Advising plan for a typical pre-medical student at Butler University

This sheet is designed to give the typical pre-medical student an understanding of course work requirements and the process of applying to medical school. This document may not be suitable for all students and should be used solely as a guide. Specific pre-medical requirements may change. Students are responsible for checking the admission prerequisites for each professional program to which they apply.

Medical School Requirements

General chemistry with lab (CH 105 and CH 106 or CH 107)
Biological sciences with lab (BI 210 and BI220)
Organic chemistry with lab (CH 351 and CH 352)
Biochemistry (CH361)
Physics with lab (PH 107 and PH 108)
Introduction to Psychology (SW 250-PS)
Introduction to Sociology (SW 200-SO)
Medical College Admission Test (MCAT)

1. Course Work: Required courses are shown below and categorized by semester. The number of credit hours for each course is given in parentheses. Other courses that pre-medical students have found useful are listed in brackets.

<table>
<thead>
<tr>
<th>Fall Semester, Freshman Year</th>
<th>Spring Semester, Freshman Year</th>
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<tbody>
<tr>
<td>• General Chemistry: CH 105(^a) (5)</td>
<td>• General Chemistry: CH 106(^a) (5)</td>
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<tr>
<td>• Psychology: SW 250 (3)</td>
<td>• [Calculus and Analytic Geometry I: MA 106 (5)]</td>
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<td>• Sociology: SW 200 (3)</td>
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<tr>
<th>Fall Semester, Sophomore Year</th>
<th>Spring Semester, Sophomore Year</th>
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<tbody>
<tr>
<td>• Genetics: BI210 (4)</td>
<td>• Cellular and Molecular Biology: BI220 (4)</td>
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<tr>
<td>• Organic Chemistry I: CH 351 (5)</td>
<td>• Organic Chemistry II: CH 352 (5)</td>
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<tr>
<th>Fall Semester, Junior Year</th>
<th>Spring Semester, Junior Year</th>
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<tbody>
<tr>
<td>• Elementary Physics: PH 107 (4)</td>
<td>• Elementary Physics: PH 108 (4)</td>
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<tr>
<td>• Biochemistry I: CH 361 (4)</td>
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<th>Fall Semester, Senior Year</th>
<th>Spring Semester, Senior Year</th>
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\(^a\) CH 107 should be taken in place of CH 105 and CH 106 if the student had had a significant chemistry experience in high school.
**Letters of Recommendation:** Beginning with the 2014 application cycle (which begins Spring 2013), Butler University Pre-Health office will no longer be coordinating committee letters. Rather, students will submit up to three individual letters of recommendation from professors. In most cases, two of these letters must be from professors who have instructed you in science courses and one letter must be from a faculty who has taught a non-science course. However, each school has specific numbers of letters that they will accept and has rules about how many must be from science or non-science. Check with the specific school’s website to determine which letters need to be sent to which school.

The process for requesting individual letters is outlined below. You should request the letters in February or March of your application year (usually your Junior year), and you should request letters from professors who know you well. In general:

1) Identify two science professors and one non-science professor that might be willing to write a letter of recommendation on your behalf. These professors should know you well (had for more than just one course) and should have observed your academic skills in the classroom as well as a laboratory, recitation, or co-curricular activity.

2) Print the Request for Recommendation form on the CHASE website. This form will provide some instruction to the professor and provide a more uniform method for ranking student ability.

3) Schedule a meeting with the professors to ask them to write the letters. Don’t just drop in as the request might get shuffled off and forgotten. Be intentional about asking.

4) Bring a resume and a short narrative of the work you completed in the classes taken under the professor. Professors see many students over the years and don’t always remember specific course assignments or course experiences like you will. Remind them of these experiences.

5) Provide an estimated date for submission of their letters. For example, if you’re applying to dental school then the letters are typically uploaded in June. For PT or Optometry, the letters may need to be sent in July or August. This information will help the professors plan and they can add the submission to their calendar. It will help ensure that your letters are uploaded in a timely fashion.

6) When you submit your application materials, you will need to fill in the professor’s information and email. Be sure you get the correct email address! The application service will send the professor instructions on how to upload the letter. Check with the professor by email or by appointment to ensure that they received the request from the application service. Don’t be pushy, but be firm…this is important!

7) You can check on the status of your application and the status of the letters at any time (though you cannot read the letters) by following the instructions on the application service website.

2. **Sophomore review:** In the spring semester of the sophomore year, each pre-medical student will meet with the pre-health professions advisor for a performance review. The student’s overall GPA, volunteering and shadowing experiences, and other extra-curricular activities will be examined. Based on current admissions trends to medical schools, a GPA lower than 3.70 indicates potential trouble ahead. Students with low GPAs will be encouraged to begin consideration of other health-related career options.

3. **Application timeline:** The Medical College Admission Test (MCAT) is usually taken in April of the junior year. MCAT preparation is typically done during one’s junior year. Based on current admissions trends, an acceptable score is a 28 or higher (out of a possible 45). The application process to medical school begins in May of the junior year and the primary application should be submitted to the American Medical College Application Service (AMCAS) no later than June. Secondary applications begin to arrive in August or September of the senior year and they must be completed and returned immediately.
4. **Other activities**: All pre-medical students are encouraged to become involved with the Butler Pre-Health Society. The society hosts a speaker series, coordinates volunteer activities, keeps lists of health professionals for shadowing opportunities, and holds social activities where students can meet with others that have similar interests. Students are advised not to become over-involved in too many activities. Instead, they should select a few to which they are particularly committed during their four years at Butler University.

5. **Useful Information**: For further information please contact:

   a. **Cathy Holland**  
      Administrative Specialist  
      Center for High Achievement & Scholarly Engagement/Office of Post-Graduate Studies  
      Jordan Hall 153  
      chollan1@butler.edu  
      317-940-9581

   b. **For more information, please visit the following websites:**
      - Butler University CHASE Office [www.butler.edu/chase](http://www.butler.edu/chase)
      - Association of American Medical Colleges [www.aamc.org](http://www.aamc.org)
      - The American Medical College Application Service [http://www.aamc.org/students/amcas/](http://www.aamc.org/students/amcas/)