

**Policy number:** 104

**Subject/Title:** MPH & MS Committee Structures

**Effective Date:** Fall 2010

**Policy Statement:** The following describes our new MPH & MS Committee Structures:

- MPH students who matriculated with the Fall 2010 entering class
  - Incoming students will have 1 Academic Advisor, either the Departmental / RC centralized advisor assigned at the time of admission or a Departmental / RC faculty member identified at the time of admission as the student's advisor.
  - MPH students who elect a concentration will be required to add 1 additional member to their committee to represent the concentration. (If the advisor is also a concentration faculty then a second member is not required.)
  - Dual Degree students will need a dual degree program representative.
  - Students who wish to take the Capstone Course option for the culminating experience will be required to only have 1 Advisor and no other committee members, unless they elect a concentration. Students who plan on taking the Capstone Course option and a concentration, must add 1 additional member from the concentration to their MPH committee.
  - Students who elect any of the written culminating experience options must select 1 additional member who will provide additional expertise in support of their written CE. This member will be chosen by the student and can come from outside their primary discipline or from within their primary discipline. Students, who plan on doing any of the written culminating experience options and a concentration, must add 1 additional member from the concentration to their MPH committee if the second member added to support the written CE option is not from the elected concentration.
- MS students who matriculated with the Fall 2010 entering class
  - Incoming students will have 1 Academic Advisor assigned at the time of admission.
  - MS students will be required to have 1 additional member to represent the minor discipline. The member representing the minor discipline will be chosen by the student.
  - MS students who elect a concentration will be required to add 1 additional member to their committee to represent the concentration. (If the advisor is also a concentration faculty then a second member is not required.)
  - Dual Degree students will need a dual degree program representative.

**Master's committee will be structured according to the following**

MPH – Capstone

\* Advisor (same department/discipline)

\* 2<sup>nd</sup> member (optional) – anyone with a terminal degree

MPH – Written culminating experience (CE)

\* Advisor (same department/discipline)

2<sup>nd</sup> member required (internal or external person)

MS – all

- \* Advisor (same department/discipline)
- \* 2<sup>nd</sup> member (minor discipline - internal)
- 3<sup>rd</sup> member (optional)

**NOTES:**

- \*UTHealth School of Public Health Faculty = a paid assistant, associate or full professor; with a primary appointment at the school
- Discipline = Biostatistics; Environmental and Occupational Health Sciences; Epidemiology; Health Promotion and Behavioral Sciences; Management, Policy and Community Health
- Academic Advisor = Chair of committee
- Any committee member may serve as the supervisor for the project
- Concentration(s) – if applicable, must be represented on committee
- Minor = 9 credit hours and at least 3 courses beyond the core

**Reason for Policy:** The proposed committee structure was developed to facilitate faculty mentoring of students based on major, concentration, degree program and culminating experience option.

**Definitions:** N/A

**Scope and Audience:** All UTHealth SPH MPH and MS students.

**Responsibilities and Procedures:** Outlined above

**Related Policies, Forms and Information:**

Please click the MPH or MS tab for the appropriate forms on the [Student Forms](#) webpage.

MPH Thesis Supervisor Appointment  
Optional Member Appointment (MPH)  
MS Thesis Supervisor Appointment  
MS Committee Appointment

**History:** Approved by Academic Council: October 19, 2010  
Endorsed by Executive Council: October 21, 2010  
Updated for clarity by Academic Council: October 21, 2016

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