<table>
<thead>
<tr>
<th>School of Public Health and Information Sciences</th>
<th>Procedure</th>
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<tbody>
<tr>
<td><strong>Subject:</strong> Admission to School degree or certificate program</td>
<td>No.</td>
</tr>
<tr>
<td><strong>Author:</strong> Peter L. Walton, MD, Associate Dean</td>
<td>Effective Date: 07/10/06</td>
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<td></td>
<td>Revision: 0</td>
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<thead>
<tr>
<th>Purpose:</th>
<th>Documentation of admissions procedures for all School programs</th>
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<tbody>
<tr>
<td>Policy:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Coverage:</td>
<td>This procedure document applies to admissions procedures for all degree and certificate programs within the School.</td>
</tr>
<tr>
<td>Terminology:</td>
<td>The term “program” as used in this document refers to an academic degree or certificate program that may be department-based or School-based. If the program is department-based, then “program” means “program and/or its parent department.” If the program is School-based, then “program” means “program and/or the School Admissions Committee.”</td>
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<tr>
<th>Procedure:</th>
<th>Admission Criteria and Required Documentation</th>
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<tr>
<td>Admission criteria and required documentation are determined by the program, reviewed by the SPHIS Admissions Committee, and approved by the Faculty Forum. The <strong>minimum</strong> required documentation for <strong>full admission</strong> must include:</td>
<td></td>
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<tr>
<td>• Official transcript for each degree</td>
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<tr>
<td>• Official GRE score</td>
<td></td>
</tr>
<tr>
<td>o If applicant has no degree from accredited US institution, then only the GRE is acceptable.</td>
<td></td>
</tr>
<tr>
<td>o Requirement is waived if applicant has doctoral degree.</td>
<td></td>
</tr>
<tr>
<td>o Program may request approval from the Graduate School to substitute other recognized test(s) in place of the GRE (e.g., MCAT, LSAT, etc.). Such approval request must be submitted to and recommended by the School Admissions Committee and then the Faculty Forum prior to submission to the Graduate School by the Dean’s Office.</td>
<td></td>
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<tr>
<td>• Two (2) letters of recommendation</td>
<td></td>
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<tr>
<td>• Official TOEFL score if applicant’s native language is not English and applicant has no degree from accredited US institution</td>
<td></td>
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<tr>
<td>o Program may request a waiver form the Graduate School for the TOEFL. Such waiver request must be submitted to Student Services for submission to the Graduate School by the Dean’s Office. A copy of the waiver form is attached.</td>
<td></td>
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<tr>
<td>• Foreign credential evaluation for each degree not from accredited US institution</td>
<td></td>
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<tr>
<td>o Program may request a waiver from the Dean’s Office for a degree not considered to be relevant to evaluation of applicant or whose transcript requires no foreign credential evaluation. Such waiver request must be submitted to Student Services for submission to the Associate Dean responsible for student affairs. A copy of the waiver form is attached.</td>
<td></td>
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</table>

**Required Application Materials**

The program determines the minimum documentation required for an application to be evaluated and acted upon. This may vary from applicant to applicant depending on specific circumstances.

The program may determine to require or not a foreign credential evaluation or official TOEFL score as part of its required application materials for “international applicants” according to the criteria given above. However, if a foreign credential evaluation or an official TOEFL score is required and not waived, each one required must have been submitted, evaluated, and approved **before** the applicant can matriculate.

**Admission Decision**

Using a method determined by the program, reviewed by the SPHIS Admissions Committee, and approved by the Faculty Forum, the program assigns one of the following statuses to the application:
• Tabled – initial decision on status is deferred to a later time (optional)
• Full admission* – applicant is unconditionally accepted
• Provisional admission* – applicant is conditionally accepted (optional)
• Waiting list – applicant is acceptable but admission depends on final applicant pool and applicant acceptances (optional)
• Denial* – applicant is rejected

Subsequent actions by the program may change the applicant status. Each time a status is assigned that is marked with an “*”, the program must submit a completed Degree Program Admissions Checklist form to Student Services, a copy of which is attached.

Assistantship Awards
An applicant is not offered an assistantship until he or she has been either fully or provisionally admitted by the Graduate School. Such an offer should be done in the notification of admission by the program (see below).

Final Admission Decision
By a date (“final decision date”) determined by the program but not later than the start of the first semester for the round of admissions, all admission decisions must be resolved to one of the following statuses:
• Full admission – applicant is unconditionally accepted
• Provisional admission – applicant is conditionally accepted; however a foreign credential evaluation (unless waived) and an official TOEFL score (unless waived) must be submitted, reviewed, and approved by the program prior to matriculation
• Denial – applicant is rejected

Tabled
• Nothing is sent to Student Services.
• The program will reconsider the application at a future date but prior to the final decision date.

Full Admission
• The applicant has submitted all required documentation and will be offered a place in the class.
• The program submits to Student Services a completed Degree Program Admissions Checklist form, a copy of which is attached. Full admission is only possible if the minimum required documentation (see above) has been submitted previously and checked accordingly on the Checklist.
• Student Services notifies the Graduate School of the decision and the Graduate School notifies the applicant.
• The program may send its own notification to the applicant but no sooner than ten (10) work days following submission of the Checklist to Student Services.

Provisional Admission
• The applicant has submitted sufficient documentation to make a provisional decision and will be offered a place in the class subject to certain specified conditions.
• The program submits to Student Services a completed Degree Program Admissions Checklist form, a copy of which is attached. Included on the form are the items the applicant must provide both before matriculation and before the end
of the first semester after matriculation. *If one of the items to be supplied is a foreign credential evaluation, this item must be submitted by the final decision date.*

- Student Services notifies the Graduate School of the decision and the Graduate School notifies the applicant.
- The program notifies the applicant of the decision no sooner than ten (10) work days following submission of the Checklist to Student Services. This notification must include a detailed description of the conditions that must be met and when they must be met in order to matriculate and continue beyond the first semester. An example of a provisional admission notice is attached.

**Waiting List**

- Nothing is sent to Student Services.
- The applicant has submitted sufficient documentation to determine that the applicant is acceptable but that an admission decision is postponed until the final applicant pool is known and/or the number of those admitted who have accepted is known.
- The program notifies the applicant of the decision. An example of a waiting list notice is attached.

**Denial**

- The applicant either is unacceptable to the program or has not submitted enough documentation to make a decision to admit whether fully or provisionally.
- The program submits to Student Services a completed Degree Program Admissions Checklist form, a copy of which is attached. Included on the form is the reason for denial, *which will not be communicated to the applicant by the Graduate School. However, if the applicant contacts Student Services to find out the reason for denial, Student Services will communicate the reason listed on the form to the applicant.*
- Student Services notifies the Graduate School of the decision and the Graduate School notifies the applicant.
- It is recommended that the program not notify the applicant of the decision.

**Attachments:**

- Degree Program Admissions Checklist
- Request for Waiver of Required Admission Documentation
- Sample Notice of Provisional Admission
- Sample Notice of Waiting List

**Discussion:**

This procedure is based on policies and requirements of the Graduate School and of the School of Public Health and Information Sciences.

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<thead>
<tr>
<th>Revision</th>
<th>Revision Date</th>
<th>Approved by</th>
<th>Title</th>
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<tr>
<td>0</td>
<td>07/10/06</td>
<td>Richard D. Clover, MD</td>
<td>Dean</td>
</tr>
</tbody>
</table>
School of Public Health and Information Sciences
Degree Program Admissions Checklist

Student Name: ___________________________________ ID #: __________________

Degree Program Applied To: ____________________________________________________

Decision:
- □ Deny Admission: Reason __________________________________________________
- □ Full Admission
- □ Provisional Admission

Materials received and reviewed (*required for full admission, **required for full admission and for matriculation):
- □ GRE score: □ Official* OR □ Waived for doctoral degree* □ Unofficial
- □ Other test score: ________________ □ Official* □ Unofficial
- □ Transcripts: □ Official* □ Unofficial
- □ Minimum of 2 letters of recommendation*

The following apply only to certain applicants (see SPHIS Procedure for Admission to School Degree or Certificate Program):
- □ TOEFL score: □ Official** OR □ Waived (attach waiver)** □ Unofficial
- □ Foreign credential evaluation** OR □ Waived for all degrees (attach waivers)**
  - □ Waived for degrees: ________________________________________________ (attach waivers)

Provisional admissions only:
List requirements that must be met by which date to be considered for full admission:
- □ Credentials _____________________________________________________________
- □ Academic ______________________________________________________________
- □ Other: __________________________________________________________________
  ___________________________________________________________________
  ___________________________________________________________________

Assistantship to be awarded: □ No □ Yes: Amount _____________________________

Program Representative Signature __________________________ Date ____________

*Attach Profile Sheet (required) and submit form to Student Services.*
*********************************************************************************************************
School of Public Health and Information Sciences  
Request for Waiver of Required Admission Documentation

Student Name: _____________________________________  ID #: ____________________

Degree Program Applied To: _______________________________________________________

Waiver requested for (check all that apply):

☐ Official TOEFL score. Reason: __________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

☐ Foreign credential evaluation
   ☐ Waived for all degrees. Reason: _______________________________________
   _______________________________________________________________________
   _______________________________________________________________________

   Degree: _____________________  Reason: _________________________________
   _______________________________________________________________________
   _______________________________________________________________________

   Degree: _____________________  Reason: _________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Program Representative Signature ___________________________  Date __________

Submit form to Student Services

Waiver of official TOEFL score:  ☐ Granted by Graduate School  ☐ Not requested
   ☐ Denied by Graduate School: Reason ________________________________
   _______________________________________________________________________

Waiver of foreign credential evaluation:  ☐ Granted as requested  ☐ Not requested
   ☐ Denied for:  ☐ all degrees requested
   ☐ following degrees: __________________________________________
   Reason: _________________________________________________________
   ______________________________________________________________________

Associate Dean for Student Affairs ___________________________  Date __________
Sample Notice of Provisional Admission

<date>

Dear <applicant name>,

Congratulations on your provisional admission to the <name of degree program> in the School of Public Health and Information Science['s Department of <dept name>].

You have already been informed by the Graduate School that your admission is conditional. This notice is to inform you of those conditions that must be met and when they must be met in order for you to enroll and to continue in the program.

[The following checked items must be received by <final decision date> in order for you to enroll. If they are not received by this date or if the information they contain does not meet our admission criteria, our offer of provisional admission is withdrawn and you will not be admitted.

☐ Foreign credential evaluation
☐ Official TOEFL score
☐ Other:
]

[The following checked items must be received before the last day of classes of the first semester in which you are enrolled. If they are not received by this date or if the information they contain does not meet our admission criteria, our offer of provisional admission is withdrawn and you will be dismissed from the program.

☐ Official GRE score
☐ Official transcripts
☐ Additional <#> letter(s) of recommendation
☐ Other:
]

[The following checked items must be attained or achieved within the timeframe indicated. If they are not done as described, our offer of provisional admission is withdrawn and you will be dismissed from the program.

☐ Maintain a GPA of <#> or higher in the first <semester | year>.
☐ Other:
]

If you have any questions, please let me know.

Best regards,

<program director>
Sample Notice of Waiting List

Dear <applicant name>,

This letter is to inform you that you have been placed on the waiting list for admission to the <name of degree program> in the School of Public Health and Information Science[‘s Department of <dept name>].

If you have accepted a place at another school, please let me know so we can remove you from our waiting list. If you wish to remain on our waiting list, you will be notified on or before <final decision date> whether you have been admitted or not.

[To be considered for admission, the following checked items must be received by <final decision date>. If they are not received by this date or if the information they contain does not meet our admission criteria, you will not be considered further for admission.

- Official GRE score
- Official transcripts
- Additional <#> letter[s] of recommendation
- Foreign credential evaluation
- Official TOEFL score
- Other:
]

If you have any questions, please let me know.

Best regards,

<program director>