



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 healthcare industry. Our graduates work in hospitals, large group physician practices, Accountable Care Organizations (ACOs), managed care companies, health insurance companies, long-term care organizations, government agencies and other organizations in the healthcare delivery system. Some may choose to become healthcare entrepreneurs. Many of our students work full-time while in the program and hope to use their degree to enter or advance their careers 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 including in-class, online, and hybrid courses. In addition, students are required to complete a 250-hour internship to gain experience in the field. As with any discipline, students can expect to be challenged in a variety of ways including individual and group projects, case studies, papers, and examinations.

Our academic faculty have 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 credit hours for graduation. It is intended for students with an approved undergraduate degree but little or no healthcare experience. There is additional coursework required for the MHA that is not part of the EMHA, for example, the 250-hour internship is required in the MHA program but not in the EMHA program. Students have two culminating experience options in the MHA program, a Capstone or a Professional Paper (both options are 45 credits).

Q: What courses are required for the MHA curriculum?

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

Q: What are the Program's Capstone requirements?

A: In their final semester, students in the capstone track will complete the Healthcare 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: Deadlines to apply for the MHA program vary by semester and can be found [here](#).

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 the 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 the 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.)
4. Provide a resume and a 1-2 page personal statement (more information below).

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 MHA 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 undergraduate major
- Why you want to pursue a graduate healthcare 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: The interview will be either in-person or conducted virtually depending on the applicants location and availability. Generally the Department Chair and Graduate Coordinator will conduct the interview with the applicant.

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 that meets all requirements, and is submitted 30 days or more prior to the application 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 or who have course deficiencies. It is the student's responsibility to have their provisions and conditions removed after they matriculate, or it may result in graduation delays. Students should discuss these matters with their advisor in their mandatory advising 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?

Revised 10.17.24

A: Yes. International applicants must provide proof of English proficiency. The Graduate College English proficiency requirements are listed [here](#).

Q: Are any prerequisites required for MHA classes?

A: Yes. You are required to complete ECON 102 or HCA 205 and ACC 201 or HCA 216 before taking the graduate level related courses (HCA 716 and HCA 718). It is suggested that these classes be taken the summer before the start of the program, or can be completed during the first semester.

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

A: 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 should participate in internship site visits and must have their internship proposal completed and approved the semester before they take their internship. Each student must contact the SPH Internship Coordinator at the beginning of the semester preceding their internship to get the schedule of site visits. Students who have healthcare management experience may petition to waive the internship, per department policy, although these approvals are rare. Information about the Internship Waiver can be found on the [degree website](#). 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 on the [EMHA Program degree page](#).

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 healthcare executive, and highly regarded for C-Suite executives in healthcare.
- [Health Care Financial Management Association](#) (HFMA)
- [American Health Information Management Association](#).
- [American Association of Healthcare Administrative Management](#)
- [Health Care Administrators Association](#)

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 opt out of the UNLV student health insurance. Once approved, a health insurance waiver is good for one academic year.

Q: Are immunizations required?

A: Please visit the Office of the Registrar's [immunizations page](#) for up-to-date information regarding required 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.

Q. How will I learn and be assessed in this program?

A. The MHA program uses a mix of higher and lower-level teaching and assessment methods to engage students in their academic and professional development. Through the combination of knowledge, experiential learning and exposure to the healthcare industry through an internship and the culminating experience project, students become active participants in their learning. The MHA program's assessment process uses both direct and indirect assessment practices. Students self assess their competency attainment at the beginning and end of their program. Each course has a culminating assignment which ranges from papers, exams, debates, interviews with executives, case studies, and projects. Courses also include subsequent assignments which range from online discussion boards, quizzes, case studies, and presentations. These assessment methods are designed to help students progress through the cognitive stages of knowledge, comprehension, application, analysis, synthesis, and evaluation. Sample syllabi are available on the [program's website](#) and can give additional detail about the structure of teaching, learning, and assessment methods.