

# **Guidelines for Graduate Education**

**School of Public Health and Information Sciences**

**University of Louisville**

## **Guidelines for Graduate Education School of Public Health and Information Sciences**

To ensure high quality graduate education programs, the university and the school adopt guidelines for admission and performance of graduate students, for faculty involvement in graduate education, and for academic administration. The faculty of the school has the academic authority and responsibility to establish rigorous and effective admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees for granting of degrees for programs within the unit. (Redbook Article 3.3.2.)

A graduate program in the school may establish guidelines that are more stringent than those set forth for the school in this document but may not establish guidelines that are less stringent. Guidelines developed for a program are approved by the faculty of the school.

### I. Academic standards for students in graduate programs

#### A. Admissions standards

1. All applications for graduate program admissions include:
  - Completed application
  - Application fee
  - Official transcripts for all previous post-secondary degrees
    - Foreign credential evaluation is required for each degree not from an accredited U.S. institution. This requirement may be waived, with approval by the dean, for degrees not considered to be relevant to evaluation of the applicant or whose transcript requires no foreign credential evaluation.
  - Minimum of two letters of recommendation
  - Results from at least one of the standardized tests accepted by the program
    - GRE scores required if applicant has no degree from an accredited U.S. institution.
2. A baccalaureate degree or its equivalent from an accredited institution is required for admission.
3. A minimum undergraduate grade point average of 2.75 is required for unconditional admission.
4. Minimum scores on one or more of the standardized tests accepted by a program may be specified by the program.
5. Unconditional admission to degree-seeking status is made only if all admission credentials shall have been received, evaluated, and approved.
6. Provisional admission is made on an individual basis and requires a statement of the rationale for the exception, conditions of the provisional admission, plans for

monitoring progress and performance, and criteria and timeline for meeting conditions. If the minimum grade point average is not met, a condition of provisional admission is placement on academic probation upon matriculation with performance criteria and timeline for removal from probation. Justification for provisional admission is provided in writing and must be accepted by the program faculty or the program's designated admissions committee or equivalent and by dean of the school. Provisional admission allows for consideration of special circumstances in which the potential for high-quality graduate performance has been demonstrated by means other than those for unconditional admission.

7. A student who fails to meet performance goals or who does not meet other requirements as outlined in the admission letter, program requirements, school requirements, or the university's catalog may be subject to academic dismissal from the student's program.

#### B. Academic Performance

1. Current curricular and program offerings, including all requirements for degrees are published in the university catalog, which is available at <http://www.louisville.edu/graduatecatalog>.
2. The minimum grade point average requirement and other performance criteria for maintenance of good standing and progress toward degree in the school and its academic programs are published in the university catalog, which is available at <http://www.louisville.edu/graduatecatalog>, and are summarized in the section on information to be summarized in Graduate Catalog, p. 6.
3. A student who does not satisfy the published performance criteria is placed in probationary status. A student who remains in probationary status for two consecutive terms may be considered for dismissal from the program.
4. Students receiving graduate assistantships (teaching, research, or service) must be provided adequate training and are required to understand and adhere to university policies related to these areas. The performance of teaching, research, and service duties by such students is periodically evaluated. Students with teaching assistantships are evaluated annually.

#### C. International students

1. All international students must comply with regulations of the U.S. Department of Immigrations and Customs, its Student and Exchange Visitor Program, and all related policies of the University of Louisville International Center.
2. All international students must be registered with the University of Louisville International Center, including presentation of evidence of financial resources

adequate to support their educational and living expenses in the United States for the duration of their studies.

3. International students for whom English is not their primary language must show English language proficiency by one of:
  - Award of a degree from an accredited U.S. institution
  - Official TOEFL score of 250 or higher (after conversion for test type)
  - Official documentation of passing the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville

#### D. Academic program administration

1. Policies for administration of academic programs are promulgated by the dean of the School of Interdisciplinary and Graduate Studies (SIGS), following appropriate consultation with any or all of:
  - Advisory body of deans or their designees
  - Directors of graduate programs
  - Representatives of the Graduate Student Council
  - Graduate Council

Final approval of such guidelines is made by the provost.

2. These administrative policies are published in the university catalog, which is available at <http://www.louisville.edu/graduatecatalog>, and include policies and procedures for the academic calendar and catalog maintenance; requirements for maintenance of good academic standing; course, credit and degree requirements; grades and grading policies; honors and awards; requirements for theses and dissertations; residency policies; and policies for award of stipends, benefits, tuition and fee remission.

#### E. Conflict resolution

Any student who believes that he or she has been treated unfairly, discriminated against, or has had rights abridged may seek resolution of this conflict. Students, faculty, and administrators must first seek to resolve the matter through informal discussion, through administrative channels, and through the University Student Grievance Officer. Should this fail, a student may initiate a grievance at the school level within one year of the event giving rise to the complaint. The Graduate Student Academic Grievance Committee (Graduate Bylaws 2.3.5) holds appellate jurisdiction for grievances by the school's graduate students. All grievance procedures are conducted in accord with Redbook Section 6.8.

## II. Faculty Participation in Graduate Education

- A. Faculty who teach graduate-level courses offered by the school must meet the requirements stated below, which are consistent with the University of Louisville faculty credentials policy and the guidelines of the Southern Association of Colleges and Schools (SACS) and which were accepted by the university and SACS during the most recent SACS accreditation cycle.

To teach graduate-level courses offered by the school, a faculty member must meet any of the following:

- Doctoral degree (Dr.P.H., Ph.D., D.Sc., or equivalent) from an accredited school of public health
- Doctoral degree (Ph.D., Dr.P.H., D.Sc., or equivalent) from an accredited U.S. institution in epidemiology, biostatistics, environmental health, occupational health, behavioral science, health education, decision science, health management, health policy, or other recognized public health-related discipline
- M.D., DMD, or DDS from an accredited U.S. institution
- Terminal degree (Ph.D., D.Sc., J.D., Ed.D., or equivalent) from an institution or in a field not cited above; and recommendations by the department's chair and executive faculty and approval by the dean, both of which are based on one or more of the following considerations, as appropriate:
  - Terminal degree area of study, research, and other educational activities
  - Scholarship in a field cited above or considered relevant to public health
  - Experience in a field cited above or considered relevant to public health

The list of faculty members qualified to teach graduate courses is forwarded to and recorded by the dean of the School of Interdisciplinary and Graduate Studies.

- B. Faculty who chair doctoral dissertation committees, in addition to qualifying to teach graduate-level courses, must:
- Show evidence of active research, scholarship or creative activity, as defined by the faculty of the major department, in three of the previous five years on a rolling basis
  - Have this responsibility specified in the annual faculty work plan
  - Make provisions for continuous availability of student mentoring
- C. Faculty who chair master thesis committees, in addition to qualifying to teach graduate-level courses, must:
- Show evidence of active research, scholarship or creative activity, as defined by the faculty of the major department, in the previous five years on a rolling basis
  - Have this responsibility specified in the annual faculty work plan
  - Make provisions for continuous availability of student mentoring

- D. Faculty who serve as dissertation and thesis committee members, in addition to qualifying to teach graduate-level courses, must:
  - Show evidence of active research, scholarship or creative activity, as defined by the faculty of the major department, in the previous five years specific, or have professional expertise of value to the student's program
  - Have this responsibility specified in the annual faculty work plan
  
- E. Doctoral dissertation committees are composed of a minimum of four qualified members and masters' thesis committees a minimum of three qualified members. One of the members must come from outside the program of the student. If the outside member does not have a primary appointment as a University of Louisville faculty but is otherwise qualified, this person is granted ad hoc approval to participate in graduate education for the specific course or committee in question. In the case of joint programs with other universities, a committee member from the other institution may fulfill this requirement.
  
- F. Faculty serving as chairs or members of dissertation or thesis committees are evaluated annually for re-certification as chairs or members using the above criteria.
  
- G. All dissertation and theses committees must provide sufficient expertise in the area of study and sufficient faculty availability for necessary student guidance.
  
- H. Academic units must certify eligibility of faculty for participation on dissertation and theses committees and forward committee rosters upon appointment and upon any changes to the dean of the School of Interdisciplinary and Graduate Studies.
  
- I. Exceptions to these guidelines for involvement with graduate education at the masters' and doctoral level must be documented and approved by the dean of the school and by the dean of the School of Interdisciplinary and Graduate Studies.

## **Information to be Summarized in Graduate Catalog**

Summary of academic standards and performance for students in graduate programs in the School of Public Health and Information Sciences:

### Admissions standards

1. *Standardized test requirements:* list varies by program; GRE required if no degree from accredited U.S. institution
2. *Minimum scores or general guideline for standardized test scores:* varies by program
3. *Minimum undergraduate grade point average for unconditional admission:* 2.75
4. *Minimum TOEFL score (if applicable):* 250 (after conversion for test type)

### Academic Performance

1. *Minimum graduate grade point average for good standing:* 3.0
2. *Other criteria for good standing and progress toward degree:* varies by program

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### Revision and Approval History

#### Revision 0:

Approved by Curriculum Committee – November 19, 2008

Approved by Faculty Forum – November 25, 2008

Reviewed by Graduate Council – pending