



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 70.04, **Acceptance of Offer for Admission**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to explain the process for an applicant to respond to an offer of acceptance by the SOM.

REVIEW: This SOM Policy and Procedure shall be reviewed within each or odd-numbered fiscal year by the Office of Admissions and Diversity. Revisions will be forwarded to the Office of the Dean for approval and publication

POLICY/PROCEDURE:

- 1. General.** This policy outlines the process that accepted applicants follow to respond to an offer of acceptance by the SOM.
- 2. Notification of the offer of acceptance.**
 - a. All offers of acceptance are managed and facilitated by a web-based Application Management Program (AMP).
 - b. The Office of Admissions and Diversity manually processes each offer of acceptance. Upon offer, AMP sends an email to the accepted applicant, at the e-mail address in their application, extending the offer and providing instructions for acceptance of the offer.
- 3. Acceptance of the offer.**
 - a. Accepted applicants are required to login to AMP to finalize a decision on the offer of acceptance before the deadline state in the offer.
 - b. Accepted applicants must complete the following to accept the offer:
 - 1) Electronically accept the offer (accept and decline buttons are located at the bottom of the offer of acceptance in AMP).
 - 2) Review and digitally sign the offer response form.
 - 3) Review and digitally sign the Standards for Curricular Completion.
 - 4) Review and digitally sign the Criminal Background Check Disclosure.
 - 5) Order a criminal Background check (the URL to the third party CBC provider is included in the email notifying the applicant of the offer). Accepted applicants are required to complete a satisfactory CBC prior to matriculation.

- 6) Pay the placement guarantee fee (PGF). Online payment is accepted or payment may be mailed to the Office of Admissions and Diversity at the following address:

TTUHSC School of Medicine
Office of Admissions and Diversity
3601 4th Street, MS 6216
Lubbock, Texas 79430