

Graduate Program in Public Health Student Handbook



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Background

The Master of Public Health (MPH) degree is designed to provide a locally accessible resource for the education of individuals interested in pursuing a career in public health. The MPH is a professional degree and is the sentinel credential for public health professionals. The MPH degree is a collaborative program, sponsored jointly by UMU and SU. The program operates within the parameters of a contract between UMU and SU approved and signed by the New York State Attorney General and Comptroller in December 2007. An application to establish the program was approved by the New York State Education on September 2, 2008.

The benefits of the program include extending the capacity of both institutions in graduate education with a focus on population-based health from the clinical and administrative perspectives, complementing the medical doctor degree, nursing degree and graduate degrees offered by UMU and drawing on the expertise of the Maxwell School of Citizenship and Public Affairs in public administration and public policy, the health and wellness programs at the College of Human Ecology and the resources of the College of Law, particularly the Institute for National Security and Counter Terrorism's (INSCT) work on disaster preparedness.

CNYMPH Vision Statement

To be the Best Applied MPH Program in the United States.

CNYMPH Mission Statement

The mission of the MPH program is to strengthen regional public health through education, research, and community partnerships.

It will achieve this mission through:

- A) Educating a wide variety of professionals to have the values, commitment, knowledge, and technical skills necessary to improve health using the population health philosophy;
- B) Advancing knowledge in the public health field by developing an active program of population health research; and
- C) Developing community partnerships of the highest quality that benefit the health of local and state populations

CNYMPH Goals

- To recruit and train a diverse student body;
- To recruit and retain a diverse faculty in public health;
- To develop and implement a curriculum that emphasizes competencies for working with diverse populations;

- To strengthen students' interest in and commitment to working with diverse, underserved, and rural populations;
- To provide continuing educational opportunities for public health and health services professionals to meet the diverse needs of populations;
- To foster research activities that are consistent with the mission and vision of both institutions and represent interdisciplinary and multi-method approaches;
- To promote collaboration between SUNY Upstate Medical University and Syracuse University; and
- To identify, establish, and develop ongoing research, teaching, and service programs within Central New York communities.

Admission Process and Standards

Applicants will submit a single application to UMU to be reviewed by the Admissions Committee. Upon acceptance, applicants will become students at both sponsoring universities and will receive a Master of Public Health granted by both universities.

All students will receive both a UMU and SU student ID badge allowing privileges to both university campuses and services.

Admission Standards

- Minimum GPA's at or above a 3.0 (4.0 scale);
- Minimum GRE test scores at the median (mid 500's on both levels and 4.5 on the analytic). The graduate entrance examination must have been taken within five (5) years of the application submission date. Under certain circumstances, a waiver of the GRE requirement will be considered.

A waiver of the GRE may be granted for those who meet the following criteria. Applicants who wish to pursue a waiver must submit a letter addressed to the CNYMPH Admissions Committee outlining reason for the request of Waiver. Applicants must also supply an official copy of the substitute exam (if applicable.)

A waiver of the GRE may be granted if the applicant has:

Medical College test (MCAT) score of 26 or above is preferred;

Dental Admission Test (DAT) score of 17 or above is preferred;

Graduate Management Admission Test (GMAT) of 550 or above is preferred;

Law School Admission Test (LSAT) score of 150 or above is preferred;

Optometry Admission Test (OAT) score of 70 or above is preferred;

United States Medical Licensure Exam (USMLE) step 2 or 3; or

If the prospective student has earned a doctoral degree from a Council for Higher Education (CHEA) regionally accredited college or university (must submit full transcript of studies) OR has earned a Master level degree from a CHEA accredited college and has relevant experience in a health-related field.

Waiver is at the discretion of the CNYMPH Admissions Committee after review of the applicants' full application and review of substitute exam scores or review of transcripts from the University.

Proof of current licensure must be submitted for all allied health professionals.

- Minimum TOEFL of 600 written exam/250 CBT/100 IBT (*revised 1/07*) are preferred. Applicants with TOEFL scores between 580/237/92-93 and 600/250/100 may be considered for admission, however they will be required to complete an English Language Assessment Exam upon matriculation and may be possibly recommended into English Language courses to be taken concurrently with their studies;
- Baccalaureate degree from an accredited institution;
- Official transcripts from all previous postsecondary courses;
- Appropriate completion of the admission application;
- A written statement of career goals and health-related experience as it applies to public health; and
- One public health essay as described in the application packet.
- International Students: Applicants who have completed all or part of their education abroad will have a course-by-course educational credential evaluation done by an approved agency accredited by the World Education Services (www.wes.org).
- A non-refundable application fee of \$45.00.

Students are required to have a basic foundation in biological concepts in public health as demonstrated by at least 3 undergraduate credits in biological sciences (human biology course).

All CNYMPH students will be required to take a math placement examination. The purpose of the examination is to determine the student's comprehension of mathematical principles basic to the successful completion of the MPH degree. Students who do not obtain a passing score (70%), will be notified of their status and are required to remediate the deficiency before taking the Principles of Biostatistics Course. Examination schedules can be found on the CNYMPH website.

Writing Proficiency

Accepted students will have their proficiency in writing assessed. The written work submitted with the application (personal goals essay and public health essay) will be submitted to the Syracuse University's Writing Center for assessment by an independent editor. If this review

suggests that focused work on writing skills is indicated, a personalized plan will be developed for the student during their first semester.

Deferral of Admission

Accepted applicants to the CNYMPH Program who request and are granted a deferral are deferred for a maximum of one year. Only under extraordinary circumstances are requests deferred beyond one year.

Student Orientation

Student orientation is held in August and is mandatory for all new students. The CNYMPH orientation is a three day event. The orientation covers academic advisement, tours of both campuses, student health, financial aid and a community tour. Please refer to the CNYMPH website for specific information regarding the orientation schedule.

Academic Advisement

Upon matriculation to the CNYMPH program, each student will be assigned an academic advisor. Students may choose to keep their initial advisor placement or change advisors according to their field of interest. Advisors will be given a list of their advisees but it is up to the student to initiate contact and set-up an appointment with their advisor.

Students will work with their advisor to complete a plan of study, courses for each semester and monitoring the progress of each advisee.

Course Directors are required to communicate with a students' advisor – at appropriate course intervals – when and if the student is experiencing academic difficulty. The advisor will meet with the Program Director to discuss student issues and determine, with the student, assistance with the course(s).

For each subsequent semester, the student and advisor must meet before s/he can register for courses.

Total Credits Required for the Degree

A minimum of 42 credits will be required for the degree consistent with the accreditation criteria for public health programs established by the Council on Education for Public Health (CEPH).

Curriculum/Structure

The MPH is structured with an emphasis of the core public health functions at the onset of the students studies and are all reflected in the nine required courses (sequencing for FT and PT students). The curriculum allows students ample opportunity to choose electives which will enable them to focus their public health interest.

- There are nine *required core courses*:
 - MPHP 603 / Principles of Environmental Health (3 credits)
 - MPHP 601 / Principles of Epidemiology (3 credits)
 - MPHP 602 / Principles of Biostatistics (3 credits)
 - MPHP 604 / Social and Behavioral Dimensions of Public Health (3 credits)
 - MPHP 605 / & MPHP 606 Public Health Practice I & II (3 credits each)
 - MPHP 607 Public Health Administration (3 credits)
 - MPHP 698 / Field Placement (3 credits)
 - MPHP 699/ Culminating Experience (3 credits)

There is a range of *elective options* available to students, depending on their areas of interest and backgrounds. These courses are drawn on current courses offered at both UMU and SU and also include new courses to be developed by MPH faculty. A list of course descriptions can be found at www.upstate.edu/cnymph and on the CNYMPH Blackboard site.

One *field placement* that carries three credits is required. The Field Placement is a project or activity that immerses the student in one of more aspects of public health operations under the guidance of a preceptor and provides a graduate student an opportunity to bridge professional academic preparation and public health practice through a supervised field experience. Knowledge and skills acquired in the core public health courses and the elective courses are applied in an agency under the supervision and mentoring of an experienced employee. The student gains first-hand experience with areas of public health and the host agency receives the benefit of a highly motivated individual who is eager to work in the field of public health. The field experience component of the MPH degree program plays a vital role in training students to assume public health leadership positions. The objectives of the field placement are to integrate and apply the public health concepts and practices learned in the classroom in a defined culminating experience within a public health/community setting, emphasizing the application of public health principles and the use of public health-based decision making and skills development. The experience is expected to reinforce the student's public health coursework and training. This fieldwork may include, but is not limited to: community education, health promotion, program planning, program organization or management and/or grant writing. It does not include the performance of a purely clinical or clerical activity. The field placement will be coordinated by the student's MPH academic advisor.

The **MPH Culminating Experience** is a requirement for graduation for students in the Master of Public Health Program that allows students to gain practical experience working on a project related to their area of interest and/or career goals in public health. The capstone experience includes working with an agency/organization on an approved project, writing a final report and giving an oral presentation. Projects may be program evaluations, case studies, research, policy analyses or descriptive studies.

Student Files

Confidential files will be maintained on each student charting academic progress according to the Family Educational Rights and Privacy Act (FERPA). The files will be housed and maintained with the Department. Advisors are responsible for obtaining the file prior to each meeting with the advisee and returning the file in a timely manner.

Plan of Study

- At the start of matriculation, the student and advisor will need to complete the students' Plan of Study for the degree (curriculum pathways and plans of study are located on blackboard and the CNYMPH website)
- Each Student Plan of Study must have advisor, CNYMPH Director or Associate Director, and Curriculum Committee approval.
- Changes to the Plan of Study must be approved by the Director or Associate Director, CNYMPH program.

Transfer of credits into the program/Request to take a non-program course

A maximum of six (6) credit hours can be transferred into the degree program. To receive credit for previously taken courses, students must:

- Submit the course syllabus and grade received to their advisor for approval; and
- Receive approval from the Director or Associate Director, CNYMPH program and the Curriculum Committee.

Students will not be permitted to take courses outside the currently approved MPH courses; however, students can submit a request to replace an approved course for another approved course.

The request must:

- Justify request for course change in the context of their professional interests;
- be submitted to their advisor for approval; and
- be approved by the Director or Associate Director

Dropping Courses

For regular, full semester courses, the drop deadline is approximately one week after mid-semester. The financial drop deadline (the last day to drop a course and be eligible for a tuition refund) is approximately three weeks after the first day of classes. Courses with nontraditional start and end dates may have different deadlines. Specific dates and procedures are published each semester in the *Schedule of Classes*. Nonattendance of class or notification of intention to drop a class to the instructor does not constitute dropping the course. Students must submit the proper paperwork to the registrar in order to be approved and dropped from the course.

Withdrawing from Courses

Following the academic drop deadline, a student may withdraw from a course and have the symbol W (withdrew) recorded on the transcript. Courses with non-traditional start and end dates may have different deadlines. **Specific dates and procedures are published each semester in the *Schedule of Classes*.** Following the last day to receive a W, students are evaluated on the basis on the work completed in the course. A students' failure to drop or withdraw properly from a course does not preclude the instructor from submitting a grade for the student on the basis of the work previously submitted. Un-submitted work counts as a zero in calculating a student's grade in a course.

Forms for withdrawing from a course are available at the registrars' office. The completed form must be approved with the necessary signatures and submitted to the registrar within the timeline published in the *Schedule of Classes*. The date upon which the form is approved is considered the official date of withdrawal. Nonattendance of class or notification of intention to withdraw to the instructor does not constitute formal withdrawal.

Incomplete Work

A grade of Incomplete (I) shall be reported to the MPH office for any student who has obtained, in advance, the permission of the course instructor to postpone completion of specific course requirements beyond the semester of which the course was taken. Students have one (1) semester to complete the coursework required to complete the course. A letter grade of 'I' will be given to the student for the semester in which the incomplete was earned and will be removed upon earning a grade.

The removal of an incomplete (I) may be removed in one of two ways: (1) by completing the outstanding work specified on the Request for Incomplete Grade form (available in the MPH program office) by the date agreed upon with the instructor (but cannot exceed more than 1 semester) or (2) by failure to complete the required work in accordance with the terms of the Request for Incomplete Grade, whereupon the "If not completed..." grade will be posted by the Registrar's office or MPH office. The student may earn any grade, A through F, or a grade of P where that grade would be appropriate. Incomplete grades are not removed by registering for the course again. Even though an instructor may require a student to repeat certain elements of a course to remove an incomplete grade, students should not register for the course a second time.

Auditing Courses

Students auditing a course must pay full tuition for the course and must obtain permission of the instructor to audit a course. Students cannot audit if the course has reached capacity with students enrolled for credit, permission by the instructor is not granted or the course is listed as 'no audit permitted.'

Leave of Absence: Requesting a Leave

Any student desiring a leave of absence must take the steps below:

1. Meet with the Assistant Director
2. Request a leave (in writing). The request should include:
 - a. Length of time desired for the leave (up to one year);
 - b. Reasons for the request; and
 - c. To the extent possible, a description of activities that will make the leave meaningful and useful (develop a plan).
3. The student should continue coursework (barring any emergency) until the leave of absence is approved.
4. A student on a Leave of Absence may not register for new courses; complete courses previously registered for or do remedial work (such as take a re-examination for the course).

Note: Although a leave may be granted, a student's work may be reviewed by the MPH evaluation Committee to determine the student's appropriate academic status. The committee may require remedial work, the repeating of coursework or the dismissal of a student.

Leave of Absence: Returning from a Leave

A student who desires to return from a leave of absence must submit a written request to return to the Assistant Director. The student also:

1. May be required to meet periodically with Assistant Director to review his/her progress toward the successful completion of the plan of activities that the student agreed upon at the time of the leave.
2. Must notify the Office of the Registrar in writing at least one month before the expected return date.
3. Meet with the Registrar to schedule courses for the academic year.
4. Notify Student Health and update health record, if necessary.

Graduation Requirements

Students must meet all CNYMPH graduation requirements:

1. Registered for, and successfully completed, all required course work in the curriculum.
2. Registered for, and successfully completed, both their fieldwork experience and Culminating Experience.
3. Satisfactory remediation of any academic deficiencies.
4. Be in good standing (not on academic or disciplinary probation at the time of graduation).
5. Have a GPA of 3.0 (B) on a 4.0 scaled.
6. Have no disciplinary charges in progress or pending.
7. Satisfy all financial obligations to SUNY Upstate Medical University.

8. Complete a financial aid exit interview (if applicable).
9. Complete all course and program evaluation forms.

Degree Certification

Students who complete all degree requirements in their program are conferred a degree signed by both SUNY Upstate Medical University and Syracuse University.

Program Information and Forms

CNYMPH Program information and Forms can be downloaded from the CNYMPH blackboard site.

To find the information and forms:

- 1) www.upstate.edu/blackboard
- 2) Log in
- 3) Click on CNYMPH

Go to the appropriate buttons for Program information and forms.

Student Evaluation

Faculty is charged with evaluating student progress in both an objective and fair manner. Student performance is evaluated using multiple measures: course examinations, class participation, and fieldwork and Culminating Experiences.

Course instructors are obligated to inform students of the academic expectations and evaluation methods utilized in their course. This information must be provided in writing at the beginning of the course and be available and accessible to all students in electronic form. It is the responsibility of the course director to inform students of their progress and to advise students who are performing poorly and experiencing academic difficulty. It is also the course directors' responsibility to submit student grades in a timely fashion.

Academic Performance

1. To be considered in good academic standing and to be eligible for graduation, students in the MPH program must maintain a cumulative Grade Point Average (GPA) of 3.0 or higher;
2. Graduate students whose GPA falls below 3.0 will be placed on academic probation. Students remaining in provisional status for two semesters will be considered for dismissal;
3. Any graduate student, whether full-time or part-time who does not register for course work for two (2) consecutive semesters (excluding summer session) and who fails to request a

leave of absence for that period shall be automatically withdrawn from the MPH program at the end of the second semester.

Grading System

Instructors assign a letter grade reflecting the performance of each student in the course. Grade points are assigned to each letter grade on a 4.0 system. Cumulative grade point averages are calculated each semester, according to the point system below.

Letter Grade	Grade Points/Credit
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
P	Pass
F	0
I (Incomplete)	0
W (Withdrew)	0
WF (Withdrew Failing)	0

Student Code of Conduct and Jurisdiction

Under a contract between Syracuse University and the State of New York, Syracuse University and Upstate Medical University provide instruction, student support services and library and computer services to students enrolled in the joint MPH program. The following principles define the relationship between MPH students and both institutions with regard to academic and personal conduct, and the jurisdiction of Upstate and SU judicial systems. In all cases involving Upstate and Syracuse University judicial processes, open and full communication between the two campuses shall be pursued to promote the equitable and timely disposition of Code of Student Conduct violations.

Academic Misconduct

MPH students enrolled in Upstate Medical University courses are subject to the jurisdiction of the Upstate Medical University Code of Student Conduct. All cases of academic dishonesty involving MPH students in Upstate courses are handled by the Upstate Judicial System. Certain sanctions, e.g., an F on an exam or in a course, or prohibition from further registration at Upstate Medical University, shall be administered directly by Upstate Medical University.

MPH students enrolled in Syracuse University courses are subject to the jurisdiction of the Syracuse University Code of Student Conduct. All cases of academic dishonesty involving MPH students in SU courses are handled by the Syracuse University Judicial System. Certain sanctions, e.g., an F on an exam or in a course, or prohibition from further registration at Syracuse University, shall be administered directly by SU and communicated to the proper administrative body at UMU.

For more serious violations, the sanctions of suspension or dismissal will be determined and levied through a collaborative process involving the judicial officials of both institutions.

Personal and Social Misconduct

While MPH students are subject both to the Upstate Judicial System and to the Syracuse University Judicial System, in most cases disciplinary consequences should not be imposed by each institution but rather through a coordinated process between institutions. Only where the institutions are unable to reach consensus on sanctions or other actions, despite appropriate consultation, will each institution determine its sanction independent of the other.

Incidents arising on Upstate Property: Upstate Code of Student Conduct violations occurring on Upstate Medical University owned, operated, or controlled property will be adjudicated by the Upstate Judicial System.

Incidents arising on SU Property: Syracuse University Code of Student Conduct violations occurring on SU owned, operated, or controlled property will be adjudicated by the Syracuse University Judicial System.

Incidents occurring on property other than that owned by Upstate Medical University or SU: Code of Student Conduct violations occurring on property other than that owned, operated, or controlled by Upstate or SU, will be adjudicated by the UMU judicial system.

All judicial action, irrespective of institution, involving MPH students will be recorded and maintained by the Upstate Medical University Judicial Coordinator.

Professional Conduct

CNYMPH students are expected to present themselves in a professional manner while in class, performing fieldwork or research associated with any CNYMPH courses.

Actions consistent with the College of Medicine policy may be taken and is at the discretion of the Course Director and Program Administrators.

Turnitin®

Turnitin® is a plagiarism software program available through the UMU library and SU which allows course directors to submit papers, homework assignments, any written assignment, etc.

and compares the assignment against all sources available on the internet (books, other student papers, articles, internet citations, etc..) and, if you have submitted prior students' work, against the work of your past students. It also checks for proper citations. Turnitin® will generate a report showing percentile of 'matched' sources without proper citation. Students and course directors are encouraged to utilize Turnitin®, where appropriate.

Student Services

Semester Schedules

The CNYMPH program will follow the SU semester schedule for start-end dates and breaks. The 2009-2010 calendar can be found on the CNYMPH website and blackboard.

Student Counseling Services

Counseling and psychological assistance are available to students experiencing academic stress-related or any other personal difficulties that can interfere with school performance. Counseling services are available to all students free of charge and are confidential. An Impaired Students Assistance Program, for drug and alcohol dependency, is available to all students. This program is voluntary and strives to protect the at-risk student, provide treatment while assisting the student in continuing their educational goals. Student Counseling Director: 315-464-3120

Tuition, Fees and Financial Aid

The tuition is based on the current UMU graduate tuition rate (<http://www.upstate.edu/currentstudents/accounts/rates.php>).

Unlike other graduate programs offered on the UMU campus, campus fees charged are dependent on the number of host campus credit hours (course load) the student is enrolled in each semester. Please refer to the UMU bursar's office for the current fee schedule: (<http://www.upstate.edu/currentstudents/accounts/rates.php>)

Enrollment Status

Full-time status for tuition and financial aid purposes is defined as 12 or more credit hours per semester. Students pay a capped tuition rate regardless of the number of credit hours they are enrolled in if they exceed 12 credit hours.

Part-time status is defined as 5 - 11 credit hours per semester for tuition and financial aid purposes. Part-time students pay per credit hour.

Less than <5 credit hours per semester is considered 'less than part-time'. 'Less than part-time' students are not eligible for financial aid.

Financial Aid

Financial Aid and Financial Aid counseling for the MPH students will be provided through the UMU financial aid office.

464-4329

Campus Activities Building, Room 208

Registration

Students will register for all MPH courses at UMU. All official records and transcripts will be coordinated through the Registrar at UMU.

Registrar's Office: 464-4604
Campus Activities Building, Room 203

The UMU Bursar will be performing the billing process.
Bursar's Office: 464-5148
Campus Activities Building, Room 200

Appendix III – Council on Education for Public Health Accreditation

The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and certain public health programs offered in settings other than schools of public health. These schools and programs prepare students for entry into careers in public health. The primary professional degree is the Master of Public Health (MPH) but other masters and doctoral degrees are offered as well.

Specific Objectives of CEPH:

The goal of the Council is "to enhance health in human populations through organized community effort." The Council's focus is the improvement of health through the assurance of professional personnel who are able to identify, prevent and solve community health problems. The Council's objectives are:

- 1) to promote quality in public health education through a continuing process of self-evaluation by the schools and programs that seek accreditation;
- 2) to assure the public that institutions offering graduate instruction in public health have been evaluated and judged to meet standards essential for the conduct of such educational programs; and
- 3) to encourage - through periodic review, consultation, research, publications, and other means - improvements in the quality of education for public health.

Accreditation - Process

The MPH degree is a professional degree. The Program will seek Accreditation from the Council on Education for Public Health (CEPH), the national accrediting body. CEPH is the independent agency recognized to accredit public health programs. CEPH assists schools and programs in evaluating the quality of their instructional, research, and service efforts, and grants accreditation to those schools and programs that meet its published criteria.

The CEPH Accreditation time line is dependent on the timing of the first graduating class: a program cannot seek accreditation status until it has graduated at least one class. Below is a fair estimate of two plans we can follow depending on the first graduating class.

Once we start admitting students to the program, we can apply to CEPH for accreditation. We are required to submit, as our formal Program Proposal, a Self-Study, a standardized form provided by CEPH, outlining all aspects of our program. This self-study is a continual process done throughout the first years of the program start-up and while seeking accreditation. Once a program graduates the first class, the Self-Study is submitted to CEPH and a formal site visit, by two (2) independent public health professionals, is set-up within 3-4 months of submission. Typically, accreditation decisions are made within six (6) months after the site visit.

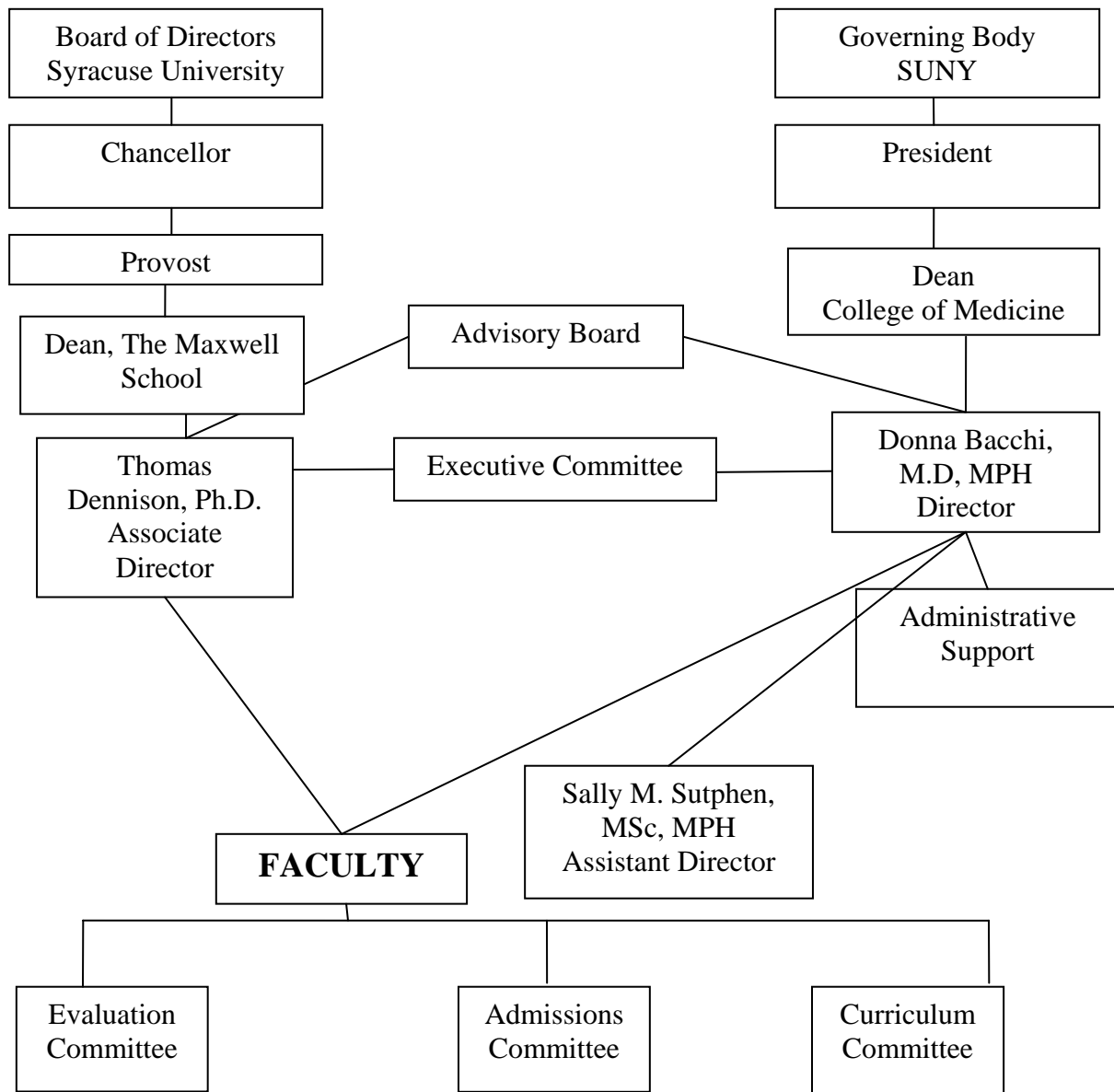
The intention is to follow Plan 1. The only reason for implementing Plan 2 will be if all the students in the first graduating class were part time, in which case, the minimum time to completion of their degree will be three years.

CEPH Accreditation Time Line

First Class Entrance	First Graduation Date	Apply to CEPH	Self-Study due	Site Visit	Accreditation Decision
Plan 1 Fall 2009	2011	Spring 2010	May/June 2011	Oct-Dec 2011	May/June 2012
Plan 2 Fall 2009	2012	Spring 2011	May/June 2012	Oct-Dec 2012	May/June 2013

CNYMPH Governance and Organizational Structure

Governance of the CNYMPH is a shared responsibility between Upstate Medical University and Syracuse University through their respective governing boards. The program will relate to the governing boards through the reporting system now in place for the academic programs operated by the Universities.



Advisory Board

The MPH Advisory Board will be established to provide input on a range of issues related to the MPH degree program. The mission of the Advisory Board is to assist in marshalling the resources of the participating institutions, the community and the region in support of the MPH program and to offer guidance in program design. Specifically, the Advisory Board will provide advice related to:

1. Identification of and collaboration with community organizations willing and able to provide culminating and internship experiences for the students;
2. Development of linkages with academic programs at both institutions to enrich the experience of students studying health and medical services issues;
3. Development of linkages with academic programs that may be a source of recruitment of MPH students; and
4. Assessment of the content of the curriculum and other experiences available to the MPH students to ensure that the experience is relevant and draws on available resources.

The Advisory Board will be appointed by the President of Upstate Medical University and Provost of Syracuse University in consultation with the Deans of the Colleges participating in the MPH program. The Advisory Board will have 12 members from within and outside the two participating universities representing faculty teaching elective courses, organizations hosting MPH field placements and Culminating Experiences and other community leadership. There will be co-chairs; one appointed by UMU and the other by SU.

Committee Structure

The program will be guided by a series of committees. An **executive committee** will be established to provide input and guidance to support the administration of the program. It will be charged with overseeing program policy, ensuring that the contract between UMU and SU and acting upon issues and concerns relevant to the program, faculty, students and curriculum. The steering committee will be composed of program administration, faculty representation from UMU and SU administration (finance and registrar), academic affairs and the MPH student body.

A **curriculum committee** composed of faculty, one student, and other representatives will be charged with maintaining the quality and relevance of the curriculum. An admission **committee** composed of faculty, one student, will be charged with reviewing applications and selecting students for admission to the program and an **evaluation committee** composed of faculty and one student will be charged with overseeing all faculty and student evaluations, core competencies and tracking alumni progress. The committee will ensure that an integrated information system tracks program activities.