**MPH ADMISSION COMMITTEE**

**POLICY AND PROCEDURES**

The purpose of the MPH Admission Committee is to ensure a diverse and well-qualified student body through the establishment of admissions criteria and the evaluation of program applicants against these criteria.

The MPH program seeks to attract and admit applicants who demonstrate the desire and potential to, upon graduation, assist in sustaining and building the Public Health workforce in the Commonwealth, the Nation, and the global community. Applicants from diverse cultural, geographic, academic, and professional backgrounds are encouraged to apply, as are current practitioners in the public health workforce.

~~Presently, the equivalent of 25 - 35 full-time students are enrolled into the MPH program for each academic year. Students must apply to and be accepted into one of two areas[[1]](#footnote-1): Health Education or Environmental Health. The number accepted into the MPH program and each concentration area may vary annually depending on graduation rates, staffing, etc.. The Admission Committee will seek to maintain an appropriate balance of domestic and international students and may establish maximum numbers in each category to achieve this balance. Students are encouraged to apply to the program early to ensure full consideration for admission.~~

An Admissions Committee is ~~appointed~~ convened at the beginning of each academic year ~~by the Department Head. This committee~~ and must consist of at least three faculty~~, with at least one representative from each academic concentration.~~ Committee members must be a) tenured or tenure-track and b) ~~graduate~~ primary faculty in the MPH program. Because of confidentiality issues, there is no student representation on this committee.

Applications are submitted online to the Graduate School. Completed applications that meet the minimum requirements of the Graduate School are sent to the MPH Program Coordinator, who sends them to the Admission Committee for review. The Admissions Committee ~~meets monthly, or more often as needed, to~~ reviews applications on a rolling basis and ~~materials and~~ makes admission recommendations to the MPH Program ~~Director~~ Coordinator, who forwards the decision to the Department Head. The Department Head renders the final departmental admission decision, which is sent back to the Graduate School. ~~and sends application materials forth to the College of Health and Human Services. Once processed, materials are returned to Graduate Studies.~~

**MPH Admission Criteria**

To be fully admitted into the MPH program, applicants must meet the following criteria:

1. Completion of a baccalaureate degree from an accredited institution or its equivalent.
2. Evidence of ability to perform at the graduate level:

* cumulative GPA of at least 3.2 on 4.0 scale from a US accredited university; OR
* cumulative GPA of at least 3.0 on a 4.0 scale from a US accredited university and GRE minimums of 145 verbal, 148 quantitative, and 3.5 analytical writing score; OR
* current enrollment in or graduation from an accredited a US medical school or doctoral program.

3. Written personal statement answering each of the following questions:

* Which MPH format are you seeking: Online MPH (100% online) or campus-based MPH (which can include some online courses)?
* Why public health?
* Why WKU?
* How do you foresee using your MPH degree?

Statements should be original.

4. Resume

5. Two letters of academic or professional reference

6. If applicable, test of English as a foreign language (TOEFL) exam with a minimum

score of 550 on the written TOEFL, or minimum score of 79 on the internet based TOEFL (iBT), or a minimum of 6.5 on the IELTS.

Applicants who do not meet the criteria set forth for regular admission may be admitted conditionally.  Additional materials may be requested.

# **~~Admission Procedures~~**

~~Applicants seeking admission into the MPH program must meet the requirements and deadlines set forth by Graduate Studies~~**~~.~~** ~~All application materials must be submitted to Graduate Studies;~~ **~~incomplete applications, including those not declaring an area of concentration, or those submitted after the posted deadlines will not be considered for admission~~**~~.~~

~~Students seeking a graduate degree must obtain the Application for Admission (Form A) from the Office of Graduate Studies. The completed form, along with a non-refundable application fee, must be returned to the Graduate Studies Office. Alternatively, students may apply online. Additionally, applicants must provide the following:~~

1. ***~~Transcript Record~~*~~.~~** ~~Graduates of accredited institutions other than Western Kentucky University must submit one official transcript showing the completed degree to the Office of Graduate Studies. Applicants who have not completed the undergraduate degree are required to submit one official transcript at the time of application and one official transcript after the degree is completed.~~
2. ***~~Standardized Examination Scores.~~***~~All degree-seeking students must submit the Graduate Record Examination (GRE) General Test scores regardless of their undergraduate grade point average. Standardized test scores must be received by the Office of Graduate Studies prior to admission. Registration material for the GRE is available on campus at the Counseling Service Center and the Office of Graduate Studies. International students are also required to submit official TOEFL scores. Students who have a master’s degree or a terminal professional degree from an accredited institution in a related field may be exempt from this requirement with the approval of the Admissions Committee.~~
3. *~~Personal Statement~~*~~. Applicants must submit thoughtful answers to each of these specific questions:~~ 
   * 1. ~~How have your academic and professional experiences prepared you for graduate study in public health, and, in particular, the area of concentration into which you are seeking admission (public health education or environmental health)?~~
     2. ~~What are your long-term career plans and how will the MPH degree help you achieve them; and~~
4. *~~Letters of Recommendation~~*~~.~~~~Applicants must submit three letters of recommendation from instructors, supervisors, or colleagues that address academic and/or professional capabilities and qualities.~~
5. *~~Resume~~*~~.~~

~~Admission decisions at the Graduate Studies level are based upon the GAP Score, which is the product of the applicant’s undergraduate grade point average and the GRE General Test score. At present, Graduate Studies requires a GAP Score of 2200 for applicants taking the GRE on or after 10/1/2002 or 3500 for applicants who took the GRE prior to that time. International students must also score a minimum of 550 on the written TOEFL, a minimum of 213 on the computerized TOEFL, or a minimum of 79 on the Internet-based TOEFL (IBL)~~~~and provide evidence of adequate financial resources.~~

*~~Applicants who meet GAP score requirements~~* ~~are admitted into Graduate Studies and all application materials are then forwarded to the Department for review.~~ ***~~It is important to note, however, that~~******~~admission into Graduate Studies does not guarantee admission into the MPH Program.~~*** ~~Instead, members of the Admission Committee critically assess and discuss each application on its individual merit, including how well the applicant fits within the departmental mission. One of three recommendations may be rendered by the committee: 1) admission; 2) conditional admission (conditions will be listed); or, 3) denial of admission. Recommendations are forwarded to the Program Director. The Department Head then renders the final admission decision, and sends application materials forth to the College of Health and Human Services. Once processed, materials are returned to Graduate Studies.~~

*~~Applicants who do not meet GAP Score requirements~~* ~~will be denied admission at the Graduate Studies level and the applicant’s materials are not forwarded to the Department. This decision may be appealed by requesting consideration through an alternate admission process. In the alternate admission process, applicants are required to submit the following~~ ***~~additional~~***~~application materials to Graduate Studies: 1) a letter to the Admissions Committee detailing the applicant’s rationale for why alternate admission should be granted, and 2) two or three examples of work that illustrate their~~ ***~~individual~~*** ~~professional or academic accomplishments, such as papers, reports, projects, etc.. Once received, Graduate Studies will fill out an alternative recommendation form for the applicant and forward all application materials to the Department. The Admissions Committee will then critically assess and discuss the applicant and render one of three recommendations: 1) admission; 2) conditional admission (conditions will be listed); or, 3) denial of admission. Recommendations are forwarded to the Program Director. The Department Head then renders the final admission decision at the departmental level, and sends application materials forth to the College of Health and Human Services. Once processed, materials are returned to Graduate Studies.~~

**~~Additional Information for International Applicants~~**

~~Per policies set forth by Graduate Studies, all international students must participate in orientation and testing of English proficiency three days prior to the beginning of the regular registration period.  Students found to be deficient in English skills must take remedial course work.  Health insurance must be purchased upon arrival at the University.~~

### ~~Admission Deadlines~~

|  |  |  |  |
| --- | --- | --- | --- |
|  | **~~Complete Application Due to Graduate Studies~~** | **~~Public Health Admission Committee Begins Review~~** | **~~Public Health Admission Committee Ends Review~~** |
| ~~Fall Admission~~ |  |  |  |
| ~~Domestic Applicants~~ | ~~June 15~~ | ~~February 15~~ | ~~June 30~~ |
| ~~International Applicants~~ | **~~April 1~~** | ~~February 15~~ | ~~April 15~~ |
| ~~Spring Admission~~ |  |  |  |
| ~~Domestic Applicants~~ | **~~November 15~~** | ~~August 15~~ | ~~November 30~~ |
| ~~International Applicants~~ | **~~September 1~~** | ~~August 15~~ | ~~September 30~~ |

~~All application materials must be submitted to Graduate Studies by the dates posted above.~~ **~~Because of the length of time required to process international applications, international applications received after the posted deadlines, without exception, will not be forwarded to~~ ~~the Department of Public Health for consideration.~~** ~~The Admission Committee begins its review of applicants~~ *~~prior~~* ~~to the Graduate Studies deadlines in order to provide applicants with a timely decision; therefore, all applicants are encouraged to submit their materials early to ensure full consideration into the program.~~

### Special Circumstances: Applicants

~~Conditional Admissions~~

~~Applicants may be admitted at the Departmental level with specific conditions through the general or the alternative admission process. Once conditions have been met, students will be admitted fully into the program. If students do not meet the conditions, their application for admission into the MPH program will be denied~~.~~[[2]](#footnote-2)~~

~~Appealing a Admission Denial~~

~~Applicants being denied admission at the Departmental level may appeal the decision through the Admissions Committee by submitting a letter to the Admissions Committee detailing rationale for why their denial should be overturned and two or three examples of work that illustrate their~~ ***~~individual~~*** ~~professional or academic accomplishments, such as papers, reports, projects, etc.. These materials should be submitted through Graduate Studies.~~

**~~Special Circumstances: Current Students~~**

## ~~Changing Area of Concentration~~

~~Students are admitted into a specific concentration within the MPH program.~~ ***~~The Admissions Committee must approve any changes to the student’s academic option.~~*** ~~Students who wish to switch academic options must make a formal request to the Admissions Committee by completing the MPH Change of Concentration form to the MPH Program Director. These requests are reviewed once per semester by the Admissions Committee as noted below.~~

|  |  |  |
| --- | --- | --- |
| **~~Change of concentration effective beginning:~~** | **~~Submit Change of Concentration Form~~** | **~~Admission Committee Review~~** |
| ~~Spring semester~~ | ~~On or before 11/1~~ | ~~By 11/15~~ |
| ~~Fall semester~~ | ~~On of before 4/1~~ | ~~By 4/15~~ |

~~The Admissions Committee will review each application and inform the Program Director of their recommendation. The Program Director notifies the student of the final decision. When a change of concentration is approved, the Program Director completes a change of advisor form.~~

~~Failing to Meet Conditional Requirements~~

~~Students who are non-compliant with the conditions set forth in their admission decision will be denied full admission into the program. Students in this situation who want to remain in the program must submit a written appeal to the Program Director detailing why the conditions were not met and providing supporting documentation, if appropriate, for extenuating circumstances. The Program Director can approve or deny appeals unilaterally or, if desired, send the appeal to the Admission Committee for a recommendation.~~

### ~~Resources~~

~~Graduate Studies:~~ [~~http://www.wku.edu/graduate~~](http://www.wku.edu/graduate)

~~Online Application:~~ [~~https://acsapps.wku.edu/pls/prod/bwskalog.P\_DispLoginNon~~](https://acsapps.wku.edu/pls/prod/bwskalog.P_DispLoginNon)

~~MPH:~~ [~~http://www.wku.edu/Dept/Academic/chhs/publichealth/mph.php~~](http://www.wku.edu/Dept/Academic/chhs/publichealth/mph.php)

***Western Kentucky University***

*Department of Public Health*

Phone: (270) 745-4797 Fax: (270) 745-4437

Master of Public Health

Change of Concentration

**WKU ID Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Legal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Last First Middl

Indicate your legal name on college transcript, if different from above \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:**

Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Desired Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**---------------------Students do not complete below this line – For official use only--------------------------------------------------**

**Current Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Admission Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: This form must be accompanied with a 11/2 to 2 page paper explaining why student wishes to change concentrations. Completed form along with paper must be submitted to Office Assistant in STH 411 or the MPH Program Director.**

**Original: Graduate Studies**

**Copy: Current Advisor**

**Copy: New Advisor**

**Copy: Student Folder**

**C:\Documents and Settings\wkuuser\My Documents\Public Health\Public Health Committee\MPH Change of Concentration Form 12-10-07.doc**

Overview of MPH Admissions Process

Admitted

Meets Conditions

Material submitted through Graduate Studies (GS)

Meets GAP Score

Does not meet GAP Score

Request alternate admissions & submit required materials to GS

Application closed

GS sends materials to Dept for review by Admissions Committee; recommendation sent forth to Prog. Dir., Dept. Head, and Dean

Not Admitted

GS sends materials to Dept for review by Admissions Committee; recommendation sent forth to Prog. Dir, Dept. Head, and Dean

Request appeal & submit required materials to GS

Application closed

ConditionalAdmit

Not Admitted

Application closed

Admitted

Meets Conditions

Does Not Meet Conditions

Does Not Meet Conditions

ConditionalAdmit

1. ~~Applications submitted without a stated concentration will not be reviewed by the Admissions Committee until such time that the concentration is declared. The MPH administrative assistant will email the applicant requesting this information. Applicants who do not respond prior to the end review date stated herein will be rejected~~. [↑](#footnote-ref-1)
2. ~~Students who are admitted conditionally will be tracked by the departmental office associate and reported to the Program Director at the mid- and end-point of each semester..~~  [↑](#footnote-ref-2)