

CSU-Pueblo Health Professions Committee Recommendation Letters 2021

(Medical, Osteopathic, Dental, Physician assistant, Physical Therapy, Podiatry, Optometry)

What is the Health Committee (HC)?

The HC consists of faculty members from CSU-Pueblo and a few local healthcare professionals who will provide a composite letter of recommendation in support of a qualified student's application to professional school. The committee letter will be based on a review of the student's file and an interview with committee members.

What constitutes a "qualified student"?

A "qualified student" will meet these minimum requirements:

- Be a Junior or Senior student in good standing with CSU-Pueblo
- 3.2 cumulative GPA or higher
- Have completed at least 36 credit hours at CSU-Pueblo
- Have completed at least 16 credit hours of Biology, Chemistry, Math, and/or Physics courses at CSU-Pueblo

What is contained in the student's Committee Letter file?

Students requesting a letter of recommendation from HC will be required to submit an HSC Application packet. This packet must be returned to the Department of Biology office no later than **March 24, 2021**. It is the student's responsibility to be sure their packet is complete. Please note, an interview will not be scheduled and a letter not written for an individual whose packet is not complete. **The Health Committee Application Packet** includes all the following (see [application form](#) also):

- 🐾 HC Application Form
- 🐾 Personal statement including Career Objectives
- 🐾 Copy of unofficial transcripts from all colleges attended
- 🐾 Work history and Activity/Volunteer/Research information or resume
- 🐾 Instructor Evaluation Forms (3 minimum)
- 🐾 Optional Non-Academic Letters (may use eval form) (1-3 maximum)

Applicants should also forward to the committee chair any specific information, request for letter, or identification numbers for submission of recommendation letters to their application service as soon as it becomes available.

CSU-Pueblo Health Science Committee

Request for Health Committee Recommendation Letter

Student Responsibilities

- 🐾 Meet with your pre-health advisor to determine if you meet the minimum application requirements and to discuss the application procedure.
- 🐾 Discuss any strong or weak points with your adviser. This will help you determine how to best market yourself as an applicant: emphasize your strengths and minimize your weaknesses or turn them into assets.
- 🐾 Make sure you meet all admission requirements for the schools to which you are applying. Additionally, it's a good idea to outline the specific requirements of each including school's application deadlines, essay requirements, letters of recommendation and interview style. For instance, some schools have a deadline for **completed** application packets as early as September 1 or as late as March 1. Knowing the requirements for each allows you to make a more efficient schedule to put your application together.
- 🐾 Take your MCAT or DAT or other qualifying exam before June 1 and absolutely **no later than August**. If you cannot make this deadline, you should schedule an appointment with your adviser to reconsider whether to apply in the current application cycle or wait until the next year. Keep in mind it can take several weeks for your scores to be sent to your designated schools. Most schools will not consider your application complete until these scores are received.
- 🐾 Start writing your personal statement early in the application year so it is completed before the application cycle begins in June. Seeking assistance with proofreading and advice on grammar and format is strongly suggested.

- 🐾 Submit your application **as early as possible** since most schools have a rolling admissions policy. Early application also allows time to fix any errors that may occur during the application process (errors are not uncommon).
- 🐾 *PREMEDICAL*: AMCAS (American Medical College Application Service) or AACOMAS (American Association of Colleges of Osteopathic Medicine Application Service) begin accepting medical school application materials in May for submission starting **June 1** for admissions into the following year's entering fall class.
- 🐾 *PREDENTAL*: AADSAS (Associated American Dental Schools Application Service) begins accepting dental school applications in mid-May for admissions into the following year's freshman class.
- 🐾 Plan ahead for requesting letters of recommendation.
 - 🐾 Identify which type and number of letters you will need for each school you to which you are applying (do this as you outline your application requirements). Some professional schools will not consider your application complete until they receive the **specific** types of letters of recommendation they require.
 - 🐾 Apply to the CSU-P Health Sciences Committee (HSC) for a committee letter of recommendation in March of the application year. For instance, students who plan to apply for admissions into the fall 2020 matriculating class should plan to have the HSC application completed and submitted by **March 24, 2021**. The process for HSC is outlined in the Health Sciences Committee Packet requirements.
 - 🐾 Identify which instructors, physician(s), or character references will best support your application. It is important to give these individuals **sufficient time** to complete a letter or evaluation in your behalf. Provide them with the necessary materials to compose a good letter. This could include, but is not limited to, an unofficial transcript, copy of your personal statement, and a work or activities resume. See the Faculty Evaluation Document for details.

Faculty/Professional Evaluation Forms and Non-Academic Letters

It is up to the student to request a sufficient number of Faculty Evaluation Forms and non-academic letters. HC will only review a certain number of these so carefully consider the following suggestions:

HC recommends each file contain three evaluations from science faculty, and at least one evaluation from a non-science faculty member. Please be sure to give the faculty members ample time in which to fill out the "Faculty Evaluation Form" and return it to the Biology Department Office.

Up to three non-academic letters may be submitted as well, which must relate directly to the professional school application. Ask yourself if the letter adds anything specific to your file that is not addressed by any other means. These additional letters might be submitted separately in your official application process later. Recommenders providing such letters may also choose to complete the evaluation form or not. Letters requested should be written to the professional school, as they will likely be included with the committee letter.

This type of letter can include:

- 🐾 Reference letter(s) generated as the result of work or shadowing experiences
- 🐾 Evaluation(s) from a volunteer activity supervisor or community service coordinator
- 🐾 Reference regarding a student's leadership activities
- 🐾 Evaluation from the student's research supervisor or mentor

You should aim to have at least three but no more than six evaluations/letters included in your file. Letters and evaluations will be numbered as they arrive and are placed in your file. Any more than six will **not** be considered. The committee members only have an allotted amount of time to spend in assessing each student. Please see your advisor to determine those recommenders who will provide the most meaningful appraisals of you and whose letters, when viewed as a group, will generate a complete picture of you as a professional school candidate for the committee.

CSU-Pueblo Health Committee Letter Application Form

Name: _____

Date Submitting Application: _____

Professional Program: _____

Current Cumulative GPA (≥ 3.2) : _____

Credit Hours (total) completed at CSU-Pueblo: _____

Hours in CSU-P Biology, Chemistry, Math, and/or Physics courses: _____

Please mark which of the following requirements are included in your submission:

- ☐ HC Application Form
- ☐ Personal statement including Career Objectives
- ☐ Copy of unofficial transcripts from all colleges attended
- ☐ Work history and Activity/Volunteer/Research info or resume
- ☐ References (6 maximum will be accepted)
 - ☐ Faculty Evaluation Forms (3 minimum)
(Are submitted directly to Biology dept office by the faculty.)
List Names
 - _____
 - _____
 - _____
 - _____
 - ☐ Non-Academic Letters (1-3 maximum)
(May be submitted directly to Biology dept office.)
List Names
 - _____
 - _____
 - _____