UNLV School of Public Health
Department of Healthcare Administration & Policy

MHA Student Handbook

Disclaimer: The information contained in this handbook subject to change. However, since requirements and procedures may change over time, students must consult with their advisor regarding any questions or clarification. Further, students should regularly check the MHA websites for current version of handbook.

Table of Contents

Welcome from the Dean

The mission of the School of Public Health (SPH) is to advance the science of public health, improve the health and quality of life of people in our communities, and work to eliminate health disparities in Nevada, the nation, and the world by providing leadership in quality education, research, and service. This mission statement also serves as the mission for the MPH and other SPH degree programs. Our vision is to be a vibrant center of excellence for public health teaching, research, and community action and to be a magnet for state, national, and international students.

Shawn L. Gerstenberger, Ph.D Dean,
UNLV School of Public Health

Message from the Chair

Welcome to the Master of Healthcare Administration program in the Department of Healthcare Administration and Policy. 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 providers, long-term care, educational institutions and community-based programs, government agencies and other organizations in the healthcare delivery system. Many of our students currently work in the healthcare industry and hope to use their degree for advancement. 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 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 and around the world. They are dedicated scholars with successful research experience. You will help us continue to reach our goal for excellence in teaching and research. We partner with the best healthcare providers around the community and state to provide our students with a real world learning opportunity. As such, we have high expectations for our students. We encourage you to work hard as you tackle this program. If you are dedicated to the program and recognize the sacrifices you may need to take to complete your degree, you will be successful. All of us in the UNLV HCAP department are proud that you are here and we are ready to help. Feel free to call on us at any time.
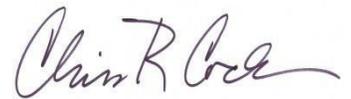
Chris Cochran, Ph.D., Professor and Chair
Department of Healthcare Administration and Policy

ABOUT UNLV

In its 60-year history, UNLV has undergone an amazing transformation from a small branch college into a Higher Learning Commission-accredited, thriving urban research institution of over 30,000 students and 3,900 faculty and staff. Along the way, the urban land-grant university has become a dynamic resource for one of the country's fastest-growing and most enterprising cities. UNLV's 350-acre main campus, located on the Southern tip of Nevada in a desert valley surrounded by mountains, is home to more than 220 undergraduate, master's, and doctoral degree programs, all accredited by the Northwest Commission on Colleges and Universities.

ABOUT THE SCHOOL OF PUBLIC HEALTH

The School of Public Health (SPH), formerly known as the School of Community Health Sciences, was established in 2004 and is dedicated to improving the health and well-being of people worldwide. Our departments, programs, and research units work to provide a diverse education, practical training experience and numerous community involvement opportunities to prepare students to become leaders and professionals in the field of public health.

SPH students and faculty come from diverse backgrounds and represent a broad spectrum of interdisciplinary academic and research interests. We foster a collegial and supportive environment in which students work closely with faculty, staff, practitioners and other students. The quality of our educational programs reflects our deep commitment to our students.

The School of Public Health is committed to preparing students to meet the critical need for public health professionals in Nevada, the nation, and the world. We provide excellent academic programs with a variety of areas for concentration and the opportunity for applied research. The School of Public Health has a special interest in community-based participatory research.

Degree Programs

The SPH offers two undergraduate and four graduate degrees in various disciplines of public health. The graduate degrees offered are Master of Public Health (MPH), the Master of Healthcare Administration (MHA), the Executive Master of Healthcare Administration (EMHA) and the Ph.D. in Public Health. The MPH degree includes four concentration options: epidemiology and biostatistics; environmental and occupational health; healthcare administration and policy; and social and behavioral health.

Departments, Programs and Research Units
The School of Public Health houses several departments and programs including the Department of Environmental and Occupational Health, Department of Epidemiology and Biostatistics, and the Department of Healthcare Administration and Policy.

In addition to a world class education, the school includes a number of research centers and laboratories: American Indian Research and Education Center; Center for Health Disparities Research; Nevada Center for Environmental and Health Surveillance; Nevada Institute for Children's Research and Policy; Environmental and Occupational Health Laboratory; and Emerging Diseases Research Laboratory. These centers and laboratories within the school offer students specialized research and real-world training opportunities.

Accreditation

The MHA program is accredited by the [Commission on Accreditation of Healthcare Management Education](#) (CAHME).

The School of Public Health is accredited by the [Council on Education for Public Health](#) (CEPH).

ABOUT THE PROGRAM

The Master of Healthcare Administration degree program is one of only two graduate healthcare administration programs in the Nevada System of Higher Education (NSHE). The other is UNLV's Executive MHA Program, for mid-career healthcare professionals. The MHA will prepare students to assume leadership roles in healthcare organizations. The degree is recognized in the healthcare field as an important credential that allows graduates to assume healthcare management positions. The curriculum is developed to include all the critical competencies for healthcare leadership, including issues of healthcare delivery, healthcare finance, ethical and legal issues in healthcare administration and management topics. Students and faculty will contribute to the knowledge and applications of management in healthcare through research and service; and they will use their education and expertise to help meet the healthcare management needs of the State of Nevada and beyond.

Websites You Should Become Familiar with:
[The Master of Healthcare Administration (MHA)](#)
[School of Public Health](#)
[UNLV Graduate College](#)

APPLICATION AND ELIGIBILITY REQUIREMENTS

Admissions Requirements
You are encouraged to apply to our Master in Healthcare Administration program if you:
- Meet Graduate College standards, which can be found under the [Graduate College's Admission Requirements](#)

Application Requirements
Applications must be received by April 1st for fall admission and December 1st for spring admission. For a step-by-step guide to applying to our program, visit [here](#). Applicants will need to submit [supporting materials](#).

Applicants requiring guidance about the program or in completing their application can contact:
Erin Rosenberg, Graduate Programs Director at 702-895-4554 or at erin.rosenberg@unlv.edu

Conditional Admission
- **Final Transcripts -**Applicants who are within one year of graduating from an undergraduate program, can provide transcripts to-date and receive conditional admission, subject to them completing their undergraduate degree with a 3.0 GPA or better. Upon graduating, final official transcripts must be submitted to the Graduate College from all institutions attended prior to the beginning of classes, so that 'conditional' standing can be removed.

- **Prerequisites** - If applicants have not completed prerequisite courses (Economics 102 and Accounting

201), they can do so during their first year of the MHA Program, Economics 102 must be completed before HCA 718, and Accounting 201 must be completed before HCA 716.

- **Missing Documentation** - If applicants have another document missing from their application (ie. resume, personal statement, or their 3 recommendation letters) they can be conditionally admitted, pending the receipt of these missing documents.

Provisional Admission

Applicants who are borderline (lower than average GPA or GRE score) in meeting program admission requirements, may choose to take courses as a non-degree-seeking student, or they can be provisionally admitted and take up to 3 departmental classes and receive a 'B' or better, to demonstrate capability to perform at a graduate level, and then the 'provisional' standing will be removed.

Non-Degree-Seeking Students

Students who are not admitted into the Program due to academic deficiencies, may take courses as a non-degree-seeking student in order to demonstrate their ability to be successful in the program. Students interested in the program can also take classes as a non-degree-seeking student to determine whether the program and the industry is a good fit for them. Non-degree-seeking students may not transfer more than 15 program credits if accepted as a future admission, and completion of MHA courses prior to admission does not guarantee admission to the Program.

Note: It is solely the students' responsibility to have all conditions and provisions removed from their application. These include taking the GRE/GMAT, completing prerequisites, being removed from probational status, etc. Students should discuss their action plans to address these deficiencies when they meet with their advisor during their first semester. Students who have not had their conditional and/or provisional status removed prior to graduation, will not receive their diploma.

PROGRAM REQUIREMENTS

Orientation
Every semester a student orientation session is held to introduce students to the program and to meet the faculty. Students are encouraged to attend this important event in their first semester. If unable to attend, students are required to obtain the information covered in the orientation from the Graduate Coordinator.

Advising
Each student will be assigned to the Graduate Coordinator for advising. MHA students are required to obtain advising by the end of their first semester in the program, and must review and comply with the MHA Advising & Course Sequencing Policy. Additional advising sessions are required each semester. Advising allows students to understand the course sequencing requirements and to plan their academic schedule in advance. Students must complete the required advising forms and submit these forms to the Graduate College following their meeting. Failure to complete advising during the first semester may result in delays in student registration for subsequent semesters or delays in graduating. Advising plans can be changed, but students should meet with their advisor if they cannot meet their course of study schedule to plan their remaining courses.

Writing Style Guide
Students should use APA style in their scientific writing throughout the MHA program.

Annual Review and Exit Survey
Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. This online form will be sent by the Graduate College to the student's Rebelmail account. The mandatory review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

During the culminating capstone experience, students will be required to submit an exit survey evaluating their experience in the Master of Healthcare Administration program. This information is vital to the program to improve the quality of the courses, to provide valuable feedback to faculty, and to determine the students' perception of the program overall and their competency attainment.

PROGRAM OF STUDY/COURSEWORK

Sub-Plans
Students have several options for completing the MHA program. For up to date sub-plans and requirements, please visit the Graduate Catalog.

Choosing Electives

Students who choose to take Subplan 2: Capstone Track have a choice of an elective for three credits. If students in the MHA program have previously taken HCA 431, 452, or 480 they will not be allowed to take the corresponding cross-listed graduate course (i.e. HCA 631, HCA 652, or HCA 680) and can be administratively dropped. They should plan to take another option. For example, if a student took HCA 431 they would not be allowed to take HCA 631, but could choose to take either HCA 652 or HCA 680.

HCA 793 – Internship in Healthcare Administration (required of all students)
A key component of the Master's Program is the practical experience of a 250-hour internship focused on understanding the operational tempo of a healthcare organization or system. This course allows the student to develop skills and competencies directly related to support the needs of industry. Through this process the student will learn to prepare a resume and cover letter, and interview for healthcare jobs in the community. Students will enhance their skills through this field experience.

In order to be placed in a local healthcare organization, students will visit local healthcare partnership sites where the student will have an opportunity to compete for an internship. Each student must participate in, at a minimum, 3 internship site visits in preparation for their internship course the semester prior to their internship. Students must have a completed and approved internship proposal at the end of the semester prior to the internship. In order for this to happen in a timely manner each student must contact the Internship Coordinator at the beginning of the semester before their desired internship semester to request a copy of the site visit schedule.

Students who have substantial healthcare management or academic experience, as determined by the Internship Coordinator and Graduate Coordinator, may petition to waive the internship (MHA Course Waiver Policy). However, those students approved for a waiver are required to take an additional elective to meet the 45-credit hour requirement of the program. If you intend to request an internship waiver, you should gain written approval for this in your first semester to avoid delays in graduation, in the event that you do not receive the waiver.

Degree Requirements
Please see the Graduate Catalog.

CONTACT INFORMATION FOR MHA DEGREE PROGRAM:

HCAP Department Chair
Dr. Chris Cochran
4505 Maryland Parkway Box 453023
Las Vegas, Nevada, 89154-3023
Email: chris.Cochran@unlv.edu
Phone: 702-895-1400
Fax: 702-895-5573

Graduate Programs Director
Erin Rosenberg, MS, MHA
4505 Maryland Parkway
Las Vegas, Nevada, 89154-3023
Email: Erin.rosenberg@unlv.edu
Phone: 702-895-4554

Graduate Coordinator
Dr. Michelle Sotero
4505 Maryland Parkway
Las Vegas, Nevada 89154-3023
Email: michelle.sotero@unlv.edu
Phone: 702-895-3091

Internship Coordinator
Abby Reyes, MPH
4505 Maryland Parkway
Las Vegas, Nevada, 89154-3023 Email: Abby.reyes@unlv.edu

A current listing of the graduate faculty can be found here.

UNIVERSITY RESOURCES

Leadership and Professional Development Academy
The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center
The goal of the Academic Success Center is to help students do well academically and complete they studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals.
Learn more about the programs and services the center currently offers.

Alumni Association
With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office
Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.

Office of Diversity Initiatives
The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)
The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars
International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

[Jean Nidetch Women's Center](#)
The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

[The Intersection](#)
The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

[UNLV Libraries](#)
UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

[Graduate & Professional Student Association (GPSA)](#)
The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

[Office of Student Conduct](#)
The Office of Student Conduct assists students, faculty and staff with the conduct code and policy enforcement, serves as a resource to the campus community surrounding student conflict resolution, and also provides an extensive outreach program that includes presentations such as academic integrity and preventing academic misconduct, conflict resolution and managing disruptive behavior. Their goal is to foster an environment where students have an opportunity to be accountable for their behavior and continue their education in a supportive atmosphere.

[Military and Veterans Services Center](#)
The UNLV Military and Veterans Services Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

[The Financial Aid & Scholarships Office](#)
The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

[Writing Center](#)
This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

UNIVERSITY POLICY AND PROCEDURES

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the Graduate Student Handbook, and following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jean Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at Title IX Reporting Form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Student Handbook :

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Progression and Completion Policies (listed alphabetically)

In addition, the Graduate College website contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

HANDBOOK REVISION INFORMATION

Last revised	Revised by	Changes summary
March 25, 2020	Erin Rosenberg	Updated Internship Coordinator, changed "health care" to "healthcare" throughout, updated advising policy, and added a "Choosing Electives" section on pg. 8.
March 13, 2019	Erin Rosenberg	Updated links, updated student contact hours policy, updated the school name, removed sub-plan descriptions
September 11, 2018	Erin Rosenberg	Updated links, linked to Graduate Catalog, Removed degree audit language

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MHA HANDBOOK ACKNOWLEDGEMENT FORM

I,_____ have received and read the MHA Handbook.

✓ I understand that I am responsible for completion of my degree program.

✓ I understand that I am responsible for scheduling a meeting with an advisor early in my program, and each semester thereafter, to ensure that I am on track for graduation.

✓ I understand that I am responsible for identifying and completing all required forms and paperwork.

✓ I understand that I am responsible for being aware of program policies and deadlines, including having provisional/conditional admission status removed and applying for graduation.

✓ I understand that this program requires that a 250-hour Internship be completed in an approved healthcare organization.

✓ I understand that the information contained in this guidebook and on the SPH website are as accurate as possible but that changes may occur, so I should visit the website periodically.

_____ _____
Signature of Student   Date

PLEASE SIGN AND RETURN THIS PAGE TO THE MHA GRADUATE COORDINATOR AT ORIENTATION OR AT YOUR FIRST ADVISING SESSION, WHICHEVER IS SOONER.