

UT SOUTHWESTERN POLICY HANDBOOK

EDU-119 ADMISSIONS

CHAPTER 10: STUDENTS, POSTDOCTORAL SCHOLARS, RESIDENTS, AND FELLOWS

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ADMINISTRATIVE INFORMATION

Responsible Office: Office of Student and Alumni Affairs
Executive Sponsor: Provost
Effective Date: August 1, 2015
Next Scheduled Review: July 28, 2020
Contact: policyoffice@utsouthwestern.edu

POLICY RATIONALE AND TEXT

UT Southwestern comprises three distinct schools: the Medical School, the Graduate School of Biomedical Sciences, and the School of Health Professions. Although each school has its own admissions policy tailored to its unique needs, UT Southwestern is committed to ensuring that admissions across all schools and programs adhere to the best practices that have been adopted by the University of Texas System. In accordance with this commitment, it is the policy of UT Southwestern to:

- Ensure transparency and consistency throughout the admissions process;
- Ensure that all prospective students receive a holistic review;
- Maintain the integrity of the admissions process by eliminating external influences and conflicts of interest; and
- Encourage accurate and timely communication between prospective students and admissions staff.

Admissions Committees

Admissions Committees must be independent and able to make admissions decisions according to an established process, without external influences or conflicts of interest. The Admissions Committee of each school or program will meet in closed session, and all applicant information, committee deliberations, and admissions decisions will be kept confidential. The Dean of each school shall be responsible for ensuring that this institutional admissions policy and the school's specific admissions policy are consistently followed and that all admissions decisions are made independently and without improper influences or conflicts.

Letters of Recommendation

All letters of recommendation in support of applicants must be submitted in accordance with the school's established application process and admissions policy (see Appendices A, B, and C). Any letters of recommendation or other information pertaining to applicants provided outside the established application process by third-parties will not be made available to the Admissions Committee or considered in the admissions decision. Any such external third-party communications will be

forwarded to the Vice President of Student and Alumni Affairs, who, in consultation with the President, may take additional action to eliminate external influences as appropriate.

Information about an applicant, whether positive or negative, provided by current UT Southwestern faculty, residents, or students is not a “letter of recommendation” under this policy and may be added to the applicant’s file and considered by the Admissions Committee as part of the established admissions process.

Conflicts of Interest

All Admissions Committees members, faculty interviewers, and the Dean of each school are responsible for upholding the integrity of the admissions process by eliminating conflicts of interest, actual or perceived (see Appendices A, B, and C).

Use of Race or Ethnicity in Admissions

To the extent any UT Southwestern school or program considers race or ethnicity as one factor among a broader array of qualifications and characteristics as part of its individualized and holistic review of applicants, a description of the manner in which race or ethnicity is used will be included in the school’s admissions policy (see Appendices A, B, and C).

Admissions Decisions are Final

All admissions decisions are final. Unsuccessful applicants may not appeal the denial of admission to any school or program at UT Southwestern.

Point of Contact for Admission Inquiries

The Associate Director of Admissions shall be UT Southwestern’s institutional point of contact for inquiries regarding technical aspects of applications for admission and is responsible for accurate and timely communication with applicants. Additionally, each school has a designated point of contact for inquiries regarding school-specific admissions policies and procedures (see Appendices A, B, and C).

Penalties for Non-compliance

Any UT Southwestern employee or individual holding a faculty appointment who fails to comply with this policy or Appendices A, B, or C may be subject to disciplinary action, up to and including termination or non-renewal of appointment.

SCOPE

This policy applies to all UT Southwestern employees and individuals holding a faculty appointment and to all applicants for admission into the UT Southwestern Medical School, the School of Health Professions, and the Graduate School of Biomedical Sciences, including postdoctoral scholars appointed to academic training positions.

PROCEDURES

Requests for Information by Unsuccessful Applicants

Unsuccessful applicants may contact the designated administrator within the school’s admissions office or a program’s designated departmental administrator for informational purposes only. Information provided to the unsuccessful applicant may include counseling regarding the strengths or weaknesses of the application; demographic information (e.g., average standardized test scores, average GPA, volunteer hours, etc.) about the incoming class; and general information about reapplying. In no case will an unsuccessful applicant be permitted to contact voting members of the Admissions Committee.

Applicant Information and Records

Applicant information shall be kept confidential, and will only be used or shared internally for purposes of facilitating the admissions process (e.g., with faculty interviewers, members of the Admissions Committee, or authorized employees and administrators). Records related to applicants who do not attend UT Southwestern will be retained in accordance with UT Southwestern's records retention policy and schedule. Education records of students who do enroll and attend UT Southwestern will be handled in accordance with the Family Educational Rights and Privacy Act (FERPA). Any requests for applicant or student information or records will be handled in accordance with UT Southwestern policy and applicable law. (See EDU-201 Student Rights Under the Family Educational Rights and Privacy Act (FERPA); ADM-303 Requests for Information; FSS-201 Records Management and Retention.)

RESPONSIBILITIES

Deans of Each School – are responsible for ensuring that (1) this policy and the school's own admissions policy are consistently followed; (2) conflicts of interest, actual or perceived, are eliminated; and, (3) all admissions decisions are made independently and without improper influences or conflicts.

Associate Director of Admissions – is responsible for accurate and timely communication with applicants who submit inquiries regarding technical aspects of applications for admission.

Admissions Committee Members and Faculty Interviewers – are responsible for compliance with this policy and the school's own admissions policy and for upholding the integrity of the admissions process.

DEFINITIONS

Applicant – for purposes of this policy, an individual seeking admission through the established admissions process to the UT Southwestern Medical School, School of Health Professions, or Graduate School of Biomedical Sciences.

Student – for the purposes of this policy, an individual who is enrolled and in attendance at the UT Southwestern Medical School, School of Health Professions, or Graduate School of Biomedical Sciences, including postdoctoral scholars appointed to academic training positions.

Resident – for the purposes of this policy, any physician in any Graduate Medical Education program at UT Southwestern, including interns, residents, fellows, and subspecialty residents.

RELATED STATUTES, POLICIES, OR STANDARDS

Regents' *Rule* 40301 General Admission Policy

Regents' *Rule* 40303 Establishing Both Admission Policies and Criteria for Award of Scholarships and Fellowship

Regents' *Rule* 40304 Affirmative Action Plans

Texas Education Code [Section 51.842](#)

EDU-201 Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

ADM-303 Requests for Information (Texas Public Information Act)

FSS-201 Records Management and Retention

APPENDICES

EDU-119 Appendix A - UT Southwestern Medical School

EDU-119 Appendix B - UT Southwestern Graduate School of Biomedical Sciences

EDU-119 Appendix C - UT Southwestern School of Health Professions

POLICY HISTORY

August 1, 2015: Developed new policy and published in Handbook as EDU-119 Admissions

CONTACTS/FOR FURTHER INFORMATION

Associate Director of Admissions, Office of the Vice President of Student Affairs 214-648-5617