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 Divisional / RC centralized advisor assigned at the time of admission or a Divisional / 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 as has been done in the past.
  - 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.

How the new structure will affect Current MPH & MS students:

Current MPH Committee Structure:

- Academic Advisor + 1 randomly assigned 2nd member from a Discipline other than the major Discipline.
  - Students who elect a Concentration must have at least 1 committee member that represents the Concentration.

Current MS Committee Structure:
-* Academic Advisor from the major Discipline + 1 SPH faculty representing the minor Discipline and 1 additional SPH faculty from the major Discipline.

- Current MS and MPH students may choose to maintain their current committee structure.
- MPH students who have had a 2\textsuperscript{nd} member leave the school will have the option of replacing the 2\textsuperscript{nd} member according to the guidelines provided in the section above.
  - Current students electing the Capstone Course option do not have to replace the 2\textsuperscript{nd} committee member (except in the case where the 2\textsuperscript{nd} member represents a concentration).

**Summary table for MPH committee structure:**

<table>
<thead>
<tr>
<th>First-term student</th>
<th>Capstone Course option</th>
<th>Capstone Course option + concentration</th>
<th>Written CE option*</th>
<th>Written CE option + concentration*</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH</td>
<td>Advisor only — assigned at admission as centralized advisor or other faculty member in the MPH Discipline. First evaluation meeting may be 'group' advising.</td>
<td>Advisor only — assigned at admission as centralized advisor or other faculty member in the MPH Discipline.</td>
<td>Advisor + 2\textsuperscript{nd} member of student's choosing (can be within same Discipline).</td>
<td>Advisor + 2\textsuperscript{nd} member of student's choosing. If 2\textsuperscript{nd} member does not represent concentration, 3\textsuperscript{rd} member from concentration must be added.</td>
</tr>
</tbody>
</table>

* For any Written CE option, a “Thesis Advisor” can be added from outside the SPH, provided that the required documentation is on file (Current CV and approval).

(Note that Dual Degree students must have a Dual Degree program representative).

**Reason for Policy:** Changes in our Master’s (MPH & MS) committee structures have been put in place to enhance our ability to provide consistent academic advising within and across the Disciplines & Regional Campuses.

**Definitions:** N/A

**Scope and Audience:** All UTSPH MPH and MS students.
Responsibilities and Procedures: Outlined above

Related Policies, Forms and Information: 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

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