

Alumni Policy (Fall 2016)

Alumni of Emory University's undergraduate colleges (College of Arts and Sciences, Business or Nursing) are eligible to apply for a Composite Letter up to **two years** post-graduation. Current Emory graduate students or alumni of Emory graduate school programs who did not receive an undergraduate degree from Emory are *not eligible* for a Composite Letter.

Composite Letter Overview: The Composite Letter provides a snapshot of an alum's undergraduate career at Emory. It summarizes and evaluates undergraduate academic accomplishment, community and public service, medically-related experiences, research and other considerations. Alumni have taken time between the undergraduate experience and applying to medical/health professional schools, and may continue to gain experiences in some or all of the areas listed above post-graduation. If an alum completed additional academic coursework post-graduation, the Composite Letter may include this information in summary, but academic performance outside of Emory will not be evaluated. All of these experiences will be addressed and evaluated in the Composite Letter.

Composite Letters **are not required** for medical/health professional school admission, and there is no penalty for applicants who do not have a Composite Letter. If an alumna does not apply for a Composite Letter, or is not eligible for a Composite Letter, individual letters of recommendation may be submitted to the Credentials File. Alumni are eligible to use the Credentials File to send individual letters of recommendation, or a letter packet to healthcare professional programs.

Letters of Recommendation: Composite Letters draw information from individual letters of recommendation. Alumni will need to have 3-4 letters of recommendation posted in their Credentials File by the deadline posted (typically early Spring). The PHMO and Career Center recommend that alumni provide letters of recommendation from their most current supervisors, professors, or other qualified recommenders in addition to the letters of recommendation written by their undergraduate faculty. Composite Letter participants **MUST** confirm which 3-4 letters of recommendation will be included in the Composite Letter packet before they move on to the interview stage.

Eligibility: Alumni who apply for a Composite Letter must meet ALL deadlines and administrative requirements posted for the current Emory undergraduate students. Emory only writes Composite Letters one time during the academic year (applications due in January, Letters of Recommendation due in April). Alumni eligibility includes:

1. Completed all required pre-requisite courses at Emory (AP/IB credits, or any transient study courses completed while at Emory will count).
2. Participated in a PreHealth Holistic Review (previously Sophomore Year Holistic Review). If this was not completed while at Emory, one will need to be completed **BEFORE** the Composite Letter application is submitted.
3. Download and complete the Composite Letter Orientation Manual AND complete associated quizzes for each chapter by December 15, 2016 (available on prehealth.emory.edu in mid-August 2016)
4. Submit Composite Letter Application by posted deadline.
5. Submit letters of recommendation to the Pre-Health Database (Credentials File) by posted deadline.

PHMO reserves the right to require additional meetings after reviewing a Composite Letter application. If your application is approved, you will move forward to the interview stage. Once interviewed, your Composite Letter will be written by a trained writer and reviewed by our faculty committee.

If you do not meet the requirements, Emory's PHMO advisors can provide advising for your next steps. Please call 404.727.6040 (PHMO) to schedule an appointment.

Revision/Update Policies

Received a Composite Letter but DID NOT APPLY to a Healthcare Professional Program

If you received a Composite Letter, but did not submit an application to a healthcare professional program, you may be eligible for a NEW Composite Letter. You have three options:

1. You may use the current Composite Letter on file with no changes.
 - a. You will need to check with the schools/programs to which you are applying to ensure that you can use a letter dated from a previous year. This is an option if you missed the professional program application deadline, or if little has changed in your profile since you received the first letter.
 - b. We recommend submission of at least one new letter of recommendation to the Pre-Health Database (Credentials File) to speak to what you have accomplished since receiving the Composite Letter. While the new letter(s) WILL NOT become part of your Composite Letter packet, you may place an additional request on the [Pre-Health Database](#) to be released in addition to the Composite Letter packet.
2. You may apply for a NEW Composite Letter.
 - a. If you apply for a new Composite Letter, you will have to complete ALL requirements of the current cycle, including reading the Composite Letter Orientation manual and completing associated quizzes, submitting the current Composite Letter application and meeting all new deadlines.
 - b. You may choose to use the current letters of recommendation in your Pre-Health Database (Credentials File), however you may choose to ask your writers for updates, and/or submit new letters of recommendation. You will be required to confirm the 3-4 letters of recommendation you would like to include in your new Composite Letter packet by the deadline posted.
 - c. If you receive a new Composite Letter, it will replace the original in your Pre-Health Database (Credentials File).
3. You may apply to a healthcare professional school WITHOUT a Composite Letter, and submit individual letters of recommendation by placing a request on the [Pre-Health Database](#).

Received a Composite Letter, Applied to a Healthcare Professional Program and Re-Applying

Students who applied to a healthcare professional program, but were not admitted to a program should speak with a PHMO or Career Center Counselor about your first application process BEFORE determining your next steps. Before deciding to re-apply to a healthcare professional program, applicants need to consider all factors that may have affected the admissions decisions (e.g. academic performance, extracurricular involvement, application submission date, interview performance, etc.). Students considering re-application should demonstrate significant gains in performance or experiences that may have been lacking in the previous application. You will have the following options:

1. You may use the current Composite Letter on file with no changes.
 - a. You will need to check with the schools/programs to which you are applying to ensure that you can use a letter dated from a previous year. This is an option if you missed the professional program application deadline, or if little has changed in your profile since you received the first letter.
 - b. We recommend submission of at least one new letter of recommendation to your Credentials File to speak to what you have accomplished since receiving the Composite Letter. While the NEW letter(s) will not become part of your Composite Letter packet, you may place an additional request on the [Pre-Health Database](#) to be released in addition to the Composite Letter packet.

2. You may apply for an Updated/Revised Composite Letter
 - a. Application for an Updated Composite Letter will include updates in academic accomplishment, community and public service, medically-related experiences, research and other considerations.
 - b. Update/Revision applications will be due NO LATER than July 15.
 - c. PHMO advisors may require an additional meeting. If/once approved, updates can take up to ten business days to complete.
 - d. The content (summary and evaluation) of the original Composite Letter will remain in the update. Changes in the areas listed above (improvement or new experiences) will be considered and addressed in both the summary and evaluation.
 - e. The original supporting letters of recommendation WILL NOT CHANGE.
 - f. We recommend submission of at least one new letter of recommendation to your Pre-Health Database (Credentials File) to speak to what you have accomplished since receiving the Composite Letter. While the NEW letter(s) will not become part of your Composite Letter packet, you may place an additional request on the [Pre-Health Database](#) to be released in addition to the Composite Letter packet.

3. You may apply to a healthcare professional school WITHOUT a Composite Letter, and submit individual letters of recommendation by placing a request on the [Pre-Health Database](#).