

**PhD in Public Health Sciences – Concentration in Environmental Health  
Admission Requirements and Process Summary**

**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 a degree from accredited US institution:

- Official transcripts of undergraduate and graduate work
- Official GRE score or equivalent (e.g., MCAT, LSAT, etc.)
- Two (2) letters of recommendation (form)

For applicant with degree not from accredited US institution:

- Official Test of English as a Foreign Language (TOEFL) score
- Two (2) letters of recommendation (form)
- Official transcripts of undergraduate and graduate work
- Official GRE score or equivalent (e.g., MCAT, LSAT, etc.)
- Foreign credential evaluation (done through one of the following agencies or another agency that is a member of the National Association of Credential Evaluation Services (NACES) <http://www.naces.org/>)

**ADMISSION REQUIREMENTS BY THE DEPARTMENT OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH SCIENCES:**

**In addition to the Graduate School requirements above, all applicants to the PhD in Public Health Sciences in Environmental Health are required to submit the following 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.
- Three (3) letters of reference on letterhead stationery from individuals knowledgeable about the applicant's qualifications, abilities, and potential for a successful academic career in environmental health. Letters from family and friends will not be accepted.
- Undergraduate or graduate GPA of > 3.0 on a 4.0 scale
- GRE score (official from ETS taken within the past 5 years) in 50<sup>th</sup> percentile or above for Verbal and Quantitative scores
- If a foreign student, a Test of English as a Foreign Language (TOEFL) score > 60<sup>th</sup> percentile

The additional documents required by the Department of Environmental and Occupational Health Sciences should be submitted to the Graduate School along with the basic required documents.

## **PHD IN PUBLIC HEALTH SCIENCES: CONCENTRATION IN ENVIRONMENTAL HEALTH**

An applicant who has satisfactorily completed an appropriate MS degree or MPH with a concentration in Environmental Health is eligible for admission to the PhD in Public Health Concentration in Environmental Health. An applicant with an advanced degree (MD, PhD, DO) may also be accepted pending evaluation of appropriate training, experience, or coursework. The previous graduate work by such an applicant is reviewed on a case-by-case basis, and the applicant, if admitted, may be required to take additional course work prior to completing the minimum 43 credit-hours required for post master's doctoral work.

### **ADMISSION PROCESS**

#### **Admission Review and Acceptance Procedures**

The applications for admission to the PhD in Public Health Sciences: Concentration in Environmental Health will be accepted between January 1 and May 1 for entry in the fall semester. The deadline for completion of department review and notification of acceptance is June 1. Students must reply no later than June 30.

#### **Admissions Review Committee**

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 application material is then forwarded to the Chair for review and authorization to distribute copies to the department faculty.

The faculty members will review the application materials and prepare an evaluation form for each application to be reviewed at a departmental review meeting. Applicants who do not meet the minimum entry criteria or have incomplete application materials are not included.

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

The faculty of the department discusses each applicant and may review application materials and/or request additional information. The department Chair then calls for and records faculty votes on acceptance on a case-by-case basis. Acceptance into PhD program in Environmental Health requires a two-thirds majority vote of the department faculty. Dissenting opinions are recorded. No provisional admissions will be given. The faculty may also decide to table or defer individual applicants for future discussion and vote at a later time.

#### **Letters of Acceptance/Rejection**

The department administrator provides SPHIS Student Services and the Graduate School with the checklist of accepted applicants according SPHIS policy guidelines. The Graduate School takes responsibility for sending official acceptance/rejection letters to applicants. The department Chair may also elect to send letters after the checklist has been sent.

### **Provisional Acceptance**

Provisional acceptance of applicants is not offered.

### **Waiting List**

Applicant whose application is received after the deadline may be placed on a waiting list and reviewed after the acceptance/denial of admittance is received by students previously accepted into the program.

### **Conditions for Appeal**

Students who wish to appeal the department's decision must follow the procedures of the Graduate School.

### **Fellowships/Assistantships**

Fellowships/Assistantships are not considered in the vote for acceptance into the program. 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 receipts of a fellowship or assistantship at the time of notification of admission to the program.