



## 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 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.

All offers of acceptance are managed and facilitated by a web-based Application Management Program (AMP).

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.

**Acceptance of the offer.**

Accepted applicants are required to login to AMP to finalize a decision on the offer of acceptance before the deadline stated in the offer.

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 Technical Standards for Admissions, Retention and Graduation
- 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:

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