

MHA 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 in the waived course(s) are described below.

Core Course Waiver:

Field or academic experience may constitute a waiver for a core course in the MHA program.

Field experience pertains to three years of healthcare 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.

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, a student has an MBA and has taught a course similar to HCA 716. The requesting student must have taught such class(es) for a total of at least two quarters/semesters, and within the past three years. The student will be required to write an essay with supporting rationale for the waiver request, submit a copy of the course syllabus for the course that they taught, along with providing a recommendation letter from their supervisor. The faculty member who teaches the required course will be asked to assess the student's case, review the syllabus of the course taught by the student, and make a recommendation to the Graduate Coordinator for a waiver to be granted.

Internship (HCA 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, with at least three years in a management role at the Manager level or higher, may be considered for a course 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 and HCA 793 Instructor.

Internship (HCA 793) Reduction in Hour Requests:

If a student is currently in a managerial role in a healthcare organization and has been in this position for at least one year they can request a reduction in the mandatory number of hours required of the internship experience. Reductions will be from 250 hours to 125 hours if the request is granted. A resume, along with documentation from the current employer is required and must be submitted to the Internship Coordinator, who will review the request with the HCA 793 Instructor.

Any student who is granted a waiver for a core course or the internship will be required to take an approved graduate level MHA course in lieu of the waived course. All MHA students are required to complete 45 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 within the first six weeks of the semester prior to the course they are requesting a waiver of with all supporting documentation and approved in writing by the Graduate Coordinator/Internship Coordinator to be deemed official. The Plan of Study form should reflect this waiver. All approved course 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.