

# APPENDIX I

**ADMISSIONS AND GRADUATION COMMITTEE BYLAWS**  
**UAB School of Public Health**

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**ARTICLE I – NAME**

The name of this committee shall be the Admissions and Graduation Committee (A&G) of the School of Public Health, University of Alabama at Birmingham.

**ARTICLE II – PURPOSE**

The A&G committee is responsible for monitoring compliance with established rules and procedures for admission and graduation for all degree programs that are the responsibility of the School of Public Health including MPH, MSPH and DrPH. (The Graduate School has responsibility for the PhD and MS degree programs). This responsibility includes but is not limited to conducting reviews and developing recommendations for admission status for individual applicants who do not meet approved admissions guidelines, and developing general admission and graduation guidelines that the committee deems necessary or prudent.

The A&G Committee shall be responsible for soliciting nominations and selecting winners for the School of Public Health Outstanding Student Awards. Two awards are given annually, one to a master's student and one to a doctoral student. The A&G committee shall review selection criteria and modify as necessary.

**ARTICLE III – OPERATION**

In discharging its responsibilities, the A&G committee serves as an advisory committee to the Faculty Assembly of the School, which is the final decision-maker on educational policy. To ensure timely discharge of its responsibilities the A&G acts as a surrogate for the Faculty Assembly.

Applicants to MPH, MSPH and DrPH degree programs who are recommended for admission by departmental admissions committee or admissions coordinators, but do not meet established review criteria for admission, shall be referred by the Assistant Dean for Student Affairs to the A&G for review. A letter justifying the recommendation and outlining the mechanism by which the student's success shall be facilitated must accompany such recommendations.

For each application submitted to A&G for review, the departmental recommendation is approved or disapproved, either during A&G meetings or by mail ballots as needed. Mail ballots will be sent out to all committee members with application and letter explaining rationale for recommendation attached. This letter should be addressed to the Assistant Dean for Student

Affairs and signed by the Department Chair or his/her designee. A majority decides the result of the vote except if a member votes to meet concerning the application. A meeting of the A&G committee will then be scheduled to discuss the application. In the event of a tie, the Assistant Dean for Student Affairs will vote on the admission request. If the A&G committee disapproves a department's recommendation, the A&G may provide an alternative recommendation regarding an applicant's admission status. The A&G shall reconsider applications upon receipt of a written request from the department, which shall include a statement by the departmental admissions committee or coordinator indicating the justification for reconsideration. The results of the ballot vote will be posted before a final decision is made. A copy of the results is sent to the Department Chair and the Dean.

To provide faculty oversight of the compliance with admissions criteria, the Office of Student and Academic Services shall once a year provide a list indicating the disposition of each completed application for admission to the degree programs that are the responsibility of the School of Public Health. This list shall not include applicant's names but shall include standardized test scores (GRE verbal, quantitative, and analytical; or equivalent) and grade-point averages, if available, and admissions status (admitted on probation or rejected).

The A&G committee shall provide the Faculty Assembly with a quarterly report of their activities. The A&G Chair will serve as an ex-officio member of the EPC, attend EPC meetings, and provide reports as appropriate.

To ensure that the faculty is aware of issues under consideration by the A&G committee, agendas for meetings will be distributed one week in advance to all faculty. Each faculty member has the right and responsibility to express his/her opinion to the A&G either through his/her department's A&G representative prior to the meeting, by written communication to all members of the A&G committee prior to the meeting, or by his/her own attendance at the meeting. As the A&G committee is an advisory committee to the Faculty Assembly, every faculty member has the right to attend any and all regularly scheduled quarterly A&G meetings.

A policy decision by the A&G committee will become accepted policy of the School one month after distribution of the minutes unless a primary full-time faculty member requests a review of the decision. A review of the decision is a request for open discussion of the decision during the next school-wide faculty meeting. A request for a review of the decision automatically suspends an A&G decision from becoming policy until after the faculty has voted on the issue. A request must be made in writing to the Chair of the A&G and to the Chair of the Faculty Assembly and must be co-signed by at least two primary full-time faculty members. After review of the decision at the faculty meeting, a vote of the faculty will be taken to either reject or accept the A&G committee's decision. This vote may be polled at the faculty meeting or by mail ballot. If rejected by the majority, the decision is overruled. No further action is required by the A&G on the issue unless new proposals are submitted for review.

Solicitation for nominations for the Outstanding Student Awards shall begin at the earliest feasible date following the Application for Degree deadline for the Spring semester, and will close no later than one month prior to convocation. After the close of nominations, a meeting will be scheduled to select the winners. A&G Committee members will be given a copy of all nominations one week in advance of this meeting.

#### **ARTICLE IV – MEMBERSHIP**

The A&G shall consist of one representative from each of the departments of the School of Public Health and one student representative appointed by the PHSA President. The student representative serves as a voting member on discussions regarding admission and graduation policies and procedures but is not involved in discussions of individual applicants. Each

departmental representative shall be a primary full-time faculty member elected for a term of three years by a vote of the primary full-time faculty in the department. Terms are to be staggered such that about one-third of the A&G membership changes each year.

The A&G chair is elected by the members of the A&G for a term of two years.

#### **ARTICLE V – MEETINGS**

Regular A & G meetings will take place quarterly, on the second Friday of the months of September, January, March and June. Any faculty member can attend these meetings. In addition to these regularly scheduled meetings, the Chair of the A & G shall call meetings as needed to discuss specific issues as they arise. These meetings to discuss School of Public Health applicants and students will not be announced. The Chair of the A & G serves as a spokesperson for the committee. There must be a quorum present to conduct a vote. For all meetings, at least 50 percent of the primary members of the A&G must be present to constitute a quorum. All decisions are to be determined by a majority vote.

#### **ARTICLE VI – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the A&G unless the Chair specifies otherwise.

#### **ARTICLE VII – APPROVAL OF AND AMENDMENTS TO THE BYLAWS**

Approval of any amendment to these bylaws requires submission to and subsequent affirmative vote by the Faculty Assembly of the School of Public Health.