

# MLS HANDBOOK: ADMISSIONS COMMITTEE

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## AD 1.0: Admissions Committee

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### PURPOSE

The responsibilities of this committee are to review and make recommendations on matters related to MLS admissions.

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### MEMBERSHIP

The committee shall include:

1. A Chairperson
  2. Committee Member(s)
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### DUTIES OF CHAIRPERSON

1. Preside at all planning meetings, including dissemination of meeting minutes
  2. Preside at a minimum of 80% of the applicant interviews
  3. Facilitate communications with CAHP EMSA Office
  4. Report actions and recommendations of the committee to the MLS Program Director
  5. Other duties as assigned
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### DUTIES OF THE ADMISSIONS COMMITTEE

1. Recommend admission policies and procedures in collaboration with the CAHP EMSA Office.
2. Receive and process applications from prospective students via the CAHP EMSA Office
3. Make recommendations to the MLS Program Director concerning action on each application received
4. Other duties as assigned