DATE: December 2015

TO: All Gettysburg College students applying to medical (allopathic or osteopathic) or dental school for admission in the fall of 2017

FROM: Health Professions Committee

RE: Application Process

Applying to Medical or Dental School

This packet contains the information and forms needed to apply to medical or dental school during the summer of 2016 for admission in the fall of 2017.

The packet is organized as follows:

- Eligible Students

- The Role of the Health Professions Committee

- The Role of the Student
  1. Obtain packet “Applying to Medical or Dental School” from Kristi Waybright
  2. Return completed materials to Kristi Waybright by Friday, March 4, 2016
     - Information Form for Health Professions Applicant
     - Resume
     - Autobiographical Narrative
     - Request, Waiver, and Inspection Form for Health Professions Committee Composite Letter of Evaluation
     - Letters of Evaluation
  3. Interview with the Health Professions Committee
  4. Take the appropriate standardized test
  5. Apply to medical or dental school via the appropriate centralized application service
  6. Provide a copy of your centralized application to Kristi Waybright

- Forms
  1. Timetable Checklist for Health Professions School Applicants
  2. Information Form for Health Professions School Applicants
  3. Request, Waiver, and Inspection Form for Composite Letter of Evaluation
  4. Request and Waiver Form for Faculty/Staff Letter of Evaluation (5 copies)

Please remember that all completed materials must be returned to Kristi Waybright by Friday, March 4, 2016!!!
Eligible Students

In order to start the application process this spring for medical or dental school, you must:

- Be a junior or senior
- Have a GPA ≥ 3.00
- Have completed (or be currently enrolled in) the required courses for medical or dental school:
  - 1 year general biology with labs
  - 1 year general chemistry with labs
  - 1 year organic chemistry with labs
  - 1 year general physics with labs
  *In preparation for the MCAT, students should plan to take one semester each of genetics, cell biology, psychology, and sociology. Two semester of biochemistry may substitute for cell biology.
- Plan to take the MCAT (spring or summer of 2016) or the DAT (spring or summer of 2016)
- Plan to apply to medical (allopathic or osteopathic) or dental school during the summer of 2016 for admission in the fall of 2017
- For your information, the following table shows GPA and standardized test scores for students accepted to medical and dental school:

<table>
<thead>
<tr>
<th></th>
<th>Allopathic 2014 Class</th>
<th>Osteopathic 2014 Class</th>
<th>Dental 2014 Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall GPA</td>
<td>3.69</td>
<td>3.51</td>
<td>3.55</td>
</tr>
<tr>
<td>Science GPA</td>
<td>3.63</td>
<td>3.39</td>
<td>3.47</td>
</tr>
<tr>
<td>All Others GPA</td>
<td>3.77</td>
<td>3.60</td>
<td></td>
</tr>
<tr>
<td>*MCAT Physical Sciences</td>
<td>10.6</td>
<td>8.80</td>
<td></td>
</tr>
<tr>
<td>*MCAT Verbal Reasoning</td>
<td>10.0</td>
<td>8.90</td>
<td></td>
</tr>
<tr>
<td>*MCAT Biological Sciences</td>
<td>10.9</td>
<td>9.51</td>
<td></td>
</tr>
<tr>
<td>DAT Academic Average</td>
<td></td>
<td></td>
<td>18.9</td>
</tr>
<tr>
<td>DAT Perceptual Ability</td>
<td></td>
<td></td>
<td>19.3</td>
</tr>
<tr>
<td>DAT Total Science</td>
<td></td>
<td></td>
<td>18.7</td>
</tr>
</tbody>
</table>

*MCAT will be scored differently with four sections instead of three per the table below:
MCAT2015 has four test sections:

- Chemical and Physical Foundations of Biological Systems: 118 to 132
- Critical Analysis and Reasoning Skills: 118 to 132
- Biological and Biochemical Foundations of Living Systems: 118 to 132
- Psychological, Social, and Biological Foundations of Behavior: 118 to 132

MCAT2015 Total Score

- With centers at 125, section scores range from 118 to 132.
- The section scores sum to the total score.
- With its center at 500, the total score ranges from 472 to 528.
The Role of the Health Professions Committee

- Medical and dental schools either require or strongly encourage applicants to submit a composite evaluation from the relevant committee at their college. Therefore, the purpose of the Health Professions Committee at Gettysburg College is to write composite evaluations for students applying to medical or dental school.

- The members of the Committee are Drs. Kittelberger, Parker, Sorensen, Brandauer and Katy Mattson (Career Development).

- The Committee process is as follows:
  - Review applicant’s academic record
  - Review materials submitted by applicant
  - Review letters of recommendation solicited by applicant
  - Interview applicant
  - Decide whether or not to recommend applicant to medical or dental school
  - If the decision is positive, write composite evaluation (with excerpts from individual letters of evaluation) and send composite evaluation to medical or dental schools once the student has applied through the appropriate centralized application service
  - If the decision is negative, offer suggestions to the applicant for improving his or her record so that a recommendation is possible in the future
The Role of the Student

1. Obtain Packet “Applying to Medical or Dental School”

The packet “Applying to Medical or Dental School” is available from Kristi Waybright, the Health Professions Committee Office Administrator (Master’s Hall; kwaybrig@gettysburg.edu; 337-6020; campus box 405).

2. Return all completed materials to Kristi Waybright by Friday, March 4, 2016.

- Information Form for Health Professions Applicants

Included in this packet is a form for submitting basic information about you to the Health Professions Committee. This form also includes space for you to list the names of the people from whom you have requested letters of evaluation.

- Request, Waiver, and Inspection Form for Health Professions Committee Composite Letter of Evaluation

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) enables you to have access to your letters of evaluation. You have the option to either waive or retain the rights to read your letters. However, admissions committees prefer to receive confidential letters assuming that a more candid and helpful evaluation will usually be written if the recommender knows the confidentiality of the evaluation will be respected. Therefore, it is generally advisable to waive your Buckley Amendment rights.

In order for the Health Professions Committee to consider your request for a composite evaluation, it is necessary that you grant permission to the Health Professions Committee to inspect your academic records (including Honor Commission proceedings) and disciplinary records (including Student Conduct Review Board proceedings) at Gettysburg College.

A form is included in this packet which enables you to waive your access to your composite letter of evaluation, grant the Health Professions Committee access to your academic and disciplinary records, and formally request a composite letter of evaluation from the Health Professions Committee.

- Resume
Autobiographical Narrative

Your autobiographical narrative has two important uses:

1. It helps the Health Professions Committee get to know you better in preparation for your interview with the Committee and for writing your composite letter of evaluation. It is particularly important to include information that is not revealed by your academic records and test scores, but which health professions schools would like to know about you.

2. It helps you to get in touch with your own feelings about your health profession career, clarify your thinking about your health profession career, and give you ideas for the various personal statements/essays you will have to write during the application process.

Specific Directions

- Please type your narrative.
- Please use the headings in bold given below to organize your narrative.
- Please write in chronological order.
- Please be as specific as possible.

Sections of Your Autobiographical Narrative

**MOTIVATION**

- When did you realize that you wanted to be a physician or dentist?
- Why do you want to be a physician or dentist?

**ACADEMIC HISTORY**

- Why did you choose your major(s) and minor(s)?
- Have you received any academic honors?
- Have you had any research experience?
- Did you study abroad?
- What are your feelings about your academic experience?
- Please explain any “withdrawal” or low grades (C- or lower) on your transcript.
- Please provide an explanation if any required courses for medical/dental school were taken off campus.

**MEDICALLY-RELATED EXPERIENCE**

- Discuss each experience, what you did, how many hours per week you spent on the experience, and how long you were involved (a month, a year?).
- What did you learn from the experiences that are relevant to your application?
YOU!
- Provide specific examples of how you have demonstrated any (not all) of the following interpersonal competencies: service orientation, social skills, cultural competence, teamwork, oral communication
- Provide specific examples of how you have demonstrated any (not all) of the following intrapersonal competencies: ethical responsibility to self and others, reliability and dependability, resilience and adaptability, capacity for improvement
- Given all that you have thought and written about yourself, what do you think distinguishes you as a candidate for medical or dental school?

OTHER COMMENTS
- Please specify how you are planning for the MCAT/DAT and how you feel about your preparation. If you have already taken one of these tests, please elaborate.
- What plans do you have if you are not recommended or accepted to medical or dental school on the first try?
- If you are a senior, please discuss what you plan to do during your application year (i.e. the time between when you graduate and when you begin health professions school the following fall).
- If you are an alumnus/alumna, please discuss what you have done since graduating from Gettysburg College.
- Please feel free to include any other information that you think would be useful for the Health Professions Committee to know.

- Letters of Evaluation

Each applicant must solicit four letters of evaluation from Gettysburg College faculty members to be submitted to the Health Professions Committee. Three of these letters should be from faculty members in the natural sciences, and one letter should be from a faculty member in the humanities or social sciences. If the applicant wishes, he or she may request a fifth letter from a member of the Gettysburg College community who is not a member of the faculty (for example, a coach, work-study supervisor, or a director of an immersion project).

To assist those who write letters in their task, the Health Professions Committee has prepared a set of guidelines. Five copies are included in this packet. You should fill out and give a copy of the form to each person from whom you are requesting a letter of evaluation. On the form, you must sign to waive or not waive your right of access to the letter.

You should choose with care the people whom you ask to write letters of evaluation. Faculty members who know you well write the best letters. Good letters do not simply restate your academic performance (this is a matter of record) but, rather, discuss your
unique attributes. So, choose faculty members who know you well on a personal level. If a member of the Health Professions Committee agrees to write a letter for you, this member will not participate in the writing of the committee composite evaluation.

All letters of evaluation must be submitted to the Health Professions Committee via Kristi Waybright electronically, along with the signed waiver (kwaybrig@gettysburg.edu) by Friday, March 4, 2016. Please be sure to ask your letter writers to return the signed waiver.

3. Interview with the Health Professions Committee

It is important to the members of the Health Professions Committee that we know each student whom we consider for a recommendation. For this reason, the Health Professions Committee will schedule an interview with each applicant. This interview will give the applicants an opportunity to discuss their motivation for the study of medicine or dentistry, to describe their hopes for their future careers, and to clarify any issues concerning their records or letters of evaluation.

The interviews will occur after Spring Break 2016 (dates and times TBA). You will receive an email in advance from Kristi Waybright with the date and time of your interview.

4. Take the Appropriate Standardized Test

Applicants to allopathic or osteopathic medical school must take the Medical College Admission Test (MCAT). Applicants to dental school must take the Dental Admission Test (DAT).

Medical College Admission Test (MCAT)
- Test date: multiple times per year at computerized testing centers
- The April or May test dates are STRONGLY recommended!
- Register on-line (www.aamc.org/mcat)
- Registration for the January through May test dates is now open
- Register early for the best choice of test dates and locations!
- Length: ~6.5 hours
- 4 sections: Biological and Biochemical Foundations of Living Systems, Chemical and Physical Foundations of Biological Systems, Psychological, Social, and Biological Foundations of Behavior, Critical Analysis and Reasoning Skills.
- Scores: approximately 30 days after test
- **Required Reading** (PDF document from www.aamc.org):  
  - MCAT Essentials

Dental Admission Test (DAT)
- Test date: most days of the year at computerized testing centers
• Register on-line (www.ada.org)
• Length: ~ 5 hours
• 4 sections: survey of natural sciences (general biology, general chemistry, organic chemistry), perceptual ability, reading comprehension, quantitative reasoning
• Scores: immediate
• Required Reading (PDF document from www.ada.org):
  o DAT Guide

Please note: All students taking either the MCAT or the DAT are asked to release their scores to the Health Professions Advisor at Gettysburg College.

5. Apply to Medical or Dental School via the Appropriate Centralized Application Service

Applications to medical and dental schools in the United States are commonly handled by a centralized application service. The student submits a single copy of his or her application to the centralized application service. This is known as the “primary application”. The centralized application service ensures the application is complete and correct, and then distributes the verified application to the medical or dental schools designated by the student. Individual medical or dental schools may then request additional materials from the student. These additional materials are known as the “secondary application”.

The American Medical College Application Service (AMCAS) (www.aamc.org) is the centralized application service for allopathic medical schools. The on-line application becomes available on ≈ May 1.

The American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) (www.aacom.org) is the centralized application service for osteopathic medical schools. The on-line application becomes available on ≈ May 1.

The American Association of Dental Schools Application Service (AADSAS) (www.adea.org) is the centralized application service for dental schools. The on-line application becomes available on ≈ June 1.

6. Copy of Your Centralized Application

If the Health Professions Committee recommends a student, a composite evaluation will be sent to the appropriate medical or dental schools once the student has applied through the proper centralized application service. Therefore, it is essential that each student provide the Health Professions Committee with a copy of your SUBMITTED centralized application, which includes a list of schools to which you are applying PRIOR to the committee writing a composite evaluation. Please send a copy of your
centralized application to Kristi Waybright (campus box 405) as soon as you have submitted your application.
Timetable Checklist for Health Professions School Applicants

The following is the timetable and checklist for the student who wishes to apply to medical or dental school for admission in the Fall of 2017.

☐ **DECEMBER 2015**: Pick up packet “Applying to Medical or Dental School” from Kristi Waybright

☐ **DECEMBER 2015**: Request letters of evaluation using appropriate form

☐ **MARCH 4, 2016**: Return completed materials to Kristi Waybright
  - Information Form for Health Professions Applicant
  - Resume
  - Autobiographical Narrative
  - Request, Waiver, and Inspection Form for Health Professions Committee Composite Letter of Evaluation

☐ **MARCH 4, 2016**: Letters of Evaluation due to Kristi Waybright

☐ **MARCH-MAY 2016**: Interview with the Health Professions Committee

☐ **SPRING/SUMMER 2016**: Take the MCAT (the April or May MCAT test dates are strongly recommended) or DAT

☐ **ASAP** submit your application to AMCAS (~May 1), AACOMAS (~May 1), or AADSAS (~June 1)

☐ **ASAP** provide Kristi Waybright with a copy of your *submitted* centralized application (AMCAS, AACOMAS, or AADSAS application)
Information Form for Health Professions School Applicants

1. Name (full legal form)

2. Social Security Number

3. Citizenship

4. State of Legal Residence (US Citizens)

5. Graduation Date

6. Academic Major(s) and Minor(s)

7. Type of Health Professions School
   (allopathic, osteopathic, dental)

8. Campus Box Number

9. Preferred Phone Number

10. Preferred E-mail Address

Standardized Tests

<table>
<thead>
<tr>
<th>SAT Scores (highest)</th>
<th>(V) _____</th>
<th>(M) _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCAT Scores (if available)</td>
<td>(VR) _____</td>
<td>(PS) _____</td>
</tr>
<tr>
<td>MCAT Scores (if available)</td>
<td>(Biological) _____</td>
<td>(Chemical &amp; Physical) _____</td>
</tr>
<tr>
<td>DAT Scores (if available)</td>
<td>(Science) _____</td>
<td>(Perceptual) _____</td>
</tr>
</tbody>
</table>
Summer Contact Information

Please provide the address, telephone number, and e-mail where you can be reached during the summer if any questions arise about your letter or application.

Address

Telephone Number

E-Mail Address

Letters of Evaluation

List the names of the four faculty members (three from natural science faculty, one from a faculty member in the humanities or social sciences) from whom you have sought letters of evaluation. A fifth member of the Gettysburg College community who is not a member of the faculty may also be included, if desired.

1. ________________________________

2. ________________________________

3. ________________________________

4. ________________________________

5. ________________________________
Health Professions Committee Composite Letter of Evaluation
Request, Waiver, and Inspection Form

1. Name ____________________________________________________________
2. Social Security Number ____________________________________________
3. Graduation Date __________________________________________________
4. Academic Major(s) and Minor(s) _____________________________________
5. Type of Health Professions School (allopathic, osteopathic, dental) ______

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) provides you with a right of access to confidential letters of evaluation relating to applications for admission to another school, for a job, or for an award, and no school or person can require you to waive this right.

In connection with your application to a health professions school(s)...

Waiver

I hereby voluntarily waive and relinquish any right of access to this confidential composite letter of evaluation.  I retain my right of access to this composite letter of evaluation.

Inspection

I grant permission to the Health Professions Committee to review all my academic (including Honor Commission proceedings) and disciplinary (including Student Conduct Review Board proceedings) records at Gettysburg College.

I deny permission to the Health Professions Committee to review all my academic (including Honor Commission proceedings) and disciplinary (including Student Conduct Review Board proceedings) records at Gettysburg College.

Request

I request the Health Professions Committee write a composite letter of evaluation for my application to a health professions school(s). It is my understanding that the evaluation will be based upon the Committee’s knowledge of my academic performance, character traits, letters received by them on my behalf, and other information I provide to them.

______________________________  _________________________________  ______
Student’s Signature               Student’s Name (Print)               Date
Letter of Evaluation for Health Professions Student
Request and Waiver Form

1. Student’s Name
2. Graduation Date
3. Academic Major(s) and Minor(s)
4. Type of Health Professions School
   (allopathic, osteopathic, dental)
5. Evaluator’s Name
6. Date Due to Health Professions Committee

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) provides you with a right of access to confidential letters of evaluation relating to applications for admission to another school, for a job, or for an award, and no school or person can require you to waive this right.

In connection with your application to a health professions school(s)...

**Waiver**

| I hereby voluntarily waive and relinquish any right of access to this confidential letter of evaluation. | I retain my right of access to this letter of evaluation. |
| —— | —— |

**Request**

I request the evaluator named above to write a letter of evaluation for my application to a health professions school(s). It is my understanding that the evaluation will be based upon the evaluator’s knowledge of my academic performance, character traits, and other information I provide to him or her.

______________________________  ____________________________  ______
Student’s Signature  Student’s Name (Print)  Date

**To the Student:**

Please deliver this form to the person by whom you wish to be evaluated. Please be considerate and give the evaluator **at least three weeks’ notice** to complete the letter. Please be sure to ask the person verbally whether he or she is willing to write a letter on your behalf **before** you deliver this form.

OVER ⇒
To the Evaluator:

The Health Professions Committee at Gettysburg College is charged with recommending or not recommending this student for admission to medical or dental school. If a recommendation is made, the Health Professions Committee will write a composite letter of evaluation in support of the student’s application. The Committee will excerpt your letter in the composite letter.

The following guidelines have been developed for writing a letter of evaluation for a health professions school applicant:

1. Provide an accurate assessment of the applicant’s suitability for medical/dental school.
2. Briefly explain your relationship with the applicant.
3. Quality is more important than letter length. Focus on the applicant rather than details about the course, lab, or assignment.
4. Only include information on grades or standardized test scores if you are providing context to help interpret them.
5. Focus on behaviors you have observed directly when describing the applicant’s suitability for medical/dental school.
6. Describe how the applicant has demonstrated any (not all) of the following thinking and reasoning competencies: critical thinking, quantitative reasoning, scientific inquiry, written communication
7. Describe how the applicant has demonstrated any (not all) of the following science competencies: living systems, human behavior
8. Describe how the applicant has demonstrated any (not all) of the following interpersonal competencies: service orientation, social skills, cultural competence, teamwork, oral communication
9. Describe how the applicant has demonstrated any (not all) of the following intrapersonal competencies: ethical responsibility to self and others, reliability and dependability, resilience and adaptability, capacity for improvement
10. At the end of your letter, please indicate if you recommend this student for admission as well as the strength of your recommendation. The Committee uses four degrees of recommendation: excellent, very good, good, or recommend.

The student has indicated a deadline on the front of this form. Students are advised to request letters far in advance of any application deadline, but with no less than three weeks notice. The student has signed the front of this form to waive or not waive his or her right of access to this letter.

Please address any questions about this letter or about the Committee’s procedures to Katy Mattson, the Health Professions Advisor (kemattso@gettysburg.edu or x6623).

The Committee will excerpt your letter in their composite letter of evaluation, so please send an electronic copy of your letter as a word document as well as this signed form to Kristi Waybright, kwaybrig@gettysburg.edu.

Thank you for your time in this important process.