

HANDBOOK OF INSTITUTIONAL POLICIES AND OPERATING PROCEDURES

EDU-119 Admissions

Appendix A: Admissions – UT Southwestern Medical School

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

Admissions Committee

The Admissions Committee of the Medical School shall comprise a sufficient number of full-time members of the Medical School faculty so as to broadly represent basic science and clinical departments and the Medical School's tripartite mission of education, patient care, and research.

Letters of Recommendation

Applicants to the Medical School must submit the required letters of recommendation (including summary reports from health professions committees at the applicant's undergraduate institution and letters from individuals requested by the applicant) through the Texas Medical and Dental School Application Service (TMDSAS).

Additional letters of recommendation from third parties will only be accepted and considered as part of the formal admissions process if they meet the following criteria: (1) additional letters must be submitted by the author directly to the Office of Admissions; (2) additional letters must be authored by an individual who has known the applicant personally for a significant period of time, no less than one year; and (3) additional letters must describe the applicant's characteristics that pertain to the qualities of an excellent medical student and physician.

Letters of recommendation that are received outside the TMDSAS application process or that do not meet the established criteria for additional letters 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 Medical School shall promptly alert the Committee Chair and the Associate Director of Admissions of any potential conflicts of interest that may arise during the evaluation of an applicant. The Committee Chair and the Associate Director of Admissions will determine whether any additional steps should be taken to manage or eliminate the potential conflict. Admissions Committee members who personally know an applicant, directly or indirectly, shall be excused from the Committee's discussion of that applicant and shall not participate in the admission decision.

Designated Point of Contact for Admission Inquiries

The designated point of contact for inquiries regarding the Medical School's specific admissions policies and procedures is Anne McLane, Associate Director for Admissions, at anne.mclane@utsouthwestern.edu or 214-648-5617.

Use of Race or Ethnicity in Admissions

The admissions process at the Medical School seeks to identify applicants who will: (1) succeed in the rigorous medical curriculum; (2) become responsible and compassionate physicians; and (3) help fulfill the three-fold mission of training primary care physicians, educating doctors who will practice in medically underserved areas of Texas, and preparing physician-scientists who seek careers in academic medicine and research.

The initial screening stage of the Medical School's admissions process is race- and ethnicity-neutral. Group I applicants are invited to interview based solely on MCAT and GPA. Applicants who do not meet minimum requirements to be in Group I may be invited to interview in Group II, based on a set of established factors identified in the application: personal qualities, academic parameters, and mission-related factors. The Medical School considers race or ethnicity as a mission-related factor in the screening process for Group II applicants.

During the selection stage, applicants in Group I receive an individualized, holistic review and are scored based on a broad range of factors. Additional points may be awarded in four categories: 1) personal qualities (e.g., extra-curricular activities, motivation, communication skills, socioeconomic status, race or ethnicity, compassion, integrity, maturity, and leadership); 2) academic parameters (e.g., college or university, majors, courses, MCAT/GPA discrepancy, and recommendation letters); 3) characteristics identified on interview (e.g., motivation, interpersonal skills, creativity, intellectual capacity, and overall impression); and 4) mission-related issues (e.g., career interests in underserved areas, primary care, or academic medicine/research). An applicant does not receive any additional points based on race or ethnicity; however race or ethnicity may be considered as part of the broader category of "personal qualities."

During the selection stage, all applicants in Group II receive an individualized, holistic review of their application and interview results to identify those applicants with qualities, attributes, and accomplishments that demonstrate they will contribute to the mission of the Medical School. No point system is utilized for Group II applicants at this stage, but an applicant's race or ethnicity is one of many factors considered as part of the individualized review.

The Medical School has used race or ethnicity in a narrowly tailored manner as one factor in its holistic review of applicants since 2004, in conjunction with a variety of alternatives (e.g., recruitment trips to undergraduate institutions with large minority student populations; additional orientation and recruitment events for accepted minority applicants).

The complete Affirmative Action Plan for the Medical School is available through the Office of Student Diversity & Inclusion.