

HANDBOOK OF INSTITUTIONAL POLICIES AND OPERATING PROCEDURES

EDU-119 Admissions

Appendix C: Admissions – UT Southwestern School of Health Professions

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

Admissions Committees

Each program within the School of Health Professions shall have an Admissions Committee appointed by the Dean and comprised of no fewer than five (5) full-time faculty members.

Letters of Recommendation

Applicants to the School of Health Professions must submit letters of recommendation through the third-party application service or online application specified by the program. Letters of recommendation submitted outside of the formal application process specified by the program will not be made available to the Admissions Committee or considered in the admissions decision.

Managing Conflicts of Interest

Admissions Committee members and faculty interviewers in the School of Health Professions 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 School of Health Professions' specific admissions policies and procedures is Kim Hoggatt, Assistant Dean for Student Affairs and Educational Technology, at kim.hoggatt@utsouthwestern.edu or 214-648-5617.

Use of Race or Ethnicity in Admissions

The School of Health Professions has an open admissions policy, which means all qualified applicants are admitted. Race or ethnicity is not a factor in admissions or student financial assistance decisions. The School of Health Professions employs a variety of strategies and programs to achieve diversity in lieu of using race or ethnicity as a factor in admissions.

The Affirmative Action Plan for the School of Health Professions is available through the Dean's Office.