

Procedures involved in the preparation of a Letter of Recommendation by the MEDPREP Student Progress Committee

It is the policy of MEDPREP to write, at the student's request, a single composite letter of recommendation prepared by the Student Progress Committee for each MEDPREP student. There are three parts to the composite letter. The introductory paragraphs typically summarize the student's background and describe the extent of his/her participation in terms of courses taken, the effect of grades earned on GPA, MCAT scores, extracurricular activities and/or work experience, if any. The body of the letter consists of the evaluations, quoted in full, which were solicited by the student. The closing paragraphs convey the SPC's recommendation.

MEDPREP faculty are requested to refrain from sending individual letters of recommendation. Most medical and dental schools prefer letters prepared by a committee.

If schools to which a student is applying require an additional recommendation form, the student should ask individual faculty members to submit the forms.

Briefly, the process of preparing the composite letter of recommendation includes the review of the student's Admissions file, Student Progress file and Recommendation file. Some items of consideration include: the processed/verified AMCAS, AADSAS, or AACOMAS form; MCAT or DAT scores; individual letters of recommendation which the student has solicited from MEDPREP faculty and/or other persons outside of MEDPREP; additional unsolicited evaluations which may have been submitted by MEDPREP faculty; and any other materials which the student and/or the Committee believes will be helpful in the deliberations.

In 1996 the SPC decided that students have the option of appearing before the Committee. Since the Committee may have a question for the student he/she should be available in the building the day the file is reviewed.

Special Notes

1. The Student Progress Committee may make decisions without having received fall MCAT scores, but a file must be completed in all other respects in order to be considered.
2. **Do not place, or have your advisor or the office staff place, any documents in your recommendation folder.** Turn them into the SPC chairman for handling.
3. Your file is presented to the committee when it is complete. **Record the last names of the individuals who are writing letters for you on the goldenrod sheet that will be stapled inside the front cover of the Recommendation folder.** Once the letter is received by the SPC chairman, it will be filed in the Recommendation folder and the date will be recorded on the Evaluator List form, which is attached to the folder. This process enables us to track the receipt of all the letters you intend to have.
4. The committee prefers receiving original copies of recommendations, in an effort to have official signatures on file. Facsimiles and electronic copies of letters will be accepted with special permission AND with the understanding that an original will be mailed.
5. Stay in touch with the Chairman to help monitor the status of your file.
6. The Committee meets twice each month to review files. If there is only one file ready for the Committee the file may be deferred to the next scheduled meeting if it is anticipated that more files will be ready at that time.

Components of a Complete MEDPREP Recommendation File

1. Copy of most recent MCAT or DAT scores and records of all previous MCAT or DAT scores
2. Copy of processed/verified AMCAS/AADSAS or AACOMAS form for the next entering class
3. Copy of applications to non-AMCAS or non-AADSAS schools
4. Evaluations from MEDPREP and campus faculty (most students average 3-5)
5. Evaluations from individuals who knew you prior to MEDPREP (most students average 2 - 3)
6. A snapshot (optional, but particularly helpful for students on Leave of Absence)
7. "Why the Committee Should Recommend Me" statement (optional)
8. Autobiography (optional)

Procedures for Students Seeking Letters of Recommendation from MEDPREP

Note: all materials are turned in to the Chairman of the SPC. Many of the necessary forms are available in an electronic format on the MEDPREP website under current students. It is strongly recommended that you keep copies of the material you submit for your personal records.

1. Fill out the MEDPREP REQUEST FOR RECOMMENDATION form and return it to the Chairman of the Student Progress Committee. This form is circulated to all students. If you do not receive one, please ask the Chairman for one.
2. Obtain forms from the office for individuals to write evaluations which will be included in the Committee's composite letter of recommendation. Request evaluations from individuals who knew you prior to MEDPREP and MEDPREP and SIU campus faculty. Individuals other than MEDPREP faculty may provide their evaluations on their own letterhead stationery. All letters are to be sent to the Chairman of the Student Progress Committee.
3. Provide a copy of the processed/verified application which is returned to you by the application service or available online (AMCAS, AACOMAS or AADSAS). If you are applying to only non-application service schools, provide a copy of the application(s).
4. Provide a copy of an official record of all your MCAT or DAT scores. If the application has all your scores on it, that is sufficient.
5. Provide the Committee with a chronological record of your academic/employment activities since high school. There is a form for you to use. If you are not given one ask for it in the office.
6. Obtain a photograph or snapshot of yourself and submit it for your MEDPREP Recommendation file (optional).
7. You have the option of writing to the SPC about, "Why I feel the Committee should recommend me." If you want to make a case for your receiving a recommendation from the SPC you may address that through this statement. Generally, students are advised to write this if they feel there is information to support their application that is not already available to the Committee through the files.
8. You have the option of providing an autobiography that summarizes your family/early background, academic history prior to MEDPREP and academic record while in MEDPREP. This statement, whole or in part, may be used by the Committee in the introductory paragraphs of the composite letter which serve to summarize the history of the applicant for the admissions committees.