

# Pitt Public Health Academic Handbook Academic Year 2016-17

## School-Wide MPH Essay/ Thesis Completion Policy

EPCC Approval on July 14, 2016

- I. Requesting committee chair/main reader and/or faculty advisor and additional committee members/readers

Students will confer with their academic advisor or other designee about the essay/thesis in the semester prior to the one in which they plan to graduate. Students will request faculty members to serve as committee members/readers no later than the end of the semester prior to the one in which students plan to graduate.

- II. Timeline for submitting drafts to committee members/readers

The chair/main reader and student together will determine the timeline for submitting drafts, as many as are needed, so that the student can produce a high-quality paper and graduate on time, without putting undue pressure on readers.

- III. Students will submit the final version of the essay/thesis to committee members/readers at least two (2) weeks prior to:

- a. the defense date, in the case of the thesis, or
- b. the final upload date, in the case of the essay.
- c. **Only** the director of the program can request Student Affairs to grant an extension to complete work on the thesis/essay. Student Affairs will not grant extensions directly in response to student or advisor requests. After the readers/committee members have indicated their final approval of the essay/thesis by turning in the fully-signed ETD form for theses and [to be named] form for essays to Student Affairs, students may work directly with Student Affairs on formatting issues and any extensions that may be required for those.
- d. Not adhering to this timeline can result in the failure of the student to graduate in the desired semester, necessitating registration for an additional credit in another semester.

- IV. Expectations

- a. Students are expected to keep their main advisor apprised of all correspondence and discussion with their thesis committee members or essay readers.
- b. Students and their thesis advisor/essay main reader should discuss the process for getting feedback from other readers.
- c. While quality of the paper and extent to which feedback from outside readers is incorporated are up to the discretion of the student's department, there is an expectation that papers will be high quality and that feedback from all readers reviewed and considered.

The master's essay/thesis is a scholarly work that reflects the student's acquisition of knowledge, ability to synthesize information into a well-organized, coherent document, and development as a professional.