

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**

- Incoming students will have one (1) Faculty Advisor assigned at admission.
- Students who wish to take the Capstone Course or independent Integrative Learning Experience (ILE) options will be required to only have one (1) Faculty Advisor and no other committee members.
- Students completing a thesis must select one (1) additional member who will provide additional expertise in support of their ILE. This member will be chosen by the student and can come from within or outside of their primary discipline.
- Students who have elected a certificate requiring committee representation must include a UTHealth SPH faculty member representing the certificate on their committee if not already included.

- **MS students**

- Incoming students will have one (1) Faculty Advisor assigned at admission.
- MS students will be required to have one (1) additional member to represent the minor discipline. The member representing the minor discipline will be chosen by the student.
- Choosing a minor is optional for MS Biostatistics students who matriculated Fall 2019 or later. If a student chooses not to complete a minor, a minor representative is not required.
- Students who have elected a certificate requiring committee representation must include a UTHealth faculty member representing the certificate on their committee if not already included.

Master's committee will be structured according to the following

MPH – Capstone or Independent ILE Project

* Advisor (same discipline)

* 2nd member (optional) – anyone with a terminal degree

MPH – Thesis

* Advisor (same discipline)

2nd member required (internal or external person)

MS – all

* Advisor (same discipline)

* 2nd member (Minor discipline - internal)

3rd member (Optional)

NOTES:

- *UTHealth School of Public Health Faculty = an appointed assistant, associate or full professor; with a primary appointment at the school
- Faculty Advisor = Chair of committee
- [Minor disciplines](#): Biostatistics, Epidemiology, Environmental Sciences, Behavioral Sciences, Health Economics, Health Services Research, Health Policy, Healthcare Management, Community Health Practice
- Minor = nine (9) credit hours and at least three (3) courses
- Any committee member may serve as the Thesis Supervisor
- Students who have elected a certificate requiring committee representation must include a UTHealth SPH faculty member representing the certificate on their committee if not already included.

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

Definitions: N/A

Scope and Audience: All UTHealth School of Public Health 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 Research](#) 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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