



MHA Program Frequently Asked Questions

Q: Tell me about the MHA Program.

A: The MHA program is designed to provide students with valuable tools necessary to be a leader in the health care industry. Our graduates work in hospitals, large group physician practices, Accountable Care Organizations (ACOs), managed care companies, health insurance providers, long-term care, government agencies and other organizations in the health care delivery system. Some may choose to become healthcare entrepreneurs. Many of our students work full-time and hope to use their degree to enter or advance in the healthcare industry. Others are new to the healthcare arena and desire to attain the knowledge and skills needed to be successful in the healthcare industry. Our program utilizes a variety of instructional formats for instruction including in-class settings, online instruction, and hybrid courses. In addition, students will complete an internship to attain experience in the field. As with any discipline, students can expect to be challenged in a variety of ways including individual and group projects. Our academic faculty has been trained at some of the best programs around the country. They are dedicated scholars with successful research experience. We partner with the best healthcare providers around the community and state to provide our students with a real-world learning opportunity.

Q: How is the MHA Program different from the EMHA Program?

A: The MHA offers on-ground and online courses, and requires a total of 45-48 credit hours for graduation. It is intended for students with an approved undergraduate degree with little or no healthcare experience. There is additional course work required for the MHA that is not part of the EMHA and an Internship (HCA 793). Students have the option in the MHA of writing a thesis (48 credits) or completing a Capstone or Professional Paper (45 credits). Students also get 250 hours of industry experience, through their Internship.

Q: What courses are required for the MHA curriculum?

A: Please refer to the current [Graduate Catalogue](#) for the most up to date and detailed information about program courses.

Q: What are the Program's Capstone requirements?

A: In their final semester, students in the capstone track will complete the Health Care Administration Capstone Course as their culminating experience. Students must be in their final semester and must have completed all other required coursework leading up to the capstone course, including the Internship. The capstone option typically requires the attendance at several class seminars and the completion of group projects/case studies relating to the core course requirements of the program. In order to register for the capstone course, students will need to seek approval from the Graduate Coordinator or Department Chair. For more information regarding the capstone course, students should contact their advisor.

Q: When are the deadlines to apply?

A: The deadline for spring semester admission is December 1, and the deadline for fall semester admission is April 1; unless otherwise noted on the Graduate College website.



Q: How do I access the on-line MHA application?

A: Go to the [Graduate College website](#) and click on the “Apply” button.

Q: What are the application requirements?

A:

- 1) Complete the graduate application online and submit application fee.
- 2) Provide 3-5 letters of recommendation, at least one from your current or most recent employer. (When you go into the online application, be prepared to provide contact information for the 3-5 people who will provide your recommendation letters. A minimum of 3 recommendations are required, and should be in Microsoft Word, on letterhead of the organization your recommender represents, and should be signed, with contact information provided. We suggest that you request more than 3 because some people do not respond timely, which prevents our processing of your application.) UNLV will email your recommenders a link directly to complete the recommendation. Please advise your references that using Firefox, Safari or Google Chrome yields the best result in submitting these letters. *The use of Internet Explorer is not advised.*)
- 3) Provide your under-graduate transcripts and any graduate transcripts, for all institutions attended. (You can initially upload unofficial transcripts for an interim decision, while you are waiting for your official transcripts to be mailed to UNLV’s Graduate College.)
- 3) Provide a resume and a personal statement (more information below).
- 4) Participation in a personal interview may be required at the discretion of the department, if you are borderline in meeting program requirements.
- 5) Schedule your GRE exam as soon as you decide to apply to the MHA Program. (See GRE Tips sheet on Department’s website for further information.) Students who score poorly on the GRE may be required to re-take the exam to improve their score, prior to being admitted, or may be admitted provisionally.
- 6) The TOEFL (Test of English as a Foreign Language) must be taken by international applicants unless they have an undergraduate degree from an accredited U.S. institution. A min. score of 85 is required, but is subject to change. Please contact the Graduate College if you require more information.

Q: Are there minimum GPA requirements for my under-graduate degree to be eligible to apply?

A: A GPA of 3.0 or greater is strongly preferred for applicants applying to the EMHA Program. Students with lower GPAs may be considered if they have GRE scores above the 50th percentile, substantial work experience and excellent recommendation letters that are believed to compensate for a lower GPA, particularly if the under-graduate degree was taken many years ago.

Q: What should be included in the personal statement/statement of intent?

A: Provide a brief summary of:

- Why you selected your under-graduate major
- Why you want to pursue a graduate health care administration degree
- What you believe you bring to the program in terms of your experience and unique perspectives
- Why you believe that UNLV is a good fit for you
- What you would like to do from a career perspective once you complete your MHA (ie. What are your career goals?)



Q: If an interview is required for me, how is the interview structured?

A: An interview with the Department Chair and/or Programs Director is generally held in-person or using Google Meet. We would like to understand both your personal goals for the program and what your career aspirations are. Consider this an informal career discussion, as we want you to get as much out of the process as we do, and we strive to answer all of your questions.

Q: How long will it take before I receive a decision on my application?

A: Applications are reviewed on a rolling basis during fall and spring semesters, and generally require at least 30 days to be reviewed. Applicants will receive the fastest responses by submitting a fully complete application (including GRE scores) that meets all requirements, and is submitted 30 days or more prior to semester deadline. Applicants can expect to receive an admission that is full, provisional, conditional, provisional & conditional, or be denied admission. Provisional admission applies to applicants who have a low GPA, a marginal application package, or no work experience. Conditional admission is for students who have not submitted all materials (GRE scores, as an example) or who have course deficiencies. It is the student's responsibility to have their provisions and conditions removed after they are matriculated, or it may result in graduation delays. Students should discuss these matters with their advisor in their mandatory sessions.

Q: How much will the program cost?

A: Fees are subject to change so for the most current information please visit the [Cashiering and Student Accounts](#) website. Most students cover the costs of this program with a combination of family contributions, employer funds, personal savings and/or student loans. Completing an online FASFA application at the time of your graduate application submission will allow you to know early how much you can count on in terms of federal student loan funding. The federal government provides more than \$150 billion annually in grants, work-study and loans to eligible students. Higher income applicants are generally eligible for loans, as well, so it is a good idea to complete the free application regardless of income level, which requires your most recent tax return information, and can be done [online](#). Check with UNLV financial aid relative to policies around tuition reimbursement paid by employers and payment schedule options for the MHA Program.

Q: If I am applying to the MHA and I have graduate healthcare courses from another institution, will I receive transfer credit?

A: Generally, up to 15 credits can be [transferred into UNLV](#) from a comparable program at a regionally accredited university, as long as the credits were not used to qualify for a degree program that you have already graduated from. You must provide course syllabi and an official transcript that show a grade of B or better (no Pass/Fail courses are eligible). Courses will be reviewed by department faculty to determine if they are directly applicable to the MHA curriculum, prior to transfer credit being granted.

Q: If I attended one or more institutions outside the U.S., how do I have my transcripts evaluated as part of the application process?

A: Review the requirements on the [Graduate College website](#).



Q: If I am an international applicant, do I need to show proof of English proficiency?

A: Yes. This is required, unless you are coming from a country where English is the official language. Please review requirements at: <https://www.unlv.edu/graduatecollege/english-proficiency>

Q: Are any prerequisites required for MHA classes?

A: Yes. You are required to complete ECON 102 and ACC 201 before taking the graduate level related courses (HCA 716, 718, 721). This is suggested to be done the summer before your start the program, or can be completed during your first year.

Q: What are the Program's Internship requirements? Can the internship be waived?

The MHA Program requires a 250-hour internship, and it is the student's responsibility to coordinate its completion regardless of other employment obligations. Each student must participate in the internship site visits and have their internship proposal completed and approved the semester before they take their internship. Each student must contact the Internship Coordinator at the beginning of the semester preceding their internship semester to schedule site visits. Students who have health care management experience may petition to waive the internship, per department policy, although these approvals are rare. However, those students receiving a waiver are still required to take an additional elective to meet the 45 credit hour requirement. (Students with substantial work experience may wish to enroll in the Executive MHA Program (EMHA) instead of the Traditional MHA Program, and can obtain additional information regarding the EMHA Program at: <https://www.unlv.edu/degree/emha>).

Q: How can I continue to gain industry knowledge and develop professional networks while I am in the MHA Program?

A: The following industry associations offer both professional and student memberships, along with volunteer opportunities. If you are seeking to develop more executive level relationships and continue your industry learning beyond college and your work environment, these association relationships can be powerful.

- **American College of Healthcare Executives (ACHE)** – also provides an extensive national job board and offers the Fellow designation (FACHE), which is board certification as a health care executive, and highly regarded for C-Suite executives in healthcare. Learn more at: http://www.ache.org/faculty_students/students.cfm
- **Health Care Financial Management Association (HFMA)**. Learn more at: <https://www.hfma.org/>
- **American Health Information Management Association**. Learn more at: <http://www.ahima.org/>
- **American Association of Healthcare Administrative Management**. Learn more at: <http://www.aaham.org/>
- **Health Care Administrators Association**. Learn more at: <http://www.hcaa.org/>

Q: Is health insurance mandatory for graduate students?

A: Students who are admitted into a graduate program and are enrolled in nine credits or more (regardless of the course level) in a semester, will automatically be billed for student health insurance. It is incumbent upon those students who already have health insurance to complete the UNLV online waiver to waive out of the UNLV student health insurance. Once approved, a health insurance waiver is good for one academic year.



Please review information for insurance waiver at:

<https://www.unlv.edu/graduatecollege/current/healthinsurance>

Q: Are immunizations required?

A: Please visit the Graduate College policy at: <https://www.unlv.edu/graduatecollege/immunizations>

Q. Who should I contact if I have further questions about the program or my candidacy?

A. Please contact Erin Rosenberg, Graduate Programs Director at erin.rosenberg@unlv.edu or at 702-895-4554. Once you are admitted to the MHA Program and attend orientation, you will be assigned an advisor who you should meet with at least once per semester. Your advisor will guide you through the program requirements, and answer questions that you may have after matriculation. It is your responsibility to schedule advisor appointments. Failing to meet with your advisor can cause scheduling problems that can delay graduation.