applicant resume is required.
- ✓ **Volunteer/Practical/Shadowing Experience:** When identifying practical/shadowing experience and volunteer work, please include the number of hours you have completed in each area and by each experience.
- ✓ **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.**

Faculty Evaluators

The request for faculty evaluation should come from four (4) faculty members under whom you have taken one or more courses or completed research with them in a lab setting. You should ask them **in advance** if they would complete an evaluation of your performance. We strongly recommend that you provide a resume with a headshot picture of yourself to each instructor as you make your request. The letters you are requesting are intended to evaluate your academic performance and ability in the professor's courses or research projects. 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.

***DO NOT** return your completed evaluation forms personally to the MPA office, as this will invalidate your Evaluation Application. They **must** be submitted through the electronic system.*

Note: The faculty chosen should be regular ETSU faculty with 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, biostatistics, epidemiology, mathematics, nursing courses with clinical components, physics, and behavioral neuroscience), and two from the non-sciences (courses in English, history, music, philosophy, psychology, community and behavioral health, health services management and policy, 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, Assistant Dean for Student Success, for assistance.

After Submission

The first 34 completed applications (including the completed faculty evaluations) will receive a notification email and continue the evaluation process.

MPA staff will assist you in scheduling two interviews with members of the ETSU Medical Professions Preprofessional Evaluation Committee. Expect the interviews to last approximately 30- 45 minutes each. 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 ETSU Medical Professions Preprofessional Evaluation Committee will meet to consider the students who are undergoing evaluation. Each student will be evaluated based on all the information generated through the application process to determine the level of committee recommendation.

The levels of recommendation are as follows: **1) Recommended with Enthusiasm, 2) Highly Recommended, 3) Recommended, 4) Recommended with Reservation, 5) Not Recommended.**

Based on the Committee's evaluation, the ETSU Medical Professions Preprofessional Evaluation Committee will construct a letter of evaluation to be sent to the professional school(s) to which you have requested. When the ETSU Medical Professions Preprofessional Evaluation Letter is completed, a notification email will be sent to the student. It is the student's responsibility to notify Ms. Constance Vannoy, the MPA Evaluation Coordinator, of when and where the letters should be sent. The 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 a 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 your progress in the

professional school application/acceptance process. Please feel free to consult with Ms. Martha Edde, Assistant Dean for Student Success, if you have any questions about the process as described in this document.

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