

## **HANDBOOK OF INSTITUTIONAL POLICIES AND OPERATING PROCEDURES**

### **EDU-119 Admissions**

#### **Appendix B: Admissions – UT Southwestern Graduate School of Biomedical Sciences**

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In addition to the standards set forth in EDU-119 Admissions, the UT Southwestern Graduate School of Biomedical Sciences adheres to the following school-specific admissions policy.

##### **Admissions Committees**

The Admissions Committees for Division of Basic Science (DBS) and Division of Clinical Science (DCS) in the Graduate School shall comprise a sufficient number of full-time members of the Graduate School faculty so as to broadly represent all programs and diverse faculty research interests.

##### **Letters of Recommendation**

Applicants to the Graduate School are required to solicit three (3) letters of recommendation, which must be directly uploaded to the Office of the Registrar as part of the online application. Letters of recommendation will only be accepted from individuals identified as references by the applicant in the application. Any letters of recommendation submitted outside of the formal application process will be forwarded to the Dean's office and will not be made available to the Admissions Committee or considered in the admissions decision.

##### **Conflicts of Interest**

Admissions Committee members and faculty interviewers in the Graduate School shall alert the Committee Chair of any potential conflicts of interest that may arise during the evaluation of an applicant. The Committee Chair, in consultation with the Dean's office, will determine whether any additional steps must be taken to eliminate the potential conflict. Admissions Committee members who personally know an applicant, directly or indirectly, will be permitted to participate in the Committee's discussion of the applicant but will not cast a vote at any point in the admissions process.

##### **Designated Point of Contact for Admission Inquiries**

The designated point of contact for inquiries regarding the Graduate School's specific admissions policies and procedures is Lisa Garner, Assistant Dean, ([lisa.gardner@utsouthwestern.edu](mailto:lisa.gardner@utsouthwestern.edu) or 214-648-0718) who also serves in an *ex officio* capacity on the Admissions Committee but does not participate in actual admissions decisions.

##### **Use of Race or Ethnicity in Admissions**

Programs within the Division of Clinical Science (DCS) do not consider race or ethnicity in the admissions process.

All programs within the Division of Basic Science (DBS) (e.g., Biological Chemistry, Biomedical Engineering, Cancer Biology, Cell and Molecular Biology, Genetics, Development and Disease, Immunology, Integrative Biology, Molecular Biophysics, Molecular Microbiology, Neuroscience, and Clinical Psychology) use the same admissions process. The Admissions Committees for these programs consider race or ethnicity as one factor in an individualized, holistic approach to identify applicants whose qualities, attributes, and accomplishments indicate that they will contribute to the missions of the Graduate School and be successful in their course of study.

In the individualized, holistic review of each applicant, the Admissions Committees for these programs consider all of the following factors during the initial Screening Stage: 1) GRE score; 2) GPA; 3) rigor of the undergraduate curriculum and its appropriateness as preparation for study in the graduate program sought; 4) letters of recommendation; 6) socioeconomic background; 7) ability to communicate in English; 8) personal integrity; 9) race or ethnicity; and 10) applicant's personal statement. Based on these factors, applicants are invited for a personal interview. Interviewers then use factors three through ten to assess the applicant based on additional information gathered in the interview.

During the selection stage, another individualized, holistic review of each applicant is performed by the Admissions Committee using all ten factors as applied to the information in the application and the interview results. This approach facilitates the selection of qualified applicants who possess the educational and research experience as well as the personal qualities needed to succeed in the program.

The Graduate School admissions process does not use a point system to assess an applicant's merit, nor does the Graduate School rank or rate applicants. No more or less weight is given to any one factor, and an applicant's race or ethnicity is one of many factors considered as part of the individualized, holistic review.

These programs in the Graduate School have used race or ethnicity in a narrowly tailored manner as one factor in its holistic review of applicants since 2005, in conjunction with a variety of alternatives (e.g., recruitment efforts at undergraduate institutions with large minority student populations, summer programs for undergraduate minority students, and other minority outreach efforts through professional organizations that are designed to direct underrepresented minority students to biomedical research careers).

The complete Affirmative Action Plan for the Graduate School is available through the Dean's Office.