



MHA ADVISING POLICY

MHA graduate students are to receive advising throughout the degree program. By the beginning of their first semester, all MHA students will be assigned a faculty adviser via email. Students will meet with their faculty adviser at least once a semester, beginning early in their first semester, to ensure that the student is taking the necessary classes to graduate in a timely manner. This is solely the students' responsibility to schedule these appointments. Initial advising session must be in person. Subsequent advising sessions can be scheduled via phone/Skype/Facetime.

Faculty Advisor Responsibilities

During advising meetings, faculty adviser will:

- Discuss academic and career related concerns/issues that the student may have.
- Help the student understand and navigate rules and regulations, processes and procedures governing the department, the school, and the university at large.
- Help the student take classes in the right sequence (see course sequence schedule below) to ensure timely graduation.
- Ensure that student takes needed prerequisite(s) in a timely manner.
- Help student meet their condition(s) and/or provision(s) for admission in a timely manner (see admission letter as initiated by Graduate College and stored in student file).
- Make sure that all necessary forms are filled, signed, and a copy placed in the student's file in a timely manner (see Checklist of Forms to be submitted in the MHA Advising package).
- Send all necessary forms to be filled (advising package) to student prior to first meeting.
- Help student get a better understanding of program competencies classes where competencies are covered.
- Advise student to adjust course load where necessary.
- Give student an overview of internship, capstone, professional paper and thesis requirements.
- Refer student to other department, school, and university wide resources as needed.

MHA Student Responsibilities:

While the faculty adviser will do their best to help the student navigate the program, the student will:

- Assume final responsibility for taking courses in the right sequence, and completing all graduation requirements, including having admission provisions and/or conditions resolved.

- Assume full responsibility for scheduling and meeting once a semester with their faculty adviser. **Failure to do this will likely result in graduation delays.**
- Prepare for the meeting with faculty adviser, have questions and material (forms and other documents) necessary for the meeting ready prior to meeting with faculty advisor.
- Familiarize themselves with rules and regulations, processes and procedures governing the department, the school, and the university at large (e.g. see program website, handbook, and admissions letter).
- Sign a copy of the student handbook acknowledgement form and send/give to their advisor at their first appointment.
- Escalate any unresolved matters, (*including inquiring if you are unaware as to who your assigned advisor is*) to the Graduate Coordinator (Dr. Epane at Josue.epane@unlv.edu). If still unresolved, contact the Graduate Program Director (Jennifer Bonilla at Jennifer.bonilla@unlv.edu) or make an appointment with the Department Chair (Dr. Cochran at chris.cochran@unlv.edu).

Change of Faculty Adviser Process:

For Thesis or Professional Paper Purposes:

Once a student decides to do a thesis or professional paper rather than a capstone, the student shall inform their faculty adviser. If the faculty adviser is not the chosen chair of the thesis or professional paper, the faculty adviser shall initiate in collaboration with the Graduate Coordinator the change of faculty adviser to the chosen thesis chair.

For Reason(s) Other than Undertaking a Thesis or Professional Paper:

If a student for any other reason decides to change their faculty adviser, they will ask their faculty adviser to initiate the change. If the faculty adviser is in favor of such change, the faculty adviser will send the student's request to the Graduate Coordinator for initiation. If the faculty adviser is not in favor of such change, the faculty adviser will send the student's request including their recommendation to deny the change, along with the rationale for the refusal to the Graduate Coordinator. The Graduate Coordinator shall attempt a reconciliation with both parties separately and/or jointly. In the event of non-reconciliation, the Graduate Coordinator shall coordinate with the Department Chair for a final decision. For students whose assigned advisor is the Graduate Coordinator, the Department Chair will have responsibility for reviewing the Graduate Coordinator's recommendation to deny a change of advisor, directly. This process can take up to ten business days during the regular academic year, and students can escalate this matter to the Graduate Coordinator or Chair directly after this point, if a request for change of advisor has not been responded to after this time period has elapsed.



**DEPARTMENT OF HEALTH CARE ADMINISTRATION AND POLICY
Master of Health Care Administration**

Advisable Course Sequence

Reminder: Students should seek an appointment with their advisor during their first semester of the program to avoid graduation delays.

2016-17 AY					
Fulltime MHA Students					
	1st Fall	1st Spring	2nd Fall	2nd Spring	
	HCA 701	HCA 715	HCA 719	HCA 761	
	HCA 702	*HCA 716	HCA 720	HCA 779 or	
	HCA 703	HCA 717	HCA 721	HCA 794 or	
	EAB 703	HCA 718	HCA 730	HCA 799	
				HCA 793	
Total Credits	12	12	12	9 or 12	45 or 48
2017-18 AY: With New Internship-Capstone sequence					
Fulltime MHA Students – Capstone or Professional Paper Track					
	1st Fall	1st Spring	2nd Fall	2nd Spring	
	HCA 701^	HCA 702^	HCA 720	HCA 761	
	HCA 703	HCA 716*	HCA 721	HCA 779 or	
	EAB 703^	HCA 717	HCA 730	HCA 794	
	HCA 719	HCA 718	HCA 793**	HCA 715 or	
	HCA 631			HCA 652 or	
				HCA 680	
Total Credits	12	12	12	9	45
2017-18 AY: With New Internship-Capstone sequence					
Fulltime MHA Students – Thesis Track					
	1st Fall	1st Spring	2nd Fall	2nd Spring	
	HCA 701^	HCA 702^	HCA 720	HCA 761	
	HCA 703	HCA 716*	HCA 721	HCA 715 or	
	EAB 703^	HCA 717	HCA 730	HCA 652 or	
	HCA 719	HCA 718	HCA 793**	HCA 680	
	HCA 631		HCA 799	HCA 799	

Total Credits	12	12	15	9	48
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^ Offered in both Fall and Spring Semesters

* HCA 716 Health Care Finance and Accounting is a pre-requisite for HCA 721 Advanced Health Care Finance

** HCA 793 Internship is now a pre-requisite for HCA 779 Capstone

Electives

- Culminating Experiences, only pick 1 (Capstone and Professional Paper students). If you choose HCA 799 Thesis then you are required to take 6 credits over 2 consecutive semesters.
- Part-Time Students should use this table as a guide and select courses within the sequencing process described above. Program completion timeline is dependent upon the number of credits taken per semester.