

## **MS in Epidemiology**

### **Basic Admission Requirements by the Graduate School:**

Applicants must complete all forms for admission to the University of Louisville Graduate School and must meet the **Graduate School's requirements** for admission.

The minimum required documentation for full admission must include:

#### **For applicant with degree from accredited US institution:**

- Official transcripts
- Official GRE scores – (program may substitute other recognized test(s) in place of the GRE (e.g., MCAT, LSAT, etc.)
- Two (2) letters of recommendation

#### **For applicant with degree not from accredited US institution**

- Official TOEFL score
- Two (2) letters of recommendation
- Official transcripts
- Official GRE score
- Foreign credential evaluation

### **ADDITIONAL Admissions Requirements Required by Department of Epidemiology & Population Health**

In addition to the above graduate school requirements, all applicants to the MS degree program in Epidemiology are required to submit the following additional items with their application:

- Resume/CV
- A personal statement describing the applicant's qualifications, including prior experience, proposed (general) area of research, and career plans.
- Two letters of reference (at least one page in length on letterhead stationary) from individual's knowledgeable about the applicant's qualifications, abilities, and potential for a successful career in Epidemiology. These two formal letters are in addition to the form that the Graduate School requires, but may be generated by the same individuals.
- GPA > 3.0 on a 4.0 scale
- GRE scores taken within the past 5 years (official from ETS). Scores > 50<sup>th</sup> percentiles on both the Quantitative and Verbal sections are recommended.
- TOEFL > 60<sup>th</sup> percentile

The additional documents required by the Department of Epidemiology should be submitted to, and along with, the documents you submit to the Graduate School

## **MS in Epidemiology**

The MS program in Epidemiology is designed to prepare students for the MS program in Public Health Sciences with a concentration in Epidemiology. The MS in Epidemiology is offered by the Department of Epidemiology and Population Health.

### **Admissions review and Acceptance Procedures**

The applications for admission to the MS degree in the Department of Epidemiology and Population Health will be as follows for Fall admittance:

- ~US applicants – February 1 for full admission and Financial Support consideration
- ~International applicants – January 1 for full admission and Financial Support consideration
- ~Late applications received up to April 1 will be placed on a waiting list
- ~Applicants who meet the US & International deadlines will be informed of their admission decision by March 1

### **Admissions Review Committee**

The department Admissions Review Committee consists of the department administrator and minimally two faculty appointed by the Chair.

The department administrator is responsible for compiling application materials submitted by applicants, screening these for completeness, contacting candidates for missing or additional materials, logging acceptance decisions, communicating with SPHIS Student Services and the Graduate School, and ensuring adherence to all policies and procedures.

The faculty members of the Admissions Review Committee prepares a summary of each applicant's qualifications, creates a preliminary ranking across applicants, and presents these summaries and rankings to the full faculty at departmental review meetings. Applicants who do not meet the minimum entry criteria or have incomplete application materials are not included.

### **Faculty Review and Vote for Acceptance**

The full faculty of the department hears the oral presentations by the Admissions Review Committee of summaries and preliminary rankings of the individual applicants. Each applicant is discussed in rank order and faculty may review application materials and request additional information. The panel of applicants may also be re-ranked at this time.

The department Chair then calls for and records faculty votes on acceptance on a case-by-case basis by rank order. Acceptance into the MS or MS program in Epidemiology requires a two-thirds majority vote of the department faculty.

Dissenting opinions are recorded. The faculty may also decide to table or defer individual applicants for future discussion and vote at a later time.

## **Provisional Acceptance**

Applicants who have not been voted full acceptance may be reviewed for provisional acceptance. Provisional acceptance may be granted to applicants who do not fully meet all acceptance criteria or who are deemed to be weak in a particular prerequisite. For example, an applicant with poor GRE scores but good grades in appropriate courses could be granted provisional acceptance. A student with good grades and training in an unrelated field may be granted provisional acceptance. Provisional acceptance will be granted only if: (1) a faculty member agrees to mentor the applicant; and (2) the applicant agrees to take additional remedial coursework to be prescribed by the faculty admissions committee.

The process for review for provisional acceptance will be as follows:

Upon conclusion of the vote for full acceptance, the Chair calls for nominations for provisional acceptance. Individual faculty may then nominate applicants. The admission committee presents a summary of the strengths and limitations of each nominee. The Chair asks for a volunteer mentor for each nominee: the nominator does not have to be the volunteer mentor. The faculty votes on acceptance. A two-thirds majority vote is required. The committee then determines which, if any, remedial courses the applicant will be requested to take.

Applicants granted provisional acceptance will be re-reviewed for full acceptance at the time of completion of any required remedial coursework or at the end of the first year, whichever comes first.

## **Letters of Acceptance/Rejection**

The department Administrative Assistant provides SPHIS Student Services and the Graduate School with the checklist of accepted applicants according SPHIS policy guidelines (see attached). The Graduate School takes responsibility for sending official acceptance/rejection letters to applicants. The department Chair may also send letters under department letterhead approximately 10 days after the checklist has been delivered to Student Services and forwarded to the Graduate School.

## **Waiting List**

Applicants whose applications are received after the deadline may be place on a waiting list and re-reviewed a late date for admission.

### **Conditions for Appeal**

Students who wish to appeal their acceptance decision must follow the policies and procedures established by the Graduate School.

### **Fellowships/Assistantships**

Decisions on graduate fellowships and assistantships are not considered in the vote for Full or Provisional acceptance. According to SPHIS policy, an applicant cannot be offered a fellowship or assistantship until he or she has been either fully or provisionally admitted by the Graduate School. The department Chair will determine the award of fellowships and assistantships based on a formula that considers both merit and need. Ordinarily, a student will be informed of the receipt of a fellowship or assistantship at the time of notification of admission to the program.