



# 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 odd-numbered fiscal year by the Office of Admissions. 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 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 stated 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 at the following address:

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Office of Admissions  
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Lubbock, Texas 79430