



Core Course and Internship Waiver Policy

While core course waivers are rare occurrences in the MHA program, the policy and a description of how the policy assures attainment of the competencies of the waived course(s) are described below:

A student requesting a waiver must provide a written request to the Graduate Coordinator with proof of **field/industry or academic experience**, as noted below, warranting such waiver.

Core Course Field/Industry Experience Waiver:

Field experience pertains to three years of health care managerial experience or five years of clinical experience within which competencies taught in the course to be waived are demonstrated. A job description and a letter of recommendation from the employer(s) outlining the core responsibilities and length of time worked in the applicable role(s) must be submitted by the student. The student will write an essay showing how their managerial/clinical experience has exposed them to the competencies taught in the core course to be waived. The respective faculty member teaching the required course to be waived will be asked to assess the case made by the student, review documents submitted, and make a recommendation to the Graduate Coordinator for a waiver to be granted or denied.

Core Course Academic Experience Waiver:

Academic experience pertains to master's degree prepared students/applicants who can demonstrate past teaching of the related class(es) which fulfill the competencies taught in the course for which a waiver is requested. (For example, student has an MBA and has taught HCA 716). The requesting student must have taught such class(es) for a total of at least two occurrences (quarters/semesters), and within the past three years. The student will be required to write an essay with supporting rationale for the waiver request, and submit a copy of the course syllabus for the course that they taught, along with providing a recommendation letter from their supervisor. The respective faculty member teaching the required course to be waived will be asked to assess the case made by the student, review the syllabus of the course taught by the student, and make a recommendation to the Graduate Coordinator for a waiver to be granted or denied.

Internship (MHA 793) Waiver Requests

Waivers of the MHA Internship Course are rare, but will be considered based on extensive field experience. Students that can demonstrate 10 years of healthcare industry experience in one or more departments, with at least three years in a management role at the Director level or higher, may be considered for a waiver. A resume, along with documentation from the employer(s) is required and must be submitted to the Internship Coordinator, who will review the request with the Graduate Coordinator, who may choose to engaged other faculty in the review process.

Any student who is granted a waiver for a core requirement or the internship will be required to take an approved graduate level MHA course in lieu of waived course. All MHA students are required to complete 45-48 credit hours to graduate. A waiver does not reduce the overall credit requirements for the program. Note: academic experience alone is not an acceptable substitute for Internship/HCA 793.

Waiver Submittal Process/Waiver Expiry

All core course and internship waivers must be submitted via email with all supporting documentation and approved in writing by the Program Chair/Graduate Coordinator to be deemed official. The Graduate College requires the filing of a course waiver form as well. Allow at least 15 business days for processing. All approved waivers are valid for three years. Students failing to graduate within three years of a waiver being granted will need to apply again to be considered for a waiver.