

Health Professions Evaluation Committee (HPEC) Requirements

1. Schedule an Initial Meeting

- Schedule an initial meeting with an advisor at the Center for Health Profession Studies. Before the appointment, complete the online form to open an HPEC file (usually sophomore year) <http://bit.ly/HPECApplication>
 - Email HPEC-UD@udel.edu to schedule an appointment

2. Complete Required Courses (5 of the 11 must be taken at UD)

- BISC207 and BISC208
- CHEM103 or CHEM107 and CHEM104 or CHEM108,
- CHEM321/325, and CHEM322/326
- PHYS201 and PHYS202
- MATH221 or MATH241

HPEC Highly Recommends but does not require:

- 1 Year of ENGL courses (2 ENGL courses on your transcript)
 - Be aware that honors and 2nd writing courses do not count here. Many medical and dental schools do require a year of English so be sure to check the requirements.
 - PSYC100, SOCI201, SOCI311, BISC300 or MMSC 270, STAT200, CHEM527 or CHEM214/216 or CHEM641

Elective Suggestions:

- KAAP309 and KAAP310

3. Four Letters of Recommendation

- **(2) Science Professors**
 - Any Course Level of Biology, Chemistry, Physics and Math
 - 300 Level and Above of KAAP, NSCI, MMSC, BHAN
- **(1) Non-Science Professors**
 - Sociology, Economics, Psychology, Anthropology, etc.
- **(1) Shadowing Experience**
 - Under a DO, MD, DDS, or DMD

Letters of Recommendation Details

- You need to provide individuals who have agreed to write a letter of recommendation a completed **Letter of Recommendation Release Form**. This form grants your permission for the evaluator to write a letter on your behalf and waives your right to examine the letter. Professional schools want confidential letters.

Address Letters to:

Dr. Donald Lehman,
Director of HPEC
105E Pearson Hall Academy St.
Newark DE 19716

Email letters to:

HPEC-UD@udel.edu

- Make sure your recommender(s) are aware to write your letter on **formal letterhead, provide a written signature, credentials of author, date, proper spelling of your name, and correct pronouns!**
- **Letters written by graduate assistants or teaching assistants will not be accepted.**

4. Volunteer Hours

- HPEC requires that students complete a minimum of **50 volunteer hours**
 - We recommend volunteer hours be a mix of clinical (hospital) and non-clinical (public/community service).
- Volunteer Verification Form
 - Includes organization, date, hours, & signature of supervisor

5. Shadowing Hours

- HPEC requires that students complete a minimum of **50 shadowing hours**
 - Shadowing hours must be spent in a clinical setting shadowing under a DO, MD, DDS or DMD
 - Shadowing hours can include paid work in the clinical realm, such as EMT, medical scribe, etc.
- Shadowing Verification Form
 - Includes name of Doctor/Dentist Shadowed with signature, Number of Hours, and Date

NOTE: As a medical/dental school applicant, you **MUST** show that you have significant clinical/patient-contact experience. These can be achieved through volunteering, paid, and shadowing opportunities.

6. Additional HPEC Materials

- **Personal statement**
 - Consists of motivations, goals, special interests, volunteer- and clinical-related experiences, etc. Refer to this page for tips writing a personal statement, https://sites.udel.edu/healthpro/personal_statements/
 - Medical School should be 5,300 characters maximum
 - Dental School should be 4,500 characters maximum

- **Resume/CV**
 - Should include education, employment, volunteer experiences, awards, publications, certifications, clinical experiences, study abroad, and tutoring.
- **Transcripts**
 - A health professions advisor will print your unofficial transcript. If you have taken courses at other colleges, you must request an official transcript from the other colleges if the courses do NOT appear on your UD transcript.
- **Small Picture**
 - A headshot image in professional attire that will be seen by members of the committee
 - File name should include your full name, last name first

7. Deadline for Submission

- **Your file must be completed by April 15th of your junior year (usually) to be reviewed by the committee.**
- The HPEC cycle is not the same as the medical school cycle!
- Please let an advisor know which HPEC cycle (year) you wish to be reviewed in by sending an email to HPEC-UD@udel.edu. Please keep us updated on your plans.
- Finish early! No need to wait until April 15th to submit all of your materials!

8. Interviews with the HPEC members

- Once your file is complete and the April 15th deadline passes, an advisor will provide you with the Interview Form and the names/emails of the two HPEC members that you will interview with.
- **It is your responsibility to arrange the date/time/place of these two interviews.**
- **Interviews must be completed before you leave campus!**

9. Requesting Submission of HPEC File for Application Services

HPEC **only** submits your Letters of Recommendation and Committee Letter of Recommendation to application services as a single PDF file.

- **Do not send your requests to the HPEC-UD@udel.edu email! We cannot submit from an email not directly affiliated with a specific staff member.**
- Please give us a 2-week time frame to submit your letters on your request.