

## **MPH Concentration Change Procedures**

Prior to entry into the MPH program, every student has chosen a concentration area based on his/her interests and goals. However, sometimes students' goals and interests change, thus a change in the initial concentration area is necessary.

If a concentration change is necessary, the following steps should be carried out:

- The student initiates a request with their Supervisory Committee Chair.
- The Supervisory Committee Chair reviews the student's rationale for requesting a change and refers him or her to the Concentration Coordinator in the area the student wishes to change to.
- The Supervisory Committee Chair and Concentration Coordinator determine whether the request is appropriate vis a vis the student's interests and career goals and advise the Program Director.
- The Program Director puts a note in the student's file and notifies the Program Assistant to generate the necessary paperwork.
- The Concentration Coordinator assigns the student a new Supervisory Committee Chair.
- The student is responsible for updating their plan of study with the Assistant Director.

This is a formal process since the concentration appears on the student's transcript. In general, changes in concentration will not be approved after the first full year of coursework.