

**Graduate School of Public Health  
Report on Requirements for Master's Degree\***

Name of Student \_\_\_\_\_ PeopleSoft # \_\_\_\_\_

Dept/Program \_\_\_\_\_ Degree \_\_\_\_\_

*REFER TO COMMITTEE REQUIREMENTS ON SIDE TWO*  
Please indicate requirements fulfilled and sign

A.-----

If student was admitted provisionally, has his/her status changed to full?  Yes  No

(To verify if student met their PROvisions, view the ADMA screen under Checklists in PeopleSoft.)

Student was not provisional

**Can be signed either by Advisor or Student Services Coordinator:** \_\_\_\_\_

(Type Name)

**Students on provisional status are not eligible to take master's examinations.**

B.-----

I/we certify that the student has  passed  failed the following examinations:

\*Comprehensive Examination on: \_\_\_\_\_ **All MS students.**

**Must be taken one month prior to the last day of the term in which the degree is to be granted. Students must have full status to take this exam.**

\*Thesis Defense on: \_\_\_\_\_ **All students submitting a thesis.**

C.-----

I/we approve the following essay/thesis submitted by the student on: \_\_\_\_\_ date:

Essay *OR*  Thesis

Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D.-----

Student completed the **Exit Survey** on: \_\_\_\_\_ date.

(Requirement effective beginning 8/2008 Graduation. Only signature of Student Services Coordinator is required.)

Signature: \_\_\_\_\_

E.-----

I/we certify that the student has completed all the requirements for graduation. \_\_\_\_\_ date

**Signature of Advisor, Program Director,** \_\_\_\_\_  
**or other authorized dept. representative.** (Type name)

Also need signature of Dept Chair below.

Faculty Committee Members: **Please type names below signature**

1. \_\_\_\_\_  
Thesis Chair OR Essay Advisor Department Date

2. \_\_\_\_\_  
Thesis Committee Member/Essay Reader Department Date

3. \_\_\_\_\_  
Thesis Committee Member/Essay Reader Department Date

4. \_\_\_\_\_  
Thesis Committee Member/Essay Reader Department Date

Approved: \_\_\_\_\_

Department Chair

Date

**General Notes Regarding All Committees**

1) Each department in the GSPH maintains a list of “core educational faculty.” These are defined as faculty of the University of Pittsburgh who are heavily involved in the educational mission of the department as demonstrated by at least some of the following: teaching courses or having significant involvement in courses led by others; participating on a routine basis in journal club; mentoring students in independent studies and masters essays; serving on curriculum committees; and serving on examination or dissertation committees. Faculty with primary appointments in the department are automatically considered core faculty. The core faculty lists are kept on record with the Office of Student Affairs and updated periodically. The departments bear the responsibility of meeting with core faculty once a year to update them on any changes in policy or procedures, and to provide them with academic program manuals.

2) Research associates *who are involved in the educational program of the department* may be listed as core faculty and allowed to serve on all committees at departmental discretion.

3) All rules below are intended as school-wide minimum standards; individual departments are free to implement more stringent requirements.

**PhD Qualifying Exam**

- The committee must consist of at least three University of Pittsburgh faculty members.
- The committee chair must be on the core faculty list of the student’s department.
- Half or more of the members must be on the core faculty list of at least one GSPH department.
- Half or more of the members must have Graduate Faculty status.
- There must be at least one member who is not on the core list of the student’s department.

**PhD Comprehensive Exam**

If the comprehensive exam takes place at the same time as the dissertation proposal, then the rules for the dissertation committee apply. If the comprehensive exam is taken separately from the dissertation proposal, then the rules for the comprehensive exam committee are the same as those for the qualifying exam committee.

**PhD Dissertation Committee**

- The committee must consist of at least four University of Pittsburgh faculty members.
- At least two members must be on the core list of some GSPH department.
- The majority of members must have Graduate Faculty status.
- There must be at least one member who is not on the core list of the student’s department.

**MS Comprehensive Exam**

The rules are the same as for the PhD qualifying exam, except that graduate faculty status is not required.

**MS or MPH Thesis Committee**

- The committee must consist of at least three University of Pittsburgh faculty members.
- Half or more of the members must be on the core faculty list of at least one GSPH department.
- There must be at least one member who is not on the core list of the student’s department.

The same rule as for the MS comprehensive exam, except that the thesis committee chair need not be on the core list of the student’s department.

**MPH Essay---revised 1/2007 by the Educational and Policies and Curriculum Committee (EPCC)**

- The committee must consist of at least two University of Pittsburgh faculty members.
- Members must have primary appointments in different University departments (at least two departments represented).
- At least one member must be on the core list of some GSPH department.

**DrPH**

Rules for composition of all committees are the same as for the PhD, except that all committees must have a majority of members who are on the core list of at least one GSPH department.