



AMERICAN
DENTAL
EDUCATION
ASSOCIATION

AADSAS

AADSAS Instruction Booklet for the 2008 Entering Class

About ADEA	4
Welcome to AADSAS.....	4
AADSAS Contact Information	4
Repeat Applicants	4
Completing an AADSAS Application	5
Applicant Responsibilities.....	5
Technical Requirements.....	6
Security.....	6
Biographic Information	7
For Non-U.S. Citizens	10
U.S. Visa Status	10
U.S. Visa Number.....	10
City of Visa Issue.....	10
Parent and Family Information	10
Secondary (High) School Information	13
Colleges Attended	13
Transcripts	15
Transcript Matching Form	15
How to Print a Transcript Matching Form.....	15
U.S. Transcripts.....	16
Canadian Transcripts	16
Study Abroad.....	17
Overseas U.S. Institutions.....	17
International Transcripts.....	17
How to Identify Coursework	17
Study Abroad.....	18
International (Foreign) Institution	18
Overseas U.S. Institution.....	18
College Sessions Completed	18
College Courses Completed	19
College Sessions Planned or In Progress	24
College Courses Planned or In Progress	25

DAT Scores	29
Background Information	29
Awards, Honors, Scholarships	31
Dentistry Experience: Paid/Volunteer/Job Shadowing	31
Extracurricular, Leadership Volunteer, Community Service	32
Work Experience (Including Military Service)	33
Research Experience	33
Personal Statement (Essay)	34
Release Statements	35
ADEA Statement of Ethical Conduct.....	35
Evaluators	36
Waivers	37
Applicant Authorization	37
Submitting a Committee Report	38
Dental School Designations.....	39
Apply Early	39
School Application Deadline.....	39
Withdrawing Your Application	40
Substituting or Deleting Dental School Designations.....	40
Adding Additional Schools after e-Submission	40
AADSAS Application Fee	40
Application Fee Process.....	40
AADSAS Processing Fee Table.....	41
Returned Checks.....	41
Dental School Supplemental Fees.....	41
Fee Reduction Program	41
Supplemental Material Sent to Dental Schools.....	42
Supplemental Applications and Fees.....	42
Before E-Submitting Your Application	42
After E-Submitting Your Application	43
AADSAS Application Cycle	43
What's Next	43
Monitoring the Status of Your AADSAS Application	43
Updating your Coursework – Academic Update.....	43
How to Complete the Academic Update	44
Reporting Grade Changes	44
GPA Calculations	44
AADSAS Grades	45
AADSAS GPA Calculation Rules	45
Numeric Grading Schemes	45

Example of How GPA's Are Calculated	46
Reviewing Your AADSAS GPA Calculations	47

About ADEA

The American Dental Education Association (ADEA) is the leading national organization for dental education. Our members include all U.S. and Canadian dental schools, advanced dental education programs, hospital dental education programs, allied dental education programs, corporations, faculty, and students.

The mission of the American Dental Education Association is to lead individuals and institutions of the dental education community to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public.

AADSAS is a service of ADEA. Contact AADSAS directly for questions about your AADSAS application.

American Dental Education Association
1400 K Street NW, Suite 1100
Washington, DC 20001
<http://www.adea.org>

Welcome to AADSAS

The American Dental Education Association (ADEA) welcomes you to the American Associated Dental School Application Service (AADSAS). AADSAS is a centralized application service that simplifies the application process by providing one standard dental school application for AADSAS participating dental schools, thus relieving applicants of the need to complete multiple applications. Individuals applying through AADSAS complete one on-line application which is sent to all dental schools designated by the applicant.

This Instruction Booklet was created by AADSAS to assist applicants as they complete the AADSAS application to the 2007 entering class. It is the applicant's responsibility to read, understand and follow all AADSAS and school-specific instructions. As a part of submitting an AADSAS application, applicants must certify that they have read, understand, and agree to comply with AADSAS instructions.

AADSAS Contact Information

The fastest and most convenient way to check your application status is on-line. You can view the real-time progress of your application by:

- logging into your AADSAS application
- selecting **STATUS** on the toolbar

However, if you have questions and need to speak with an AADSAS Customer Service Representative, you may contact us at the numbers below or by email.

Provide your AADSAS ID Number and name in all correspondence. Allow up to 3-5 business days for AADSAS to respond to your inquiry as research may be required. AADSAS will only discuss an application with the applicant and the applicant's designated dental schools. Customer Service Representatives do **not** discuss an application with parents, spouses, relatives, friends or employers.

Customer Service Contact Information:

Hours: Monday-Friday (9:00am – 4:30pm eastern time)

Phone: 800-353-2237

Email: csraadsas@adea.org

Note: AADSAS processing takes 4-8 weeks after your application, transcripts, and payment is received.

Repeat Applicants

All repeat applicants are required to complete a new application and submit new official transcripts, letters of evaluation and payment. AADSAS cannot carry forward any of your application data or materials from the previous year(s).

Completing an AADSAS Application

You can access the 2008 AADSAS Dental School Application at <http://www.adea.org>.

- Select AADSAS
- Select APPLICANTS
- Select the icon for the 2008 AADSAS Dental School Application
- You can save this as a favorite on your PC for easier access in the future.

Once you have created an AADSAS application account, you may login to update your personal application data as often as you wish prior to e-submitting your application. After e-submitting your application you may only make changes to the Biographical Information, DAT, and Evaluators sections.

Applicant Responsibilities

You are responsible for properly completing your application, sending your supporting documentation and fees to AADSAS on time, regularly checking the status of your application online by logging onto your AADSAS application **AND** checking your personal email for messages from AADSAS.

AADSAS applicants will:

- Be responsible for knowing the application process and admission prerequisites of each dental school. (AADSAS recommends that you purchase the **Official Guide to Dental Schools.**)
- Arrange for all official transcripts from all U.S., U.S. Overseas, English-speaking Canadian, and International (foreign) postsecondary institutions attended to arrive at the AADSAS Transcript Processing Department by the school's application deadline to ensure timely processing of your application (processing time takes up to **4-8 weeks**).
- Print a Transcript Matching Form for each college/university attended and request your Registrar's Offices to attach the form to all transcripts sent to AADSAS. The Transcript Matching Form includes a barcode that links transcripts directly to your application. Send all transcripts to:

**AADSAS Transcript Processing Department
P.O. Box 9110
Watertown, MA 02471**

- Arrange for AADSAS to receive a course-by-course Transcript Evaluation Report for all international (foreign and French-speaking Canadian) institutions attended.
- Provide all required information on the AADSAS application accurately and in a timely manner.
- Abide by the school application deadlines.
- Respond immediately to ALL notices, comments, instructions and questions received from AADSAS and each school to which they apply (Applicants are responsible for **regularly checking** their personal email and AADSAS application accounts for these important notices and questions!).
- Print and retain a copy of the completed AADSAS application.

- Submit the correct application fee.
- Use the AADSAS Payment Form to submit check or money order fee payments to AADSAS (credit card payment preferred).
- Make sure your Evaluators list is current and accurate at all times (AADSAS does not enter evaluator information for you).
- Be responsible for updating all coursework and submitting updated transcripts during the Academic Update period; check the AADSAS 2008 Calendar for dates.
- Provide all information as requested by designated dental schools.
- Respond promptly to colleges and schools, either to accept or to decline interview invitations and offers of admission.
- Monitor your application status online.
- Promptly update your AADSAS application of any change in contact information before February 15 (notify schools directly after February 15).
- Log off the AADSAS web application after the completion of each entry or review session to protect against unauthorized access of application information submitted to AADSAS.

Technical Requirements

To access the web application online, your computer must meet the following requirements:

- Internet access with a 56K modem or faster.
- MS Internet Explorer (IE) 6.0 or a later release for optimal use of the site. You may also use Netscape 7.01 or higher.
- JavaScript is enabled (default setting for IE and Netscape).
- Cookies are enabled (default setting for IE and Netscape).
- Pop-up windows are used, so pop-up disablers should be disabled (default setting for IE and Netscape).
- 800 x 600 screen resolution (1024 x 768 or larger is preferred).
- It is recommended that the browser window be maximized to take up the entire screen.

Adobe Acrobat Reader is required for viewing and printing forms. You can download and install the latest Acrobat Reader using the following link: <http://www.adobe.com/products/acrobat/readstep2.html>.

Security

Security is a priority at AADSAS. We are committed to protecting the security and confidentiality of your information. We use a combination of state-of-the-art technology and methods to help ensure that your online sessions are secure.

Biographic Information

You may make revisions to this section at any time during the application process. After February 15, 2008 submit all changes directly to your designated dental schools.

Preferred Address

Enter an address where you can most reliably receive any printed AADSAS and dental schools communication. If your address changes at any time during the application process, login to your application and update your address. Keeping your preferred address updated helps assure that you do not miss important information.

Preferred Address Information

Street, Line 1

Enter your Preferred Address. AADSAS and the dental schools will use this address to send you any correspondence. If your address changes at any time during the application process, login to your application and update your address. Keeping your Preferred Address updated helps assure that you do not miss important information.

Street, Line 2

If needed enter an apartment number or additional address information in this field. If not, leave this field blank.

City

Type the name of your city in this field.

State/Province

Select your state or province from the pull down menu.

Country

Select your country from the pull down menu.

Zip Code

Enter your zip or postal code.

County

Enter the name of your county.

Telephone

Provide the phone number where admissions officers can contact you. If your phone number changes, login to your AADSAS application account and update. If you do not live in the United States, enter your local telephone number in this field. You can enter your Telephone Country Code and Telephone City Code in the fields below.

Cell Number

Provide the phone number where admissions officers can contact you. If your phone number changes, login to your AADSAS application account and update.

Fax Number

Enter a fax telephone number, if one is available.

Telephone Country Code (non-U.S.)

If you do not live in the United States, enter your Telephone Country Code.

Telephone City Code (non-U.S.)

If you do not live in the United States, enter your Telephone City Code.

Email Address

Email is the primary mode of communication between AADSAS and applicants. Urgent AADSAS correspondence **will only be sent to you via email**. Be sure to keep your email address updated at all times. It is the applicant's responsibility to regularly check both your email and AADSAS application for important messages from AADSAS. Providing an incorrect email address will result in you not receiving important messages from AADSAS and/or the dental schools.

Some email messages from AADSAS are sent to multiple applicants, which makes some email systems identify AADSAS messages as spam or junk email. Some email providers use filters to prevent users from receiving spam. Email filters may interpret an email from AADSAS or a dental school as spam and automatically delete a message to you about the status of your application. To avoid missing important AADSAS emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have to access a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for AADSAS or dental school related messages. If you do not currently have an email address or are unable to turn off the spam/junk filters described, please establish a new email account.

These are a few free email services for you to consider. (This is not a comprehensive list and does not reflect an endorsement or guarantee of reliable service.)

- Yahoo
- Email.com
- Lycos
- Hotmail

Permanent Address

Enter your permanent and/or legal address information if different from your Preferred Address. Select "same as above" if the information is the same as your Preferred Address. If your permanent address changes, login to your AADSAS application account and update your permanent address online.

Street, Line 1

Enter your Preferred Address. AADSAS and the dental schools will use this address to send you any correspondence. If your address changes at any time during the application process, login to your application and update your address. Keeping your Preferred Address updated helps assure that you do not miss important information.

Street, Line 2

If needed enter an apartment number or additional address information in this field. If not, leave this field blank.

City

Type the name of your city in this field.

State/Province

Select your state or province from the pull down menu.

Country

Select your country from the pull down menu.

Zip Code

Enter your zip or postal code.

County

Enter the name of your county.

Telephone

Provide the phone number where admissions officers can contact you. If your phone number changes, login to your AADSAS application account and update. If you do not live in the United States, enter your local telephone number in this field. You can enter your Telephone Country Code and Telephone City Code in the fields below.

Telephone Country Code (non-U.S.)

If you do not live in the United States, enter your Telephone Country Code.

Telephone City Code (non-U.S.)

If you do not live in the United States, enter your Telephone City Code.

Fax Number

Enter a fax telephone number, if one is available.

Gender

Select Male, Female, or Do not wish to report

Ethnic Identification

Indicate your racial and ethnic identity by selecting one of the categories from the drop-down menu box. If none of the categories apply, select "Other".

American Indian or Alaskan Native
Asian/Pacific Islander/East Asian
Black or African-American
White, non-Hispanic
Hispanic/Latino
Other
Do not wish to report

Place of Birth/Citizenship Information

Enter the full name of the city where you were born. Do not use abbreviations.

Date of Birth

Enter the month-day-year of your birth in the following format: **MM/DD/YYYY**.

City of Birth

Enter the full name of the city where you were born. Do not use abbreviations.

State/Province of Birth

Select the state/province in which you were born from the drop-down menu box. If you were born outside the U.S./Canada, select "No State."

Country of Birth

Select the country in which you were born from the drop-down menu box.

Country of Citizenship

Select your country of citizenship from the drop-down menu box.

State/Province of Legal Residence

Select the state/province of which you are currently a legal resident.

Number of years living in U.S.

Enter the number of years you have been living in the United States.

For non-U.S. Citizens**Helpful Hints**

- If you have any type of Visa, you are not a U.S. Citizen. Refer to the non-U.S. Country codes.
- If you are currently applying for U.S. citizenship, but it has not been granted, you are not a U.S. citizen.
- If you are not a citizen of any country, select "Not Listed" from the drop-down menu box.
- If you are not a U.S. citizen, please report your Visa Information.

U.S. Visa Status

If you are a holder of a U.S. Visa, select the current status of your visa.

Permanent Resident (Green Card)
B-1 or B-2
F1
H1-B
J-1

Other
Currently do not have a U.S. visa status
F2
S2
G

*If you are a **Permanent Resident** you do not have to complete the remaining fields of this section.

U.S. Visa Number

Enter the number that appears on your U.S. Visa.

City of Visa Issue

Enter the full name of the city that issued your Visa. Do not use abbreviations.

Parent and Family Information

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

Complete related questions as thoroughly as possible. If a parent is deceased or unknown, select that option and you do not need to complete questions related to that parent (address, phone number, occupation, legal state of residency, and highest level of education).

Parent 1**Relationship to Applicant**

Select the relationship of parent to the applicant from the drop-down menu box.

Indicate If Parent Is

Select the status of parent from the drop-down menu box: Living, Deceased or Unknown.

Title

Select the prefix from the drop-down menu box.

First Name

Enter the first name of the specified parent.

Last Name

Enter the last name of the specified parent.

Middle Initial

Enter the middle initial of the specified parent.

Street, Line 1

Enter the house number and street name of the permanent address of the specified parent.

Street, Line 2

If needed enter an apartment number or additional address information in this field. If not, leave this field blank.

City

Type the name of the parent's city of residence in this field.

State/Province

Select the state or province from the pull down menu.

Country

Select the country from the pull down menu.

Zip Code

Enter the zip or postal code.

Telephone

Provide the phone number of the specified parent. If parent does not live in the U.S. enter the local telephone number of the country where the parent resides. You can enter the Telephone Country Code and Telephone City Code in the below fields below.

Telephone Country Code (non-U.S.)

If this parent does not live in the United States, enter the Telephone Country Code.

Telephone City Code (non-U.S.)

If this parent does not live in the United States, enter the Telephone City Code.

Occupation

Enter the occupation of the specified parent.

Education

Select the level of education completed by the specified parent from the drop-down menu box.

Parent 2**Relationship to Applicant**

Select the relationship of parent to the applicant from the drop-down menu box.

Indicate If Parent Is

Select the status of parent from the drop-down menu box:

- Living
- Deceased
- Unknown

Title

Select the prefix from the drop-down menu box.

First Name

Enter the first name of the specified parent.

Last Name

Enter the last name of the specified parent.

Middle Initial

Enter the middle initial of the specified parent.

Street, Line 1

Enter the house number and street name of the permanent address of the specified parent.

Street, Line 2

If needed enter an apartment number or additional address information in this field. If not, leave this field blank.

City

Type the name of the parent's city of residence in this field.

State/Province

Select the state or province from the pull down menu.

Country

Select the country from the pull down menu.

Zip Code

Enter the zip or postal code.

Telephone

Provide the phone number of the specified parent. If parent does not live in the U.S., enter the local telephone number of the country where the parent resides. You can enter the Telephone Country Code and Telephone City Code in the below fields below.

Telephone Country Code (non-U.S.)

If the parent does not live in the United States, enter the Telephone Country Code.

Telephone City Code (non-U.S.)

If the parent does not live in the United States, enter the Telephone City Code.

Occupation

Enter the occupation of the specified parent.

Education

Select the level of education completed by the specified parent from the drop-down menu box.

Siblings

Indicate the number of brothers and sisters you have. Enter 9 if you have 9 or more.

Secondary (High) School Information

You will not be able to revise this section after e-submitting your application to AADSAS. Review your entries carefully before submitting.

School Name

Enter name of the high school from which you graduated. Enter "home-schooled" if you received in-home private tutoring. If you did not graduate from high school, but received your General Equivalency Diploma, enter "GED."

City

Enter the city name where your high school is located. If you were home-schooled and/or obtained a GED, indicate the city where your secondary education took place.

County

Enter the name of the county where your high school is located. If you were home-schooled and/or obtained a GED, indicate the county where your secondary education took place.

State or Country

Select the state or country of high school graduation from the drop-down menu box. If you were home-schooled and/or obtained a GED, indicate the state where your secondary education took place. Indicate the state if you completed your secondary education in the U.S. or Canada. Indicate the country if you completed your secondary education outside the U.S. or Canada.

Year of Graduation

Enter the year you graduated from high school or completed your secondary education.

Colleges Attended

You will not be able to revise this section after e-submitting your AADSAS application. However, you will be able to add newly completed courses during the [Academic Update](#) period. Review your entries carefully before submitting.

List all undergraduate, graduate and professional institutions you have attended or plan to attend through the completion of Summer 2008. Enter all colleges and universities you attended EVEN IF THE COURSES are not required for admission to dental school or if they transferred to another institution. Include non-degree programs. If you attended foreign institutions, select "Non-U.S. Canadian (Foreign) College/University", code #444444. Enter each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance.

AADSAS requires a separate official transcript from each U.S. and Canadian institution attended, including branch campuses if they issue transcripts separately from the parent university. All transcripts must arrive at the AADSAS Transcript Processing Department by the application deadline dates of your designated schools.

If your transcript arrives at the AADSAS Transcript Processing Department after a school's AADSAS deadline, but you submitted your application and paid your fee by the deadline, AADSAS will still send your application to the school. However, it is the school's decision whether they will consider your application.

Name of College or University

- Select "Find a College"
- Select the appropriate state or college group
- Select your college or university
- If you do not see your institution in the list, check to see if it may be listed under an alternate name. If your institution is not listed, select "Not Listed US/Canadian Institution" and contact AADSAS Customer Service at 800-353-2237, 202-289-8123, or csraadsas@adea.org. A Customer Service Representative will inform you of next steps to take.
- If you attended a foreign institution, select "Non-US Canadian (Foreign) Institution."

Dates of Attendance

Enter the beginning and ending dates of attendance, or anticipated end date, regardless of gaps in attendance.

1st Degree

If you earned a degree from the institution, select the appropriate degree from the list. If you did not earn a degree from the institution, select "None."

1st Degree Status

Select the status of first degree for this institution at the time you submit your application to AADSAS. Select "No Degree Planned," "Degree Expected," or "Degree Awarded."

Date 1st Degree Earned or Anticipated

Enter the date you earned or expect to earn the first degree. If you will not earn a degree from this institution, leave the field blank.

Major 1st Degree

Enter official major course of study at the institution, if applicable. Select "No Major" if none.

2nd Major for 1st Degree

Enter official major course of study at the institution. For instance, you completed a double major as an undergraduate student. Select "No Major" if you did not have a second major.

2nd Degree from Same Institution

If you earned a second degree from the same institution, select the second degree from the list provided. For example, you earned an Associate's degree from ABC University and subsequently a Bachelor's degree from ABC University. Enter your Bachelor's degree information from ABC University in this section. (However, if you earned your Associate's degree from ABC University and your Bachelor's degree from XYZ university, do not list your Bachelor's degree here; list it when you are entering degree information for XYZ university.)

2nd Degree Status

Select the status of your second degree for this institution. Select "No Degree Planned," "Degree Expected," or "Degree Awarded."

Date 2nd Degree Earned or Anticipated

Enter the date you earned or expect to earn the second degree from the same institution. If you will not earn a degree from this institution, leave the field blank.

Major for 2nd Degree from Same Institution

Enter major or course of study for the second degree, if earned from the same institution.

2nd Major for 2nd Degree from Same Institution

Enter 2nd major for your 2nd degree. If you did not have a second major, indicate "none."

Dental Certificate Earned

If you have earned a professional certificate in the field of dentistry, select the type of earned certificate from the drop-down menu box.

Transcripts

Carefully read all instructions regarding the submission of transcripts for the specified types of coursework: (1) U.S. and Canadian institutions, (2) Study Abroad, (3) International (Foreign non-English speaking), and (4) U.S. overseas institutions.

Arrange for the AADSAS Transcript Processing Department to receive all of your official transcripts by the application deadline date (5:00pm EASTERN time). AADSAS will forward your verified application to your designated schools even if your transcripts arrive after the deadline date. It is at the discretion of the school if they consider your application thereafter.

AADSAS strongly recommends that you request personal copies of your transcripts for use in completing the Courses Completed section of your application. However, AADSAS does not use student-issued copies of transcripts to verify application data.

All transcripts received by the AADSAS Transcript Processing Department are for verification purposes only. AADSAS will not forward copies of transcripts to your designated dental school(s). If your designated dental school(s) requires an official transcript, you must request an official transcript be sent directly from the issuing institution.

Transcript Matching Form

The Colleges Attended section of the AADSAS application allows you to print Transcript Matching Forms. AADSAS strongly recommends that you print and advise your registrar's office to attach a Transcript Matching Form to each official transcript. This form helps AADSAS properly match your official transcripts to your AADSAS application. If your current name is different from the name listed on your transcript, you **MUST** include both your current and former name on the Transcript Matching Form.

Do **not** use forms from previous AADSAS application cycles. They will not be accepted. Using forms from previous application cycles will delay the processing of your application.

How to Print a Transcript Matching Form

1. Login to your AADSAS application; select the Colleges Attended folder from the Application Checklist, select Transcript Matching Form (→) located to the left of each college attended.
2. Download and print the PDF version of the Transcript Matching Form.
3. Complete the form and submit to each Registrar Office of every accredited U.S. and Canadian college/university you have attended. Print a copy for each college and university attended. Each institution's name is pre-printed on the Transcript Matching Form.

4. Be sure to advise the Registrar Office to enclose the Transcript Matching Form with your official sealed transcript and mail it directly to the AADSAS Transcript Processing Department. AADSAS has difficulties matching official transcripts that are not accompanied by the Transcript Matching Form, which can result in a delay in processing your application.

All **U.S./Canadian and U.S. overseas transcripts** should be sent to:

**AADSAS Transcript Processing Department
P.O. Box 9110
Watertown, MA 02471**

Overnight Express address only:

**AADSAS Transcript Processing Department
c/o Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472**

U.S. Transcripts

AADSAS **will not** accept student-issued transcripts or transcripts sent by an applicant.

1. Transfer credit(s) appearing on a transcript cannot be accepted in lieu of an original transcript from the institution where the coursework was originally taken. Send transcripts for all post-secondary institutions you have attended regardless of whether course credit transferred to another college or university and appears on that transcript.
2. Arrange for a sealed official transcript to be sent directly to the AADSAS Transcript Processing Department from every accredited U.S. and Canadian institution you have attended.
3. Arrange for the AADSAS Transcript Processing Department to receive all of your official transcripts by the application deadline date set by your designated dental schools. A dental school may choose not consider your application for admission if AADSAS receives your transcripts late; however, AADSAS will verify coursework and forward your application to all designated dental schools even if your transcript is received late.
4. Obtain a personal copy of each transcript for your records and properly complete the Coursework section of your application.
5. It is your responsibility to verify and ensure that AADSAS has received all of your official transcripts. Check the status of your transcripts regularly by logging into your AADSAS application, select Status on the horizontal tool bar, and select Transcripts.

Canadian Transcripts

Follow steps 1 – 5 above to have your English-speaking Canadian transcripts to be sent to AADSAS.

Canadian transcripts written in French must be submitted according to the international (foreign) transcript requirements.

Study Abroad

If you participated in a Study Abroad program under the sponsorship of a U.S. or Canadian institution and the international coursework appears on the U.S./Canadian transcript as regular itemized credit, only list the U.S. or Canadian institution on your AADSAS application. DO NOT list the international (foreign) institution. Arrange for only the U.S. or Canadian transcript to be sent to the AADSAS Transcript Processing Department. AADSAS processes study-abroad coursework in the same manner as U.S. and Canadian coursework.

Overseas U.S. Institutions

Overseas U.S. institutions are:

1. Located outside U.S. borders,
2. Accredited by a regional institutional accrediting agency recognized by the US Department of Education, and
3. Use English as the primary language of instruction and documentation.

If you attended an overseas U.S. institution, report it to AADSAS in the same manner as your U.S. and (English-speaking) Canadian institutions and have an official sealed transcript sent to AADSAS. List all coursework on your AADSAS application. U.S. institutions with campuses overseas are also considered U.S. colleges for which transcripts are required and all coursework must be listed.

International Transcripts

Enter coursework taken at all international colleges/universities in the Coursework section. Be sure to designate that the coursework is "Foreign" under the **Find a College**. Although AADSAS permits you to list foreign coursework in your application, AADSAS does not verify this coursework for authenticity and does not use grades from international transcripts in computing GPA's.

You are required to submit one transcript from every international college/university you have attended. AADSAS also encourages international applicants to submit a copy of any evaluation of international coursework that has been completed by an official credential evaluation service.

AADSAS forwards a photocopy of your international transcript and evaluation to your designated dental school.

All **international (foreign) transcripts** and transcript evaluations should be sent to:

AADSAS International Transcript Processing Department
c/o Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472

How to Identify Coursework

Report ALL coursework completed at U.S., U.S. overseas, and Canadian institutions exactly as it appears on your transcript(s).

Include information and corresponding grades for every course you have ever taken at any U.S., U.S. overseas or Canadian institution, regardless of whether credit was earned. All courses that appear on your transcripts and for which a grade and credit were ever assigned will be included in the AADSAS GPA calculations, even if they are not included in the GPA calculations of the transcript-issuing school. This includes, but is not limited to:

- Courses that have been repeated
- Courses that you failed, regardless of whether they have been repeated
- Courses you took in high school for college credit that appear on a college transcript
- Courses taken at American colleges overseas

Use a personal copy of your transcripts to enter ALL of your college coursework attempted and earned (do not attempt to do this from memory). Enter courses chronologically, beginning with the oldest transcript to most recent. List all courses from a single transcript before you enter courses from the next transcript. Enter each course once from the transcript where it was originally taken, even if the credits transferred to another institution.

AADSAS verifies your self-reported courses against your official transcripts and will report any discrepancies to your selected dental institutions. AADSAS does not enter courses for you. AADSAS will contact you and return your application for corrections or explanations if it identifies a significant number of course discrepancies or omissions. Failure to properly enter all course information and to make corrections as requested may result in processing delays and you may jeopardize your chances for admission.

Distinguishing coursework completed outside of the U.S./Canada

- **Study Abroad:** List all Study Abroad courses that appear on a U.S. or Canadian transcript in English with itemized grades and credit hours in this “Coursework” section. For each Study Abroad course, select the name of the U.S. or English-speaking Canadian institution in which the Study Abroad credit and grades appear. If the U.S. or Canadian transcript does not itemize the grades and/or credits for study abroad, follow policies for international (foreign) coursework below.
- **International (Foreign) Institution:** If you attended an international (foreign) institution (non-English speaking) enter the coursework exactly as it appears on your transcript. Courses completed outside of a U.S. institution or U.S. overseas institution will not be verified by the Transcript Processing Department. All foreign transcripts will be photocopied and forwarded to your designated dental schools. All foreign applicants are encouraged to have their transcripts evaluated by an official credential agency.
- **Overseas U.S. Institution:** If you attended a U.S. Overseas institution, list all courses attempted and credits earned in this section. AADSAS will consider coursework from an overseas U.S. institution in the same manner as U.S. and Canadian course work written in English.

College Sessions Completed

You will not be able to update this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

To enter college sessions that you have completed, select “Add a new COMPLETED session” from the Coursework screen. Enter college sessions in chronological order. Within each term, list the courses in the order in which they appear on the official transcript.

Institution

Select from the list of institutions from the drop-down menu. You will notice that the options include all the colleges and universities you listed in the Colleges Attended section.

Academic Status

Indicate if this session was completed for credit as an Undergraduate, Graduate, Post BA/BS Undergraduate, or Professional course of study from the drop-down menu.

Term

Indicate when the term occurred: Fall, Spring, Summer I, Summer II, Winter, or Interim term, from the drop-down menu.

***A note about Summer I and Summer II:**

Many individuals apply through AADSAS during the summer months, and are also taking courses that conclude at various times throughout the summer. Applicants are encouraged to provide information about completed summer courses that have already been posted to your transcript in the Summer I term and designate any summer courses that have not been completed by the application submission data as "Summer II" in the "Planned/In Progress" section.

Term Type

Indicate if the session was completed in a quarter, semester, trimester or unit credits from the drop-down menu.

Year

Select the year in which this session began from the drop-down menu.

College Courses Completed

You will not be able to update this section after e-submitting your AADSAS application. [Review your entries carefully before submitting.](#)

Enter college sessions in chronological order. Within each term, list courses in the order in which they appear on the official transcript.

***Applicants listing international coursework:** Refer to special instructions in this section for completing this section if you are listing coursework completed at a Non-US/Canadian institution.

Course Title

Enter the full course title as it appears on the official transcript for the "college attended" listed at the top of the screen.

Course Prefix and Number

Enter the course Prefix and Number exactly as it appears on the official transcript (e.g. CHEM 101).

Course Level

Review the back of your institution transcript to distinguish the course level.

Lower division - Courses described as freshman and sophomore level of study (e.g. 100 or 200 level courses).

Upper division - Courses described as junior and senior level of study (e.g. 300 or 400 level courses).

Graduate - Courses taken for graduate credit.

Professional - Courses taken at the professional school level (i.e., dental school, medical school, law school, pharmacy school)

Vocational - Courses taken in a vocational or technical program, generally at a community college or vocational school.

Remedial - Courses taken at the undergraduate level but for which college credit is not offered; remedial courses are usually designed to prepare a student academically for a lower division course (e.g., math review course to prepare a student to take Algebra I in college).

Grade

Click the grade hotlink to select the grade for the course exactly as it appears on your college transcript.

AADSAS Grade

CONVERT the grade on your transcript to the correct standardized letter grade. Check the grading scheme on your transcript to determine the equivalent letter grade. If it is a non-graded course, select "None." (In most situations, the letter grade on your transcript will be the same as your AADSAS grade. Your AADSAS grade will be different if your transcript uses a numbering system, or some other non-traditional grading system.)

Credits

Enter the number of credits ATTEMPTED for this course.

Course Subject

Select the course subject from the drop-down menu box that best describes the course content.

Special Classifications

Indicate if the course you are entering has any of the Special Classifications designations. Leave this section blank if the course being entered does not have a special classification. Special Classifications are:

- Not Applicable
- Repeated Course
- Incomplete
- Distance Learning/Online Course
- Honors
- Study Abroad
- Advanced Placement/CLEP
- International Baccalaureate
- Credit by Institutional/Departmental Exam

Repeated Course

A repeated course is one that you have taken more than once, regardless of the reason. Both the original and the repeated course are included in the computation of the AADSAS undergraduate grade point average. Enter the "repeated course" the second (and third or more) time you enter the course. Do not enter "repeated course" for the first time you took the course.

Incomplete

To be recorded for any course for which you received a grade of "Incomplete." Incomplete credit hours have no effect on the grade point average or total credit hours earned.

Distance Learning/Online Course

Indicate if the course you are entering was completed as an on-line, correspondence or other form of learning at a distance. Distance learning/online courses are considered for credit and grades earned are computed into the AADSAS GPA.

Honors

An honors course is one taken as part of an undergraduate honors program, not a course for which you may have received academic honors. This designation may not be used to indicate a grade of H; an H must be converted to the AADSAS system using the Grading Systems Conversion Table.

Study Abroad

Indicate if you enrolled in courses at a foreign university as part of a Study Abroad program, and received credit for those courses on a U.S. or Canadian dental school transcript. (Courses completed overseas that are not part of a Study Abroad program should be treated as foreign transcripts and will not be included in the GPA computation.)

Advanced Placement/CLEP

Indicate if you have received credits on your transcript were received from Advanced Placement or CLEP examinations.

International Baccalaureate

Indicate if you have received credits on your transcript for completion of an International Baccalaureate Program, an intensive pre-college curriculum sponsored by the International Baccalaureate Organization.

Credit by Institutional/Departmental Exam

Indicate if you have received credits on your transcript for successful completion of an institutional or departmental examination.

***Special instructions for the applicants listing international courses:** Applicants with international coursework should enter their coursework information below as accurately as possible. As a reminder, credit hours and grades for international coursework are not verified by AADSAS and are not used in calculating grade point averages. Copies of Non-US/Canadian transcripts and transcript evaluations are sent to the dental schools in your application.

Course Title: Indicate the title of the course, either as it appears on your translated transcript, or on your transcript evaluation.

Course Prefix and Number: Indicate N/A for not available.

Course Level: Indicate N/A for not available.

Grade: Enter the grade as it appears either on your transcript or on your transcript evaluation.

AADSAS Grade: Convert the grade to an AADSAS grade, using your best judgment to make this conversion. Your transcript evaluation may be helpful. For example, if you earned a grade of 98 on your official transcript, has that numeric grade been converted into a letter grade? If you are unable to make a definitive conversion of grades, use your best judgment in converting the grade on your transcript into an AADSAS grade.

Credits: Enter the number of credits you received for the course, as reflected in semester hours. Your transcript evaluation may be useful in converting clock hours or other units of measurement into semester hours. If you are unable to make a definitive conversion to semester hours, use your best judgment in providing this information.

Course Subject

Use your best judgment to classify your courses as **Biology, Chemistry, Physics, Other Science** (Sciences other than biology-chemistry-physics), or **Non Science**. Use the examples below as guidelines.

Biology:

Examples: Anatomy
Biochemistry (if offered by a biology department)
Biology
Biophysics (if offered by a biology department)
Botany
Genetics
Medicine
Microbiology
Neuroscience
Pathology
Pharmacy/Pharmacology (could also be classified as Chemistry)
Physiology
Zoology

Chemistry:

Examples: Biochemistry (if offered by a chemistry department)
Chemistry
General Chemistry
Inorganic Chemistry
Organic Chemistry

Physics:

Examples: Biophysics (if offered by a physics department)
Physics

Other Science Courses (Other science courses that do not fall under the categories of Biology, Chemistry or Physics)

Examples: Agriculture
Animal Sciences
Astronomy
Audiology
Clinical Sciences
Dental Hygiene
Nutrition
Engineering
Health Technology
Geology
Kinesiology
Mathematics
Nursing
Physical Sciences
Plant Sciences
Sports Sciences

Non-Science Courses (Humanities, Social Sciences, Health Services, Business and miscellaneous courses)

Examples: Anthropology

Art
Behavioral Sciences
Business
Communications
Economics
Education
English
Foreign Languages
Forensic Sciences
Geography
History Humanities
Music
Physical Education
Political Science
Psychology
Public Affairs/Administration
Public Health
Social Sciences
Sociology
Social Work
Speech
Sports Administration

Sometimes a specific course should be classified as BCP even though it is not taught in a BCP or Other Science department. For example:

- A student may take an upper-level psychology course such as "The Physiology of the Brain" that is heavily based in the biological sciences; that course can be counted as a BCP course, even though it was offered through the Department of Psychology, a "Non Science" department.
- An engineering student took Chemistry for Engineers. This course can be considered a BCP course, even though it was offered through the College of Engineering, an "Other Science" department.
- A dental hygiene student took these two courses:
 - Principles of Pathology, a course offered through the Department of Dental Hygiene. This course can be considered a BCP course, even though it was offered through Dental Hygiene, an "Other Science" department.
 - Treating Pediatric Patients, another Dental Hygiene course would be considered an "Other Science" course because its focus is primarily clinical.
- A medical technology student took these two courses:
 - Hematology, a course offered through the Department of Medical Technology. This course can be considered a BCP course, because it deals with the anatomy and physiology of the circulatory system. Even though it was offered through the Department of Medical Technology, an "Other Science" department, it would be considered BCP.

- Clinical Laboratory Safety and Phlebotomy, two other Medical Technology courses would be considered "Other Science" courses because their focus is primarily clinical.

The AADSAS Transcript Processing Department will verify each course subject after receipt of your official transcripts. If you notice any discrepancies after verification has been completed and your GPAs are computed, contact Customer Service Representatives (csraadsas@adea.org).

College Sessions Planned or In Progress

You will not be able to update this section after e-submitting your AADSAS application. However, you will be able to update this section during the [Academic Update](#) period. Review your entries carefully before submitting.

Enter college sessions and courses in progress or planned through the completion of the Summer 2008 term. Use the college catalog or transcript to properly enter the course information as thoroughly as possible. Coursework from foreign universities should not be listed in this section.

Dental school admissions officers use the information from the College Courses Planned or In Progress section to develop an understanding of your educational plans between the date of application and the start of dental school. They realize that plans change, courses may not be available as planned, etc., and generally use this information only as a guide to your intentions.

During the Academic Update period, you will be invited to update the Courses Planned/In Progress section of your AADSAS application. You will be granted access for a specified period of time to enter grades, indicate course changes, etc. An Academic Update, incorporating your updated information, will be produced and sent to your designated dental schools. You will receive notification and more detailed instructions about the Academic Update process 30 days prior to its initiation.

IMPORTANT: All Academic Update courses and grades must be verified by AADSAS. Use the AADSAS Transcript Matching Form to arrange for a new transcript to be sent to the AADSAS Transcript Processing Department.

To enter college sessions that you have not yet completed, select "Add a new PLANNED/IN-PROGRESS session" from the Coursework screen. Enter college sessions in chronological order.

***Special instructions for the applicants listing international courses:**

Applicants with international coursework should enter their coursework information below as accurately as possible. As a reminder, credit hours and grades for international coursework are not verified by AADSAS and are not used in calculating grade point averages. Copies of Non-US/Canadian transcripts and transcript evaluations are sent to the dental schools in your application.

Institution

Select from the list of institutions from the drop-down menu. You will notice that the options include all the colleges and universities you listed in the Colleges Attended section.

Academic Status

Indicate if this session will be completed for credit as an Undergraduate, Graduate, Post BA/BS Undergraduate, or Professional course of study from the drop-down menu.

Term

Indicate when the term will occur: Fall, Spring, Summer I, Summer II, Winter, or Interim term, from the drop-down menu.

Term Type

Indicate if the session will be completed in a quarter, semester, trimester or unit credits from the drop-down menu.

Year

Select the year in which this session will be completed from the drop-down menu.

College Courses Planned or In Progress

You will not be able to update this section after e-submitting your AADSAS application. However, you will be able to update this section during the academic update period. Review your entries carefully before submitting.

Course Title

Enter the full course title as it appears on the official transcript for the "college attended" listed at the top of the screen.

Course Prefix and Number

Enter the course Prefix and Number exactly as it appears on the official transcript (e.g. CHEM 101).

Course Level

Lower division - Courses described as freshman and sophomore level of study (e.g. 100 or 200 level courses).

Upper division - Courses described as junior and senior level of study (e.g. 300 or 400 level courses).

Graduate - Courses taken at the post-baccalaureate level of study for graduate credit.

Professional - Courses taken at the professional school level (i.e., dental school, medical school, law school, pharmacy school)

Vocational - Courses taken in a vocational or technical program, generally at a community college or vocational school.

Remedial - Courses taken at the undergraduate level but for which college credit is not offered; remedial courses are usually designed to prepare a student academically for a lower division course (e.g., math review course to prepare a student to take Algebra I in college).

Credits

Enter the number of credits ATTEMPTED for this course.

Course Subject

Select the course subject that best describes the course content.

Special Classifications

Indicate if the course you are entering has any of the Special Classification designations. Leave this section blank if the course being entered does not have a special classification. Special Classifications are:

- Not Applicable
- Repeated Course
- Incomplete
- Study Abroad
- Advanced Placement/CLEP
- International Baccalaureate

- Distance Learning/Online Course
- Honors
- Credit by Institutional/Departmental Exam

Repeated Course

A repeated course is one that you have taken more than once, regardless of the reason. Both the original and the repeated course are included in the computation of the AADSAS undergraduate grade point average. Enter the "repeated course" the second (and third or more) time you enter the course. Do not enter "repeated course" for the first time you took the course.

Incomplete

To be recorded for any course for which you received a grade of "Incomplete." Incomplete credit hours have no effect on the grade point average or total credit hours earned.

Distance Learning/Online Course

Indicate if the course you are entering was completed as an on-line, correspondence or other form of learning at a distance. Distance learning/online courses are considered for credit and grades earned are computed into the AADSAS GPA.

Honors

An honors course is one taken as part of an undergraduate honors program, not a course for which you may have received academic honors. This designation may not be used to indicate a grade of H; an H must be converted to the AADSAS system using the Grading Systems Conversion Table.

Study Abroad

Indicate if you enrolled in courses at a foreign university as part of a Study Abroad program, and received credit for those courses on a U.S. or Canadian dental school transcript. (Courses completed overseas that are not part of a Study Abroad program should be treated as foreign transcripts and coursework information should not be provided in this section.)

Advanced Placement/CLEP

Indicate if you have received credits on your transcript were received from Advanced Placement or CLEP examinations.

International Baccalaureate

Indicate if you have received credits on your transcript for completion of an International Baccalaureate Program, an intensive pre-college curriculum sponsored by the International Baccalaureate Organization.

Credit by Institutional/Departmental Exam

Indicate if you have received credits on your transcript for successful completion of an institutional or departmental examination.

***Special instructions for the applicants listing international courses:**

Applicants with international coursework should enter their coursework information below as accurately as possible. As a reminder, credit hours and grades for international coursework are not verified by AADSAS and are not used in calculating grade point averages. Copies of Non-US/Canadian transcripts and transcript evaluations are sent to the dental schools in your application.

Course Title: Indicate the title of the course, either as it appears on your translated transcript, or on your transcript evaluation.

Course Prefix and Number: Indicate N/A for not available.

Course Level: Indicate N/A for not available.

Grade: Enter the grade as it appears either on your transcript or on your transcript evaluation.

AADSAS Grade: Convert the grade to an AADSAS grade, using your best judgment to make this conversion. Your transcript evaluation may be helpful. For example, if you earned a grade of 98 on your official transcript, has that numeric grade been converted into a letter grade? If you are unable to make a definitive conversion of grades, use your best judgment in converting the grade on your transcript into an AADSAS grade.

Credits: Enter the number of credits you received for the course, as reflected in semester hours. Your transcript evaluation may be useful in converting clock hours or other units of measurement into semester hours. If you are unable to make a definitive conversion to semester hours, use your best judgment in providing this information.

Course Subject

Use your best judgment to classify your courses as **Biology, Chemistry, Physics, Other Science** (Sciences other than biology-chemistry-physics), or **Non Science**. Use the examples below as guidelines.

Biology:

Examples: Anatomy

Biochemistry (if offered by a biology department)

Biology

Biophysics (if offered by a biology department)

Botany

Genetics

Medicine

Microbiology

Neuroscience

Pathology

Pharmacy/Pharmacology (could also be classified as Chemistry)

Physiology

Zoology

Chemistry:

Examples: Biochemistry (if offered by a chemistry department)

Chemistry

General Chemistry

Inorganic Chemistry

Organic Chemistry

Physics:

Examples: Biophysics (if offered by a physics department)

Physics

Other Science Courses (Other science courses that do not fall under the categories of Biology, Chemistry or Physics)

Examples: Agriculture

Animal Sciences

Astronomy
Audiology
Clinical Sciences
Dental Hygiene
Nutrition
Engineering
Health Technology
Geology
Kinesiology
Mathematics
Nursing
Physical Sciences
Plant Sciences
Sports Sciences

Non-Science Courses (Humanities, Social Sciences, Health Services, Business and miscellaneous courses)

Examples: Anthropology

Art
Behavioral Sciences
Business
Communications
Economics
Education
English
Foreign Languages
Forensic Sciences
Geography
History Humanities
Music
Physical Education
Political Science
Psychology
Public Affairs/Administration
Public Health
Social Sciences
Sociology
Social Work
Speech
Sports Administration

Sometimes a specific course should be classified as BCP even though it is not taught in a BCP or Other Science department. For example:

- A student may take an upper-level psychology course such as "The Physiology of the Brain" that is heavily based in the biological sciences; that course can be counted as a BCP course, even though it was offered through the Department of Psychology, a "Non Science" department.
- An engineering student took Chemistry for Engineers. This course can be considered a BCP course, even though it was offered through the College of Engineering, an "Other Science" department.
- A dental hygiene student took these two courses:

- Principles of Pathology, a course offered through the Department of Dental Hygiene. This course can be considered a BCP course, even though it was offered through Dental Hygiene, an "Other Science" department.
- Treating Pediatric Patients, another Dental Hygiene course would be considered an "Other Science" course because its focus is primarily clinical.
- A medical technology student took these two courses:
 - Hematology, a course offered through the Department of Medical Technology. This course can be considered a BCP course, because it deals with the anatomy and physiology of the circulatory system. Even though it was offered through the Department of Medical Technology, an "Other Science" department, it would be considered BCP.
 - Clinical Laboratory Safety and Phlebotomy, two other Medical Technology courses would be considered "Other Science" courses because their focus is primarily clinical.

The AADSAS Transcript Processing Department will verify each course subject after receipt of your official transcripts. If you notice any discrepancies after verification has been completed and your GPAs are computed, contact Customer Service Representatives (csraadsas@adea.org).

DAT Scores

You can make revisions to this section at any time during the application process. After February 15, 2008 submit all changes directly to your designated dental schools.

Enter the most recent or future DAT test dates in the spaces provided. Enter the appropriate DAT scores for either the U.S. or Canadian DAT exams.

Send **official** DAT score reports directly to your designated dental schools. Do not send official DAT score reports to AADSAS. AADSAS does **not** forward official DAT score reports to your designated school, or return them to you.

The Dental Admission Test (DAT) is conducted by the American Dental Association (ADA). For more detailed information about the DAT contact the ADA at (800) 621-8099 or go to <http://www.ada.org>.

Background Information

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

Q1. Describe any activities requiring manual dexterity (e.g. activities requiring hand-eye coordination such as cross-stitching, sewing, art, crafts, playing musical instruments, auto repair, etc.) at which you are proficient.

Q2. Do you have any relatives who are dentists, are in dental school, or who have studied or are studying Dental Hygiene, Dental Assisting, Dental Laboratory Technology or related dental fields? (Yes/No)

If yes, indicate name, relationship, and name of school, dental degree or certificate, year of graduation or expected graduation.

Q3. The purpose of this question is to learn about any supplemental academic enrichment programs in which you have been involved to prepare for dental school. You may list programs experienced in high

school and/or college that may include (but are not limited to): summer academic enrichment programs targeted to disadvantaged students; DAT preparation courses offered by an academic institution or commercial entity, and post-baccalaureate programs.

- Name of program
- Brief description of program
- Total number of hours over span of experience
- Month of start date
- Year of start date
- Month of end date
- Year of end date

Q4. Have you ever been dismissed, disqualified, suspended, put on probation, or otherwise been subject to disciplinary action at any college or university in connection with your academic performance? (Yes/No)

If you answered “yes”, enter an explanation here regarding each such disciplinary action. Include (1) a brief description of the incident that was the basis for the disciplinary action, (2) the specific charge(s) made, (3) the disciplinary action taken, and (4) a reflection on the experience and how the experience has affected your life.

Note: Answering “yes” will not automatically disqualify you for admission to a dental program. Many individuals learn from the past and emerge stronger as a result. Full disclosure enables programs to evaluate more effectively within the context of your credentials. Failure to provide accurate information in response to this question may jeopardize your application to dental school.

Q5. Have you ever been dismissed, expelled, found to have violated an honor code, disqualified, suspended, put on probation, or otherwise been subject to disciplinary action at any college/university in connection to misconduct? Yes/No

If you answered “yes”, enter an explanation here regarding each violation. Include (1) a brief description of the incident, (2) the specific charges(s) made, (3) the disciplinary action taken, and (4) a reflection on the experience and how the experience has affected your life.

Note: Answering “yes” will not automatically disqualify you for admission to a dental program. Many individuals learn from the past and emerge stronger as a result. Full disclosure enables programs to evaluate more effectively within the context of your credentials. Failure to provide accurate information in response to this question may jeopardize your application to dental school.

Q6. Have you ever applied to dental school prior to the present application cycle? (Yes/No)

If yes, include the name of schools to which you applied and year(s) of application. If accepted/enrolled, indicate dates of enrollment.

Q7. Have you previously, or are you currently applying to a health profession school other than dental school? (Yes/No)

If yes, indicate school(s), type of program, year applied, and also indicate if you were accepted and/or enrolled.

Q8. Has your education ever been interrupted or affected adversely for reasons other than deficiencies in conduct or academic performance? (Yes/No)

If yes, please explain.

Awards, Honors, Scholarships

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

The purpose of this section is to highlight any special accolades you have received. List awards, honors scholarships in order of importance to you. You may include awards, etc. from high school and college, but keep in mind that college accomplishments are given higher priority by many admissions committees.

Name of Award, Honor or Scholarship

List the full name of the award, honor or scholarship.

Sponsoring Organization

List the name of the organization that presented the award, honor or scholarship to you.

Month Received or Awarded

Select the month received from the drop-down menu.

Year Received or Awarded

Select the year received from the drop-down menu.

Dentistry Experience: Paid/Volunteer/Job Shadowing

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

The purpose of this section is to demonstrate to admissions committees the extent of your knowledge, background and experiences with the dental profession. List any experiences you have had in order of importance to you. You will be prompted to provide a brief description of the activity, including start and end dates, and to indicate whether the position was paid, volunteer, job shadowing or other. If you are still participating in the experience, leave the end dates blank.

Name of Supervisor

First and last name of the person to whom you directly reported.

Position Title

Name of the position you held.

Brief Description of Activities

Describe your job responsibilities and duties. (limited to 175 characters including spaces)

Total Number of Hours

Enter the total hours engaged in this experience.

Position Type (select all that apply)

- Paid
- Volunteer
- Job Shadowing
- Other

Month of Start Date

Enter the month you started the position.

Year of Start Date

Enter the year that corresponds with the month you started the position.

Month of End Date (If still employed leave blank)

Enter the month you stopped working in this position.

Year of End Date (If still employed leave blank)

Enter the year that corresponds with the month you stopped working in this position.

Extracurricular/Volunteer/Community Service

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

List any related activities in order of importance to you. You may include activities from high school and college, but keep in mind that accomplishments during college are given higher priority by many admissions committees.

Name of Organization

Enter the name of the organization with which you performed extracurricular, volunteer or community service.

Position Title/Brief Description

Enter the title of the position you held and a brief description of your responsibilities and duties (limited to 175 characters, including spaces).

Total Number of Hours Over Span of Experience

Enter the total number of hours volunteered while at the listed organization.

Month of Start Date

Enter the month you began your association with the organization.

Year of Start Date

Enter the year that corresponds with the month you began your association with the organization.

Month of End Date

Enter the month your relationship with the organization ended. (If still employed leave blank.)

Year of End Date

Enter the year that corresponds with the month your relationship ended with the organization. (If still associated leave blank.)

Work Experience (Including Military Service)

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

Enter any paid work experience, including military service. List experience in order of importance to you. List each activity only once. Do not repeat any activities listed in the previous section. You may list up to 5 experiences. If still employed, estimate future end date. If listing military experience include (anticipated) discharge date and type of discharge.

Name of Employer

Enter the name of the business name of the employer for whom you worked.

Position Title

Enter the title of the position you held.

Brief Description

Include details about your responsibilities and duties (limited to 175 characters, including spaces).

Total Number of Hours

Enter the amount of hours you worked at the listed employer throughout your experience.

Month of Start Date

Enter the month you began working at the employer.

Year of Start Date

Enter the year that corresponds with the month you began working at the employer.

Month of End Date

Enter the month you ending your working relationship with the employer ended. (If still employed leave blank.)

Year of End Date

Enter the year that corresponds with the month your working relationship ended with the employer. (If still employed leave blank.)

Research Experience

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

Enter any paid or volunteer research experience. List experience in order of importance to you. List each activity only once. Do not repeat any activities listed in the previous section. You may list up to 5 research experiences.

Principal Investigator

Indicate the name of the lead person on this project.

Location of Research Project

Indicate the university or site location where the project took place.

Position Title

Enter the title of the position you held.

Total Number of Hours

Enter the amount of hours you worked at the listed organization throughout your experience.

Position Type (Select all that apply)

- Volunteer – received no pay for participation
- Received Academic Credit
- Paid position

Month of Start Date

Enter the month you began working on the project.

Year of Start Date

Enter the year that corresponds with the month you began working on the project.

Month of End Date

Enter the month your working relationship ended with the project. (If still employed leave blank.)

Year of End Date

Enter the year that corresponds with the month your working relationship ended with the project. (If still employed leave blank.)

Personal Statement

You will not be able to revise this section after e-submitting your AADSAS application. Review your entries carefully before submitting.

The personal essay provides an opportunity for you to explain why you desire to pursue dental education. It is recommended to compose your essay in a text-only word processor (e.g., Notepad), review your essay for errors, cut and paste the final version into the text box. The essay is limited to approximately 1 page (4,500 characters, including spaces).

The best practice for you to compose your personal statement is to copy the essay from Word and paste it into Notepad.

Note: To open Notepad, click Start, point to All Programs, point to Accessories, and then click Notepad. From Notepad you can view how the text looks and be able to edit it (such as adding or removing linefeeds) before saving it as a .txt file in a known folder. You can then copy the text from Notepad and paste it into the textbox in the application.

Some formatting characters used in programs like Word will not display properly. Take the time to review the final document before you submit your application to AADSAS.

Your personal essay will be formatted and printed in standard paragraph form before being sent to your designated dental schools as a part of your AADSAS application. It will not be sent to your designated dental schools in the format you view in the on-line application.

What should you write?

The Admissions Committee members who read your essay are looking for individuals who are motivated, academically prepared, articulate, socially conscious, and knowledgeable about the profession. Write about your experiences and any qualities that will make you stand out. Check [The ADEA Official Guide to Dental Schools](#) for ideas about essays.

ADEA Statement of Ethical Conduct and Release Statements:

Ethical Conduct in Applying to Dental Education Programs

This statement of ethical conduct relates to all individuals seeking admission to pre-doctoral dental education programs. The beginning of the application process is the time to understand and abide by the principles set forth in this document.

The American Dental Education Association (ADEA) and the American Dental Association (ADA) have developed this statement in collaboration, as both organizations play roles in the admissions process. The ADEA sponsors the Associated American Dental Schools Application Service (AADSAS) and the ADA sponsors the Dental Admissions Test (DAT).

The American Dental Association *Principles of Ethics and Code of Professional Conduct* states:

The dental profession holds a special position of trust within society. As a consequence, society affords the profession certain privileges that are not available to members of the public-at-large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct. These standards are embodied in the ADA Principles of Ethics and Code of Professional Conduct (ADA Code). The ADA Code is, in effect, a written expression of the obligations arising from the implied contract between the dental profession and society.

Members of the dental profession voluntarily abide by the *ADA Code* in the interest of protecting patients and maintaining the trust of society as a whole. Submission of an application to a dental education program is the first step in the process of becoming a member of the dental profession. With the application comes the obligation to uphold the highest level of honesty and ethical behavior. An applicant is to be held to the same high standards for truth, full disclosure, and accuracy in the application process as a member of the dental profession is expected to aspire to in their capacity as a member of the profession. Applicants to pre-doctoral dental educational programs are expected to understand and comply with the standards expressed in this statement in their applications for admission to dental school and their applications to take the DAT.

Behavior that results in misconduct or irregularity in the dental education program admissions process is a very serious matter. An applicant who acts unethically risks being denied admission to dental education programs. Moreover, such unethical actions, if disclosed after enrollment in a program or at the beginning of dental practice, can result in more serious outcomes. It is important that applicants understand the significance of exhibiting professional behavior throughout their careers, starting with the application process.

ADA and ADEA expect strong ethical behavior in all persons who are and who aspire to become members of the profession of dentistry. Applicants may contact both associations for more information about their policies and procedures applicable to misconduct and irregularities in the dental school admissions process.

Release Statement:

I certify that I have read the ADEA statement, Ethical Conduct in Applying to Dental Education Programs, and that the information I have provided in this AADSAS application is complete and accurate to the best of my knowledge. I understand that withholding or falsifying information requested in the AADSAS application could result in the suspension of my application and/or other actions, including the possibility of expulsion after enrollment in a school of dentistry.

I give permission for AADSAS to release information to my designated schools of dentistry. I also authorize the use of such information for research, applicant tracking and reporting purposes.

- I agree to the terms of this certification statement.

Your certification of this statement serves the same purpose as a legal signature and is binding.

Advisor Release Statement:

Checking the Advisor Release Statement permits your advisor to view information about the status of your application. Your AADSAS application will be processed regardless of whether you do so or do not certify the statement below. AADSAS encourages you to certify this statement to enable your advisor to be aware of your admission status. You cannot make changes to this item after submitting your application to AADSAS.

I give permission for AADSAS to release selected information about the status of my AADSAS application to the chief health professions advisor and the health professions advisory committee of the post-secondary institution(s) I have attended. By releasing this information, advisors are better able to assist applicants in the application process and advise applicants in the future. Applicants cannot make changes to this item after submitting their application to AADSAS.

- I agree to the terms of this certification statement.
 I do not agree to the terms of this certification statement.

Your certification of this statement serves the same purpose as a legal signature and is binding.

Evaluators

You may make revisions to this section at any time during the application process. After **FEBRUARY 15, 2008** submit all changes directly to your designated dental schools.

AADSAS 2008 has implemented a new Letter of Evaluation (LOE) process that provides the option for each individual to submit a Letter of Evaluation as either an online electronic document or as a paper letter that is mailed to AADSAS. Applicants may submit a maximum of four individual Letters of Evaluation or one Committee Letter/Report plus the option of one additional individual Letter of Evaluation.

Prior to providing names in the Evaluators Section of the AADSAS application, applicants should ask individuals if they are willing to serve as evaluators. If so, ask each evaluator if he/she wishes to provide the Letter of Evaluation to AADSAS electronically or prefers to provide a paper letter that is mailed to AADSAS. If

the evaluator is sending a letter electronically, AADSAS needs the evaluator's email address so AADSAS can send a message to the evaluator that indicates the process for electronic submission.

In the Evaluators Section of the AADSAS application, the applicant:

- indicates the individuals who will provide LOE's on his/her behalf
- indicates which format each evaluator will use, electronic or paper
- checks the appropriate box to indicate if the LOE is a Committee Letter/Report

If the evaluator prefers to submit an LOE electronically:

- Applicant provides the evaluator's email address.
- As soon as the evaluator's name and email address are provided, the evaluator receives an email from AADSAS directing him or her to the AADSAS Evaluators Portal.
- The first time an evaluator enters the Evaluators Portal, the evaluator is asked to provide contact information.
- The evaluator follows the simple step-by-step instructions for submitting the LOE. AADSAS can accept electronic LOEs in these formats: Microsoft Word (.doc), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII text (.txt).

If the evaluator prefers to submit a paper LOE:

- The applicant is prompted to print an LOE Matching Form that includes a special bar code.
- The applicant provides the LOE Matching Form to the evaluator, who attaches the form to his or her LOE and mails it to AADSAS at the address provided on the LOE Matching Form.

Waivers

The Family Education Rights and Privacy Act of 1974 (FERPA) provides applicants the right to access letters of evaluation written after January 1, 1975 unless they choose to waive their right of inspection and review. Prior to requesting an evaluation, AADSAS applicants are required to indicate if they wish to waive their rights to each evaluation. NOTE: AADSAS does not release any LOE's to applicants regardless of wavier status.

Applicant Authorization

Within the Evaluators Section applicants must agree to one of the following statements prior to submitting this evaluation request:

- I waive my "right to access" to the attached Letter of Evaluation.

The following explanation is given to the applicant for this question:

*By "waiving your right to access," you **do not** have the right to read the evaluation once completed by the evaluator.*

- I do not waive my "right to access" to the attached Letter of Evaluation.

The following explanation is given to the applicant for this question:

By not "waiving your right to access," you have the right to read the evaluation once completed by the evaluator.

Occasionally, an applicant will forget to check the wavier box in the AADSAS application, even though the applicant has already signed a wavier with the evaluator or the health professions advising office. If the applicant has indicated the wrong wavier status, the applicant must delete the evaluator and then correctly re-

enter the evaluator's name and other information, and then Save. A new email indicating that you are again requesting an LOE will be sent by AADSAS to the evaluator. If submitting a paper LOE the applicant must delete the evaluator, correctly re-enter the evaluator's information, print and provide the evaluator with a new LOE Matching Form.

Submitting a Committee Report

Many institutions utilize a Pre-dental Committee Letter/Report for their dental school applicants. These Letters/Reports come in three basic formats:

- Committee letter with supporting letters attached.
- Committee letter that is composed and uses quotes from various evaluators but does not have supporting letters attached.
- Composite letter which usually consists of a cover letter from an advising office and a collection of individual evaluation letters that are attached; with composite letters, the advising office serves as a central collection service for the applicant, but does not make additional assessments of the candidate.

All three types of Committee Letters/Reports are acceptable to AADSAS, regardless of the number of evaluations that may be contained within the document. (AADSAS respects the varying philosophies of colleges and universities as to how best to provide a Committee Letter/Report and therefore does not limit the number of evaluations included.)

If you are having a Committee Letter/Report submitted on your behalf, indicate the name of the individual who will be submitting the letter. If the Committee Letter/Report is to be submitted electronically, indicate in the Evaluators section the email address the individual who will be submitting the letter provides you.

If you forgot to indicate in the Evaluators section that an individual is submitting a Committee Letter/Report, delete the evaluator and then correctly re-enter your information and Save. If submitting an electronic LOE, the evaluator will receive a new email indicating that you are again requesting an LOE. If the evaluator is submitting a paper LOE, delete the evaluator, correctly re-enter the evaluator's information, print and provide the evaluator with a new LOE Matching Form.

Reference Type

Select if your evaluator will submit an electronic or paper evaluation.

Right to Access Reference Letters

Select if you will or will not waive your right to access letters of evaluation sent on your behalf.

Reference's Title

Indicate the appropriate prefix of your reference (e.g. Dr., Mr., Ms., etc.)

Evaluator's First Name

Enter the first name of your evaluator.

Evaluator's Last Name

Enter the last Name of your evaluator.

Is this a Committee Letter?

Indicate if the letter of evaluation will be prepared by a committee.

Evaluator's School/Institution/Business

Enter the school, institution or business affiliation of the evaluator.

Evaluator's E-mail

Enter the email address of the evaluator.

Evaluator's Street Address 1

Enter the address and street name of the evaluator.

Evaluator's Street Address 2

If needed enter additional address information for the evaluator.

Evaluator's City

Enter the city name of the evaluator's address.

Evaluator's State

Select the state of the evaluator's address from the drop-down menu.

Evaluator's ZIP/Postal Code

Enter the zip code of the evaluator's address.

Evaluator's Country or Territory

Select the country or territory of the evaluator's address from the drop-down menu.

Dental School Designations

In this section applicants select the schools to which they wish to apply. A school is not considered designated until the corresponding fee has been paid in full by the deadline date.

Add/Delete Dental Schools to Which You Wish to Apply

Select the Add/Delete icon, check all dental schools you wish to apply to, and select SAVE.

Apply Early

Do **not** wait to the last minute to submit your AADSAS application! You are strongly encouraged to submit your AADSAS application at least four weeks prior to the earliest deadline among your designated schools.

Many dental schools begin interviewing candidates in August and September. December 1 is the date that dental schools begin extending offers of admission. Applications received early have a much better chance of being seriously considered.

School Application Deadline

The AADSAS deadline date listed for each dental school indicates the date by which your application must be received by AADSAS. Dental schools will consider for admission those applicants whose AADSAS application, fee payment, and official transcripts are received at AADSAS by the stated deadline. Your AADSAS application must be submitted by 11:59pm **Eastern Time** on the deadline dates.

After you e-submit your application and your official transcripts are received, allow 4-8 weeks for AADSAS to process your application. Deadline dates are **not** extended if they fall on a weekend or holiday.

Withdrawing your application

If you wish to withdraw your submitted AADSAS application from consideration, contact the dental schools directly. AADSAS does not provide refunds to applicants who choose to withdraw applications from any or all dental schools.

Substituting or Deleting Dental School Designations

AADSAS does not accept requests to substitute or delete schools after your application has been submitted. If you wish to remove your application from consideration at a dental school(s), contact the dental school(s) directly.

Adding Additional Schools after e-Submission

When submitting your application to AADSAS, carefully select the schools to which you seek admission.

You may apply to additional schools after you have submitted your AADSAS application. Log on to your application, go to "Dental School Designations" and select additional schools. The processing fee for additional designations is \$60 for each additional school. You cannot apply to a school after its deadline date.

Do not create a new AADSAS application to apply to additional dental schools!

AADSAS Application Fee

Process

- Once you have completed and **submitted** your application, you will be directed to the payment screen. **Your application will not be processed without payment.**
- Pay the AADSAS application fee online by using your credit card (VISA, MasterCard, American Express or Discover).

OR

- Make payment by check or money order. Download the AADSAS Payment Form. Attach and submit your check/money order to the Payment Form. Checks and money orders must be made payable to AADSAS. Provide the check number on your payment form. If you do not submit this form, your application may be delayed. All AADSAS fees are to be paid by U.S. currency drawn on U.S. bank or the U.S. Postal Service. Do not send cash.

If there is discrepancy between the amount of your payment and the number of schools to which you have applied, application processing will be halted and you will be contacted to resolve the discrepancy. Your AADSAS application will not be processed unless full payment is received for all your designations. Processing Fee and Payment Form must be sent to (checks and money orders only):

**ADEA
AADSAS Payment Processing Department
1400 K Street NW, Suite 1100
Washington, DC 20005**

AADSAS Processing Fee Table

Number of Schools	Original Request Total Cost	Number of Schools	Original Request Total Cost	Number of Schools	Original Request Total Cost	Number of Schools	Original Request Total Cost
1	\$195	15	\$1035	29	\$1,875	43	\$2,715
2	\$255	16	\$1,095	30	\$1,935	44	\$2,775
3	\$315	17	\$1,155	31	\$1,995	45	\$2,835
4	\$375	18	\$1,215	32	\$2,055	46	\$2,895
5	\$435	19	\$1,275	33	\$2,115	47	\$2,955
6	\$495	20	\$1,335	34	\$2,175	48	\$3,015
7	\$555	21	\$1,395	35	\$2,235	49	\$3,075
8	\$615	22	\$1,455	36	\$2,295	50	\$3,135
9	\$675	23	\$1,515	37	\$2,355	51	\$3,195
10	\$735	24	\$1,575	38	\$2,415	52	\$3,255
11	\$795	25	\$1,635	39	\$2,475	53	\$3,315
12	\$855	26	\$1,695	40	\$2,535	54	\$3,375
13	\$915	27	\$1,755	41	\$2,595		
14	\$975	28	\$1,815	42	\$2,655		

Returned Checks

AADSAS charges a returned check fee of \$35 for all checks returned by the bank after deposit. AADSAS will notify you if your check is returned. During that time, you will be informed to pay the original fee along with the penalty fee by money order or certified check within 10 business days. AADSAS will stop the processing of your application and the dental schools will be informed.

Dental School Supplemental Fees

Some dental schools request an additional fee (supplemental) after you have completed the AADSAS application. **DO NOT SEND THE SUPPLEMENTAL FEES TO AADSAS.** Supplemental fees will be returned to you and should be sent directly to the dental school(s) requesting them.

Fee Reduction Program

The ADEA-AADSAS Fee Reduction Program (FRP) was created for dental school applicants who demonstrate extreme financial need. The FRP is not a fee waiver program. All FRP applicants are required to complete an AADSAS application and pay their AADSAS application fees in full **prior** to completing an FRP application. If approved, an applicant will receive a **partial** refund of their paid AADSAS application fees.

It is important to read all FRP policies and instructions carefully before completing an FRP Application Form. Failing to thoroughly read policies and instructions may cause delays in processing requests and result in missed deadlines and disqualification for a fee reduction.

The deadline for FRP applications is November 1, 2007. Any applications received after the deadline date will not be considered for any reason. Fax and email copies are not accepted. Do not send FRP applications with any other materials being submitted to AADSAS.

For more detailed information regarding the FRP, go to the logon page of the 2008 AADSAS Application or the home page of AADSAS applicant site at <http://www.adea.org/DAS/AADSAS/default.htm>.

Supplemental Material Sent to Dental Schools

Send only required documents to AADSAS. Any other documents received by AADSAS including supplemental materials requested by specific dental schools will be considered unrelated materials. AADSAS will not return unrelated materials to you, nor forward the unrelated materials to designated dental schools. Examples include resumes, photographs, writing samples, certificates, and other miscellaneous documents.

Supplemental Applications and Fees

In addition to the AADSAS application, dental school programs may require you to send a supplemental application and fee directly to the institution. Supplemental application deadlines may vary from school to school. Review the "Supplemental Information" section in the Dental School Designation folder or the "Participating Dental Schools" list on the login page of the AADSAS application.

The Supplemental Table for specific dental schools is located on the home page of the 2008 AADSAS Application under "Participating Dental Schools."

Check the Applicant Portal of the ADEA website periodically for any changes that may occur. AADSAS is not responsible for any deadline dates missed or missing information.

Before E-Submitting Your Application

Review the checklist below again to ensure that you properly complete the AADSAS application process:

AADSAS Checklist

Did you...

- Complete the sections labeled:
 - Dentistry Experience: Paid/Volunteer/Job Shadowing
 - Awards, Honors, Scholarships
 - Extracurricular, Leadership Volunteer, Community Activities
 - Work Experience
 - Research Experience
 - Background Information
- Print and use an "AADSAS Transcript Matching Form" to accompany each of your official transcript requests?
- Print and use the "AADSAS Letter of Evaluation Matching Form" to accompany each of your paper evaluation letters?
- Enter all of your U.S., U.S. Overseas, and Canadian coursework from your transcripts?
- Enter your entire International (foreign, non-U.S.) coursework from your transcripts?
- Print a copy of your completed application for your personal records?

- Send payment to AADSAS?

Dental School Admission Checklist

If required by the dental school, did you...

- Submit a supplemental application and fee directly to the dental school?
 Arrange for DAT scores to be sent directly to the dental school?
-

After E-Submitting Your AADSAS Application

AADSAS Application Cycle

The AADSAS application cycle begins on May 15, 2007 for Fall 2008 enrollment. You may start your AADSAS application as soon as it is available. Check the deadline date for each designated dental school you plan to apply to ensure you meet the required deadline dates. The first application deadline is September 1, 2007 and the last application deadline is February 1, 2008. The 2008 AADSAS application cycle closes on February 1, 2008.

What's Next?

AADSAS considers your application complete and begins processing after the following are received:

1. Complete AADSAS application (submitted online) www.ADEA.org
2. One official transcript from every college and university attended mailed directly to AADSAS from the institution's registrar office.
3. Application fee (credit card via online application, check, or money order).

AADSAS does not hold up the processing of your application if your letters of evaluation have not arrived.

Allow 4-8 weeks for application processing.

Monitoring the Status of Your AADSAS Application

You can check the status of many items in your application, including the date(s) transcript(s) and letters of evaluation are received by AADSAS, when your transcripts have been verified and GPA's have been computed, and when your application information has been sent to the dentals schools both electronically and in printed form.

Important messages can also be sent to you by AADSAS either through email or through your application.

If you have questions that cannot be answered by reading the AADSAS Instructions or FAQ's or by monitoring your application status online, you can contact Customer Service either by phone (800) 353-2237 or by email (csraadsas@adea.org).

Updating Your Coursework – Academic Update

After initially e-submitting your AADSAS application, you may want to update your college coursework history to reflect newly completed or planned/in progress courses.

AADSAS provides the opportunity to update coursework during the Academic Update period (the date will be posted to the AADSAS Calendar). Approximately 30 days prior to the Academic Update period, applicants will receive an email message from AADSAS, providing specific instructions on how to update coursework information.

During the Academic Update period, applicants can supply grades earned for courses that were listed in the "Course Planned/In Progress" section of the application, and can add/delete/modify courses listed in that section.

Be sure to submit an official transcript reflecting new grades that are added during the Academic Update. All new grades will be verified and new GPA's computed and made available to your designated dental schools.

How to Complete the Academic Update

Specific instructions on how to update courses are sent via email to AADSAS applicants approximately 30 days prior to the Academic Update period.

Reporting Grade Changes

Occasionally, applicants report that a grade has been changed on a transcript that has already been verified. This can occur when a grade has been successfully appealed or when a recording error occurred at the college/university. To report grade changes to AADSAS, contact ADEA Customer Service by phone (800) 353-2237 or email: csraadsas@adea.org for further instructions. Grade changes that are the result of removal of Incomplete or Deferred grade changes can be updated only during the Academic Update period.

GPA Calculations

After AADSAS receives ALL your official US, US Territory and Canadian transcripts, a course-by-course verification process is conducted. Verification refers to the matching of courses on your official transcripts with the courses you entered in the Coursework section of your AADSAS application. AADSAS checks the course information you reported on your application against your official transcripts, and will report any discrepancies to your designated dental schools.

To calculate a grade-point average (GPA), AADSAS calculates your total quality points by multiplying semester hours attempted by the value of the verified AADSAS grade. Quarter hours and units are converted to semester hours (quarter hours are multiplied by .667). Quality points are divided by the total number of hours for completed courses to calculate a GPA. AADSAS reports GPA's in semester-based 4.0 grading scales.

AADSAS Grade

A+	A	A-	AB	B+	B	B-	BC	C+	C	C-	CD	D+	D	D-	DE	F
----	---	----	----	----	---	----	----	----	---	----	----	----	---	----	----	---

Quality Points Assigned

4.33	4	3.7	3.5	3.3	3	2.7	2.5	2.3	2	1.7	1.5	1.3	1	0.7	0.5	0
------	---	-----	-----	-----	---	-----	-----	-----	---	-----	-----	-----	---	-----	-----	---

AADSAS calculates your GPA and reports it in a number of ways:

- **BCP GPA:** All undergraduate courses identified on your transcript as Biology, Chemistry and Physics are used in computing this GPA.
- **Science GPA:** All undergraduate courses identified on your transcript as Biology, Chemistry, Physics, Math and Other Science is used in computing this GPA.
- **Non-science GPA:** All undergraduate courses not used in calculating the Science GPA are used to compute this GPA.

- **Undergraduate GPA:** All courses for which undergraduate credit is received are used in computing this GPA.
- **Graduate GPA:** All courses for which graduate credit is received are used in computing this GPA.
- **Overall GPA:** All courses-both undergraduate and graduate- are used to compute this GPA. (For most dental school applicants who have not completed graduate courses, the overall GPA is the same as the Undergraduate GPA).
- **College/University GPA's:** GPA's are reported for each college/university you have attended.

AADSAS GPA Calculation Rules

AADSAS calculates standardized GPA's to help participating dental schools evaluate applicants using uniform and consistent criteria, regardless of various institutional transcript policies. AADSAS GPA's may be different from those calculated by the colleges and universities because of the AADSAS grade standardization process. Institutions may choose to use the AADSAS GPA's or calculate GPA's for their own institutional use.

GPA's include verified course data from accredited U.S. and Canadian colleges and universities only.

All courses with credit hours and an AADSAS Grade are calculated into AADSAS GPA's, regardless of whether the credit counts toward a degree or has been counted toward a college/university GPA.

AADSAS counts grades and hours assigned by the school where the courses were originally taken, not by any school that has granted transfer credit. (The only exception to this rule is Study Abroad coursework that transferred to a U.S. or English-speaking Canadian institution with itemized credit and grades.)

- AADSAS includes ALL initial AND repeated coursework in its GPA calculations.
- Grades and credit hours for all FAILED courses will be included in the AADSAS GPA, even if they are not included in the GPA calculations of the transcript-issuing institution.
- AADSAS automatically converts quarter hours to semester hours (Quarter Hour x .67). For example a 5 quarter credit hour course will be converted by AADSAS to 3.33 semester hours.
- AADSAS manually converts "unit credits" to semester hours for each course, based on equivalencies provided on the official transcript.
- The following course types are not included in AADSAS GPA calculations.

❖ Advanced Placement	❖ Incomplete
❖ CLEP	❖ Pass/Fail
❖ Audit	❖ Withdrawn/Withdrawn Passing
❖ Deferred	❖ Withdrawn/Failing
❖ International Baccalaureate	
- The Grade value of each course is multiplied by the semester hours for that course to determine quality points.
- Cumulative quality points are divided by cumulative attempted hours. (Total Quality Points ÷ Total Credit Hours Attempted = GPA)
- All credit hours are rounded to the tenth place.
- AADSAS GPAs are rounded at the hundredth place.

Numeric Grading Schemes

Some college transcripts report numeric grades rather than alpha (letter) grades. Registrars often provide a transcript key to indicate the letter value for each numeric grade. The letter value varies by college and university. For example, a "92" may be equal to an "A" at one institution and "B" at another institution. AADSAS verifies that the applicant selected the correct letter "AADSAS Grade" based on the transcript key. If

the transcript does not indicate a corresponding letter grade, AADSAS will default to the standardized grade scale below.

Grade on Transcript “AADSAS Grade” and Value

(No alpha grade key on transcript)

100-90	A	(4.0)
89-80	B	(3.0)
79-70	C	(2.0)
69-60	D	(1.0)
>60	F	(1.0)

Grade on Transcript “AADSAS Grade” and Value

(No alpha grade key on transcript)

>4.00	A+	(4.3)
4.00-3.80	A	(4.0)
3.79-3.60	A-	(3.7)
3.59-3.40	AB	(3.5)
3.39-3.10	B+	(3.3)
3.09-2.80	B	(3.0)
2.79-2.60	B-	(2.7)
2.59-2.40	BC	(2.5)
2.39-2.10	C+	(2.3)
2.09-1.80	C	(2.0)
1.79-1.60	C-	(1.7)
1.59-1.40	CD	(1.5)
1.39-1.10	D+	(1.3)
1.09-0.80	D	(1.0)
0.79-0.60	D-	(0.7)
0.59-0.40	DE	(0.5)
Less than or equal to 0.39	F	(0.0)
Non-graded designations	None	

An Example of how GPA’s are computed

Course	Grade	Grade Weight		Semester Hours		Total Quality Points
Biology 101	A	4.0	X	5	=	20.0
Chemistry 101	B+	3.3	X	3	=	9.9
Chemistry 103	A-	3.7	X	2	=	7.4
English 131	B	3.0	X	3	=	9.0
Sociology 291	C+	2.7	X	3	=	8.1
Special Topics 201	P	n/a		1 (but not counted)		n/a
TOTALS				16 hrs.		54.4 quality points

The GPA is computed by dividing total quality points by the number of semester hours earned with grade (note that the grade of P is not calculated in the GPA). In this semester, the student’s semester GPA is 3.4 (54.4 quality points/16 semester hours).

Note that grades of P or Credit are not used in computing a GPA.

Reviewing your AADSAS GPA Calculations

You may review your AADSAS GPAs by logging into your AADSAS application account. AADSAS GPAs are likely to be different from those calculated by the colleges and universities you attended due to the AADSAS grade standardization process. Your AADSAS GPAs will be calculated within 4-8 weeks after AADSAS receives your completed application, ALL transcripts, and AADSAS application fee.

Factors that may result in a GPA calculation than is different from your transcript

AADSAS-calculated GPA's can vary from GPA's computed by colleges/universities and from applicants' expectations for many reasons:

- Did you attend more than one college/university? Generally, most colleges and universities do not use grades earned at previously-attended colleges/universities in the computation of their school's GPA.
- Did you repeat any courses? Many college/universities count only the "new" grade in the repeated course(s) in GPA computation. AADSAS counts the previously-earned grade and the "new" grade. For example, if you took Introduction to Biology in Fall 2003 and earned a grade of C, then re-took the same course in Spring 2004 and earned an A, both the C grade and the A grade would be used by AADSAS to calculate your GPA.
- What is your college/university's quality point rating scale? Some schools use quality point scales that are different than those used by AADSAS. For example, at some schools, a B+ grade is assigned 3.5 quality points, but AADSAS assigns a B+ grade 3.3 quality points.
- Has a grade change occurred since submitting your transcript to AADSAS? If so, follow the steps outlined in "Reporting Grade Changes."
- Remember that "quarter hours" and "unit hours" are converted to semester hours for AADSAS computation. Some applicants have earned credits at two or more colleges/universities that have different academic terms. To compute GPA's, AADSAS converts all credit hours earned to semester hours.

What to do if you believe your GPA is not computed correctly

If you still believe your GPA's are not accurately computed, identify the specific nature of the problem, (e.g. is a course grade reported incorrectly, is a science grade not properly designated) and notify ADEA Customer Service. Be as specific as possible. A representative from the Transcript Processing Department will review your inquiry and will contact you.