

October 2019

Dear Applicant,

We have prepared this handbook to explain the evaluation process implemented by the Health Professions Evaluation Committee (HPEC). This committee is made up of twenty-three faculty members and administrators representing several academic disciplines throughout The University of Scranton. See the following page for a list of committee members.

Third-year students (and others seeking application for the class matriculating in 2021) will be evaluated using the procedures outlined in this handbook. We will be providing professional school admissions committees with an extensive narrative description of you as a student, as a person, and as a future health professional. Your final evaluation package will include the input of up to six faculty members: three faculty members who write letters of evaluation, two committee members who interview you, and the Director of Pre-Medical and Pre-Health Professions Programs.

This evaluation procedure requires significant effort and time commitment from you as well as from your faculty. In order for us to write a comprehensive evaluation, we need your participation. You will provide information to us by completing a biographical questionnaire and by composing an original essay (your personal statement); both should be carefully prepared. The details are included in the following pages. We expect that you read them and that you meet all relevant deadlines. *Prior to deciding to sit for HPEC evaluation, you should have completed a “Readiness Assessment” attesting that you will be ready to do well in your professional school exam in 2020 and be prepared to submit your primary application early in the summer of 2020.*

This handbook was put together to provide you an overview of the application process. **Please read all of the “Guide for Students” completely and carefully.** If, however, you still have questions about the evaluation process after reading this guide, please call (570) 941-7901 to make an appointment to see me. If you have not filled out a Self Assessment form during the current academic year, please do so before your appointment. Good luck in preparing for a fulfilling career in health care.

Sincerely,

Mary F. Engel, Ph.D.
Director, Pre-Medical and Pre-Health Professions Programs
Chair, Health Professions Evaluation Committee

Health Professions Evaluation Committee 2019-2020

Duane S. Armitage, Ph.D.
Associate Professor, Philosophy

Timothy J. Cadigan, S.J., Ph.D.
Assistant Professor, Biology

J. Timothy Cannon, Ph.D.
Professor, Psychology

Dona M. Rinaldi Carpenter, R.N., Ed.D.
Professor, Nursing

Arthur J. Catino, Ph.D.
Associate Professor, Chemistry

Patrick M. Clark, Ph.D.
Associate Professor, Theology

Bryan R. Crable, Ph.D.
Assistant Professor, Biology

David Dzurec, Ph.D.
Professor, History

Mary F. Engel, Ph.D.
Associate Professor, English
Director, Pre-Medical and
Pre-Health Professions Programs

Paul F. Fahey, Ph.D.
Professor Emeritus, Physics

Michael W. Fennie, Ph.D.
Associate Professor, Chemistry

Timothy D. Foley, Ph.D.
Professor, Chemistry

Darla Germeroth, Ph.D.
Professor, Communications

Joan A. Grossman, Ph.D., R.D.N.
Associate Professor, Kinesiology

Gail N. Kemp, Ph.D.
Assistant Professor, Psychology

Wendy Manetti, C.R.N.P., Ph.D.
Assistant Professor, Nursing

Ronald H. McKinney, S.J., Ph.D.
Professor, Philosophy

Kevin M. Nordberg, Ph.D.
Professor, Philosophy &
Latin American Studies

Cyrus Olsen III, D.Phil.
Associate Professor, Theology

Patrick T. Orr, Ph.D.
Assistant Professor, Psychology

Anne M. Royer, Ph.D.
Assistant Professor, Biology

Nicholas B. Sizemore, Ph.D.
Assistant Professor, Chemistry

Cristen Walker, M.S., C.R.N.P.
Faculty Specialist, Nursing

Evaluation Process for Pre-Health Professions Students

Applicants to doctoral programs in schools of allopathic and osteopathic medicine, dentistry, optometry, podiatry, veterinary medicine, and pharmacy:

This evaluation process takes place in the spring semester of the year before you intend to matriculate in professional school. The outline presented below shows a chronological schedule. Your HPEC evaluation package will include a letter from the Health Professions Evaluation Committee, three faculty letters of reference, and one letter from a health professional. **It will not include the biographical questionnaire or the personal statement you submit to HPEC.** Note that your evaluation package will include **all** letters of reference submitted to the committee prior to the announced deadlines. You will not have the opportunity to pick and choose individual letters to include or exclude. Your HPEC file will *not* be released to any person or institution other than doctoral-level health professions programs. Your HPEC file will not include your official transcript – **only you can release your transcript.**

OCTOBER: Orientation Meeting

During this meeting, the Director of Pre-Medical and Pre-Health Professions Programs will review the evaluation process. All applicants who expect to be evaluated this year **must** attend the orientation meeting. The orientation meeting is **not** limited to junior students. First and second-year students are also **encouraged** to attend, so that you will know what to expect. At the orientation meeting, you will be told about the requirements to complete your HPEC file: 1) biographical questionnaire, 2) personal statement, 3) three to four faculty and/or preceptor letters of evaluation, 4) interview preference sheet, 5) file waiver, and 6) photo.

Please note – this meeting is held in October in order to give you adequate time to prepare materials to support your application, which may be submitted any time between **January 2nd** and **February 28th** (2020). **Please do not wait until the last week to submit your materials (at which point you will need to provide three copies of everything).** We recommend that you submit your materials before Spring semester begins.

INSTRUCTIONS:

1) Student Biographical Questionnaire

You will be provided with a set of questions to answer about yourself. You will prepare answers to each of these questions, not to exceed four pages, **single-spaced** and **single-sided**. Copy the topic identifiers from page 12, and keep your answers in the exact order of the questions.

Hand in a hard copy of the completed questionnaire. If you deliver your materials during the week of February 24th, please bring 3 copies of everything but your photo. Much of the material you prepare for HPEC will be quite similar to the material you'll need to prepare for AMCAS, AACOMAS, AADSAS, VMCAS, OPTOMCAS, AACPMAS, PHARMCAS, etc. Keep a copy of your questionnaire for your own files. It will be useful when you file your primary application.

2) Essay: Attend the HPO meeting on “Writing the Personal Statement.”

Compose an original essay, telling the committee about yourself. There is no set format for the content of your essay. This is your “personal statement” and it will be read carefully by your interviewers and by the Director of Pre-Medical and Pre-Health Professions Programs. Your essay should be no more than 750 words. It should be single-spaced, with spacing between paragraphs, and not longer than two pages.

You will need to compose an essay for your applications to health-professions schools. You may decide to use the HPEC essay for those applications, but you do not have to do so. The essay is an important part of your professional school application, so give careful thought to its content, grammar, and spelling, as well as to your audience. **Ask a friend or two to comment upon and/or proofread your essay:** Mistakes in spelling, grammar, and punctuation make a very poor impression. You might want to visit the HPO Mentors during their office hours to confer with them about your personal statement. You may find that your HPEC interviewers may ask questions about or make suggestions for revising your essay before you submit it to the schools to which you will apply; it would be a good idea to review the essay after your committee interview. (*Note: we do not send this essay as part of your HPEC file. It is used for on-campus evaluation only.*)

3) Soliciting Letters of Recommendation

You will solicit letters of evaluation from three faculty members, with **two of the letters coming from science professors.**

- One faculty member in your major,
- One faculty member in a cognate (or second major or minor),
- One faculty member from a non-major area.

Ask for your letters **as early as possible and in person.** We expect that you will request your letters of recommendation before the end of the Fall Semester. A waiver form must accompany each letter of evaluation. Give one letter-of-reference packet to each of the faculty members and/or preceptors who agree to write a letter for you. Please remind faculty members to return your signed waiver with the letter they write. **Admissions Committees do not hold non-confidential letters in high regard.**

Choose faculty members and preceptors who know you well, who are aware of your strengths and shortcomings. You might want to ask faculty members with whom you have had more than one class. You are asking this person to give up at least an hour or two of his/her time for you. If the faculty member seems hesitant to agree to write a letter for you, *you would be well advised to ask a different person to write your letter.*

It is in your best interest to request and obtain a **confidential** letter from a professional preceptor whom you have shadowed. This requirement is **mandatory** for all applicants other than those applying only to M.D. programs. Arrange to set up shadowing well in advance of your HPEC file submission deadline. *Please do not ask Dr. Engel to arrange a shadowing experience for you.*

4) For students who plan to file AMCAS: AMCAS will ask you to label up to three of your fifteen awards/work/activities as “most meaningful.” For each activity so identified, you will be expected to write a reflection/explanation focusing on why it is meaningful to you. You don’t need to do this for HPEC, but you might want to plan ahead to select the activities/experiences you will designate as most meaningful.

When asking for a letter of recommendation:

- **Give the letter writers clear information:** Give your biographical questionnaire and at least an early draft of your personal statement to your letter writers. Remind them of the course(s) you took with them and when you took it (them).
- **ASK for the letter of evaluation personally.** Do *not* send the form in the mail or an email. Do not *tell* the person that you *need* a letter of evaluation.
- **Give the letter writer *at least six weeks* to write the letter.** The deadline for faculty letters is February 22rd; make sure that you have asked your three referees as soon as possible; you should request the letter **before leaving for Christmas Break**. If you delay asking for a letter, the faculty member may already have received many other requests and be unable to accommodate yours.
- Review the list of committee members on page 2. If you know whom you would like to choose as your committee interviewers, *do not ask those faculty members* to write a letter on your behalf.
- On the “Interview Preference Sheet” (page 13), print the names of the faculty whom you have asked for letters. To see if your letters were received, consult the listing posted on the bulletin board in the Health Professions Office (3rd floor IMBM); this listing is updated once a week. **It is YOUR responsibility to make sure that the letters are received by the Committee.**
- Do not arrange for more than three faculty letters, and make sure that you arrange for two letters from science professors with one letter each from your major, cognate, and non-major professors. Alumni and transfer students should confer with Dr. Engel concerning additional letters that might be needed. Print the names of your letter writers on the Interview Preference Sheet.
- Most applicants ask for letters of evaluation from health professionals with whom they have worked. You may ask **one** such individual to write a letter to be included in your evaluation package. That letter should be addressed to the Health Professions Evaluation Committee, care of Dr. Engel. The **final deadline** for receipt of this letter is June 15th, but it is clearly in your best interest to request that the letter be sent prior to your interview. Any letter received after that deadline will be held in your file but will not be sent to admissions officers as part of your evaluation package. (*If you plan to apply to an osteopathic medical school, you must get a letter from an osteopathic physician, inasmuch as most osteopathic schools require this.*)
- Any “character reference” letters from others (clergy, employers, politicians, family or friends) are **not** appropriate and will not be included in your HPEC evaluation.

Important Dates

Friday, February 28th: Deadline for essay, biographical questionnaire, photo, and waiver

You have four months to complete your biographical questionnaire and your essay. You should also have completed a “Self Assessment for Pre-professional Students” (available in your HPEC/HPO binder, in IMBM 301, or on the HPO website) during the 2019-2020 academic year. Hand deliver your materials to IMBM 301. Ms. Shirley Yaworski or Dr. Engel will check them for completeness and assign you a priority number based on when you hand in all materials. This priority number will be used to assign your interviewing team. **The earlier that you hand in all the materials for your file, the greater the probability that you will get your choice for interviewers.** Indicate your *four choices* of interview teams on the **Interview Preference Sheet** (Pg. 13), then read and sign the **Request for Evaluation by HPEC Certification Statement** (Pg. 14) that you hand in with the other materials for your file. Anyone submitting HPEC materials during the week of February 24th needs to bring **three copies** of all items.

If you submit materials after the February 28th deadline, it is not necessary to list your choice on the interview preference sheet. If you do not submit materials on time, you will run the risk of not being evaluated by the Health Professions Evaluation Committee during 2019-2020.

March 3rd: HPEC interview assignments

Interview assignments will be made based on the priority numbers for each student. These interview assignments will be posted on the HPEC bulletin board in IMBM 301.

Note: It is **your responsibility** to arrange an appointment with the interview team to whom you are assigned. *As soon as possible*, preferably before Spring Break, schedule a one-hour interview between March 10th and April 24th. The location of your interview is noted on the Interview Preference Sheet. Spring Break is March 16th – 20th ; Easter weekend is April 9th – April 13th.

Note: Some interview teams may schedule interviews by email but others may post a sign-up sheet.

March 10th - April 24th: Interviews

It is up to YOU to contact your interviewers to schedule your interview. Do so early. Your interviewers will have a copy of your HPEC file, faculty letters of evaluation, and a copy of your transcript. One purpose of the interview is to gather information to help admissions committees know more about you. Other purposes of this interview are to provide you an opportunity both to have a “trial run” interview and to receive feedback on your responses and demeanor. The format of the interview may vary from one applicant to another. You should, for example, be prepared to discuss your academic record, extracurricular and volunteer activities, reasons for choosing your career, and current events in medicine, dentistry, etc.

Note: If you have an HPEC interview and then later decide NOT to apply to a Health Professions school, please let Dr. Engel know this as soon as possible. Each letter requires a great deal of effort on the part of your interviewers and they should not be asked to do work which is not necessary.

During Christmas/Intersession break, start studying for whatever standardized test you plan to take. Devote at least **400** hours to preparing for the exam, including full-length exams taken under test conditions. Make up a “studying calendar” on which you record your study and testing hours.

MCAT: Students who plan to apply to medical school or podiatry school will take the Medical College Admissions Test (MCAT) sometime during the year preceding the year in which they intend to matriculate in medical school. Please consult the AAMC website to obtain information about test dates, registration deadlines, and test sites. *File an application for the fee waiver if you are eligible to do so. Do so early. Make sure that you release your score to AMCAS, to your advisor, and if applicable, to AACOMAS.*

DAT will need to be taken at a Prometric Testing Center. Please see ADEA website to obtain information about the DAT.

OAT is offered year round and an examinee can select date, time, and test center. Examinees receive their scores immediately after completion of the test at the test center. Please consult the ASCO website.

GRE is required by most veterinary schools.

MAY (before leaving campus for the Summer)

- Fill out “Summer Plans Update.” This form is on page 15 of this booklet.
- Give transcript-matching forms to Registrar’s Office.
- Obtain “Evaluation Request” and extra letter waiver forms before you leave campus.
- If you are eligible for a “Fee Reduction” (AADSAS), “Fee Assistance” (AMCAS), “Fee Waiver” (AACOMAS), **please file all necessary paperwork as soon as possible.**
- Start filling out your PRIMARY application.

June 1st - processing of AMCAS, VMCAS, and AADSAS materials begins in early June.

AACOMAS began processing applications in May beginning several years ago, so we assume that they will do so again in 2020.

Admissions deans stress that it is crucial to file primary applications as early as possible. You should begin to complete application services materials during late Spring. OPTOMCAS opens in early July. AACPMAS opens in early August.

When you file your Primary Application, *you will need to arrange for official transcripts to be sent to the application service, according to whatever method the service specifies. You will need to send a transcript from each institution you have attended and you will need to print out any “transcript matching” documents used by your application service(s).*

For AMCAS, you will receive a seven-digit “letter ID.” This number must be entered on each HPEC Evaluation Request. List your letter writer as Dr. Mary Engel, Chair of HPEC. *(Do not list each person that has written a letter for your file.)*

Find out how to obtain your application service I.D. Give us this I.D. as soon as you have it. We can't complete your HPEC file without it.

For information about applications to veterinary, optometry, podiatry, and pharmacy schools, contact the pre-health professions advising office and/or the school(s) to which you seek admission. Also look on the HPO website's links page (academic.uofs.edu/organization/hpo/links).

After you have submitted your primary application, please send a pdf or hard copy of it to Dr. Engel. Your HPEC file will not be released until we have a copy of the submitted and time-stamped primary application.

June 15th

This is the final deadline for faculty and outside letters of evaluation to be included in the HPEC evaluation. For technical reasons, letters received after this date *cannot* be added to your file.

Filing Secondary Applications

When you file your secondary applications, fill out an Evaluation Request form for each application service and submit it to our office. By law, no evaluation packages can be sent without your signing this form. **The HPEC file may not be used for any purpose other than an application to a health professions school.**

Save the pdf of the *Evaluation Request* we send to you. Fill out the form completely and provide all relevant ID numbers.

If your application is going to a school that does not participate in an electronic method of receiving letters, please put only one or two schools on an evaluation request form, and give us complete addresses for each school.

Submit your Evaluation Request form(s) in a timely fashion. Please promptly answer phone calls/e-mails from Shirley Yaworski or Dr. Engel. Give us your AAMC, AACOMAS, DENTPIN, VMCAS or other professional "ID" number as soon as you know it. **We can't complete or transmit your file until we have your ID number.**

Remember that only you can release your transcript.

Late Summer-Fall 2020

Give Dr. Engel **your local (school) address when you return to campus**. Participate actively in all HPO activities.

Throughout the summer and in the early Fall, process secondary applications in a timely fashion. Most secondary applications will be submitted electronically. For paper applications, you should type them unless your handwriting is exceptionally neat. Pay careful attention to any special requirements that an individual school may make. Make a copy of each secondary application.

If you have not already done so, consider making an appointment to have a mock interview at Career Services. Set this up for the summer or early in the Fall Semester.

When you receive an invitation to an interview, arrange your travel so that you have time to become familiar with the campus. If you are flying, consider purchasing travel insurance, especially if you're flying south during hurricane season. Check out the school's web site and talk to other students who may have interviewed at the school or who may be attending the school. Try on your "interviewing suit" before you leave Scranton and have a backup plan for any occurrences such as coffee spilled on your shirt/blouse or a two-hour traffic jam on the Schuylkill. *When you return from each interview, fill out an interview feedback form so that your colleagues may benefit from your experience.*

Make sure that your e-mail address and your voice mail recording conveys a professional image: i.e., psycho.trouble@yahoo.com and dizzychick@hotmail are not recommended e-mail identities. Medical schools may call your cell phone to schedule interviews. This is your first chance to make a good impression. Any greeting other than a clear statement of your name, and a request for a message is unprofessional and reflects poorly on you.

Make sure that your cell phone message identifies you by full name (first and last). Please review carefully all aspects of your digital presence.

Let us know of each acceptance you receive **and where you decide to matriculate**. Please also let us know of any scholarships you receive. We would appreciate it if you would complete the "Self Report on Interviews and Matriculation" (page 16).

STUDENT BIOGRAPHICAL QUESTIONNAIRE

Submit a 2x3 photo with your materials.

Please provide information following the **specific** outline below – Copy the topic designations from page 12 into a word file and insert your information in that file, keeping topic identifiers. **Single-space** your answers, and print on only one side of the page. Please assemble all of your materials (questionnaire and personal statement) and fasten with a paper clip, not a staple.

1. Last Name, First Name, Middle Name
2. Royal I.D. Number:
3. Date of Birth:
4. Expected Graduation: (mo./yr.)
5. Permanent address:
Phone number at this address:
6. E-mail address:
Cell phone:
State of legal residence:
Citizenship:
7. List your father's name, occupation, and highest education level.
8. List your mother's name, occupation, and highest education level.
9. List the names and ages of all your brothers and sisters.
10. List the name and city of your high school(s). List any other colleges you have attended.
11. List your verbal and math SAT scores, with verbal first and math second. If you took the ACT, please provide composite and individual scores. Provide these scores **even if** you did not use them to apply to the University of Scranton. If you have taken the MCAT, GRE, DAT, or OAT, please give date(s), test scores, and percentile.
12. Obtain and provide your application service ID.
13. List your major(s) and any minor(s).
14. Explain your rationale for choosing major, cognate, and general education courses.
15. Describe the influence that a course outside your major has had on you.
16. Indicate whether you are enrolled in SJLA, Honors, or Business Leadership Programs.
17. Describe awards received, including scholarships (list names of each scholarship), and honor societies, Dean's List, etc. Be specific and include dates where appropriate.
18. Describe your extracurricular activities: Specify the nature of your involvement (length of time involved in organization, positions held, projects coordinated, etc.).

19. Describe clearly and precisely your exposure to clinical medicine, specifying field(s), time spent shadowing/working, and range of your experience.
20. List all paid jobs, including summer and intersession jobs. Be specific, detailing your duties, how long and how many hours per week you worked for each employer. If you worked more than 15 hours per week during the academic year, please discuss why you did so and note the percentage of your college expenses you have paid for yourself. If you have unusual family responsibilities (care of a young child, elderly parent, or relative), please indicate that if you choose.
21. List your significant volunteer activities: Specify year(s) of service (do not include high school), your duties, and estimate the total hours spent on each volunteer activity. If your volunteer activities include medical work, provide the names of the physicians involved, and precisely describe your duties. If your volunteer program has an acronym, tell us what it means.
22. Research: Have you done research at The University of Scranton, or elsewhere? With whom? Describe your work, listing any publications, posters presented, or scientific meetings that you attended. Indicate the total number of hours per week and the number of weeks devoted to research.
23. How do you spend your free time? What are your hobbies?
24. Other than books assigned for class, what books have you read in the past 12 months? (hint: if the answer to this question is none, start reading . . .)
25. a.) Have you been the recipient of institutional action for any disciplinary or academic reason? b.) Have you been convicted of a misdemeanor and/or a felony? If yes to (a) or (b), provide details.
26. What newspapers and magazines do you read regularly? How often do you read them? What do you learn from them?
27. Do you have competence in any language other than English? Describe your ability to read, write, speak and understand the language(s).
28. Have you lived or studied abroad? If you and/or your parents immigrated to the United States, please discuss (if you choose to do so) the circumstances of immigration.
29. What alternative choices are you considering if you are not admitted into professional school?
30. What sets you apart from other students? What makes you unique?
31. How many HPO meetings have you attended? Describe how you have assisted your fellow pre-health students.
32. Indicate the professional degree you seek. If dentistry, describe how you continue to develop and use fine motor skills.
33. If you are graduating or have graduated, **tell us what you are doing in the coming academic year.**
34. (*optional*) If you experienced any significant loss or illness during your college career that resulted in academic difficulties during a specific term or terms, you may wish to discuss that here.

COPY THIS SHEET. Use it to answer questions 1-34, please **boldface** topic identifiers.

1. Name:
2. Royal I.D. Number:
3. Date of birth:
4. Expected graduation date (mo./yr.):
5. Address:
6. Email:
- Cell phone:
- State of legal residence:
- Country of citizenship:
7. Father's name, occupation, and education:
8. Mother's name, occupation, and education:
9. Siblings:
10. High school:
- Other college(s) attended:
11. Test scores: SAT Verbal _____ SAT Math _____ ACT _____
12. Application Service ID:
13. Major(s)/minor(s):
14. Reason for choosing major/cognate/electives:
15. Influence of course outside your major:
16. Honors program(s):
17. Academic honors:
18. Extracurricular activities:
19. Clinical experience:
20. Paid jobs/family responsibilities:
21. Volunteer activities:
22. Research experience:
23. Hobbies:
24. Books read:
25. Institutional action, felony, or misdemeanor:
26. Newspapers/magazines you read regularly:
27. Languages:
28. Lived/studied abroad:
29. Alternative career:
30. What sets me apart:
31. HPO meetings attended:
- Contributions to other pre-students:
32. Professional degree desired:
33. Graduation year:
34. Extenuating circumstances:

Interview Preference Sheet
Health Professions Applicants Class of 2021

Your name (print) _____ Cell phone _____
 Application service ID _____ e-mail address _____

Indicate your first, second, third and fourth choice of interview teams. Remember, you will have a single interview with one team of committee members. Do not request interviewers who are writing a letter of reference for you.

- ___ A) Drs. Arthur Catino and Duane Armitage (interviews will be held in LSC 491)
- ___ B) Drs. Michael Fennie and Cyrus Olsen (interviews will be held in LSC 493)
- ___ C) Drs. Joan Grossman and Dona Rinaldi Carpenter (interviews will be held in ELH 719)
- ___ D) Drs. Nicholas Sizemore and David Dzurec (interviews will be held in T 310)
- ___ E) Professor Cristen Walker, Dr. Anne Royer, and Dr. Mary Engel (interviews will be held in IMBM 304)
- ___ F) Fr. Tim Cadigan and Dr. Wendy Manetti (interviews will be held in MGH 301)
- ___ G) Dr. Timothy Foley and Fr. Ron McKinney (interviews will be held in LSC 353)
- ___ H) Drs. Patrick Clark and Gail Kemp (interviews will be held in LSC 395)
- ___ I) Drs. Kevin Nordberg and Paul Fahey (interviews will be held in LSC 173)
- ___ J) Drs. Darla Germeroth and Timothy Cannon (interviews will be held in STT 4127A)
- ___ K) Drs. Patrick Orr and Bryan Crable (interviews will be held in AMH 117)

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*Clearly **print** complete name and academic or clinical degree of each letter writer*

Letters requested from:

(Science 1) _____
 (Science 2) _____
 (GE) _____
 (Professional Preceptor) _____

Received:

Date submitted _____ / _____ /2020

Priority _____

Request for evaluation by Health Professions Evaluation Committee Certification Statement and Signature

Your signature is required for committee evaluation

By signing below, I certify that all information submitted to my HPEC file is current, complete and accurate to the best of my knowledge. **My signature also indicates my permission for members of the Health Professions Evaluation Committee to have access to my University records, including all records of academic and disciplinary action, both prior to and subsequent to evaluation by the committee.**

I understand **that a copy of this form will be placed in my HPEC file at The University of Scranton.**

I authorize and fully consent to the Health Professions Evaluation Committee to prepare an evaluation for me. I realize that my evaluation will likely contain both positive and negative comments, and I release The University of Scranton, its employees and Board of Trustees from any and all liability.

Regarding your access to the evaluation letter from the Health Professions Evaluation Committee, please check one line, and sign below:

____ I waive my right of access to the evaluation letter prepared by the Health Professions Evaluation Committee. I understand that the contents of this letter will be confidential, and will not be available to me now or in the future.

____ I do NOT waive my right of access to my HPEC letter of evaluation.

Signature _____ Date _____

The University of Scranton joins in celebration with its students. If you are accepted to a Health Professions School, The University would like to share the good news with the community, and we ask your permission to do so. If you wish to grant this permission, please indicate this by signing your name below.

Signature _____ Date _____

Please do not submit the summer plans form until AFTER Easter Break.

SUMMER PLANS UPDATE

Name _____
(please print)

Date you're filling out the form _____

Description of summer job/internship/research opportunity/volunteer work:

Signature _____

Address for Summer/Fall 2020 _____

Health Professions Evaluation Committee
Applicants interviewing in 2019-2020
Self Report on interviews and Matriculation for 2021

Name _____ Date of report _____

Primary applications filed, with approximate date of filing:

Secondary applications filed, with approximate date of filing:

Interviews, with dates:

Acceptances, with dates:

Scholarships received:

Will matriculate at: _____