

Western University of Health Sciences

College of Health Sciences

**Master of Healthcare Administration (MHA)
2025/2026 Catalog**

Conditions of Accuracy

The information within is accurate at the time of publication and reflects standard operating conditions for the academic year. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this catalog should be aware that the information changes from time to time at the sole discretion of Western University of Health Sciences (WesternU) and that these changes might alter information contained in this publication. More current and complete information may be obtained in the appropriate department, school, or administrative offices. Some changes can also be found on the Western University of Health Sciences website. Western University of Health Sciences reserves the right at any time, without advance notice, to change any part of the catalog; no vested rights shall run or be created by the catalog, including the right to notice of any modification, novation, amendment, supplementation, or other change of any term, provision, or content of the catalog; such right of Western University of Health Sciences to enact changes shall include but not be limited to (a) attendance or curriculum requirements; (b) changes to tuition and fees; (c) changes in the academic calendar; (d) changes in admission and registration requirements; (e) changes in the regulations and requirements governing instruction in and graduation from Western University of Health Sciences; (f) changes of instructors and faculty; (g) changes of rules and regulations governing the students and student body organizations; (h) changes of on-campus facilities; (i) changes of extra-curricular student activities, programs, and offerings; (j) conduct or academic standing; and (k) changes of any other program or regulation affecting students or other interested parties. Western University of Health Sciences further reserves the right to make such changes should economic conditions, health conditions, changes in law, government orders, or a local, state, or national emergency make it necessary to do so. Such changes may supplement and supersede any inconsistent provisions found in this Catalog, and will be published using typical communication channels, including mail, email, publication to the university web site, press releases, and other channels as deemed appropriate. This catalog does not constitute a contract, or terms or conditions of contract between the student, staff, and/or faculty and Western University of Health Sciences.

Text for the catalog was prepared as of May 2025. The information herein applies to the academic year 2025-2026.

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College of Health Sciences

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Mission

The mission of the College of Health Sciences parallels the humanistic traditions of Western University of Health Sciences. We are a team of educators, clinicians, and researchers who prepare graduates to improve the health and wellbeing of all populations.

Goals

1. To educate a health workforce that helps to meet the healthcare and educational needs of the State of California and the west.
2. To achieve an environment and culture that supports all members of the College.
3. To ensure an environment and culture that empower all persons in the College to maximize their potential as contributing members in the education of students, in research and clinical activities, and in service to the community.

Master of Healthcare Administration Program

Department of Health Sciences

Accreditation

Western University of Health Sciences is accredited by the WASC Senior College and University Commission (WSCUC). WSCUC's statement of accreditation status can be found at <https://www.wscuc.org/institutions/western-university-of-health-sciences/>. You may contact WSCUC at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501. Phone: (310) 748-9001, Fax: (310) 748-9797, or by visiting <https://www.wscuc.org/contact/>. WSCUC is a non-profit organization that evaluates the quality and educational effectiveness of schools, colleges, and universities. WSCUC is one of six regional accreditation agencies in the United States. While it is not officially regulated by the government, it is regularly reviewed by the US Department of Education and the Council for Higher Education Accreditation.

The Commission on Accreditation of Healthcare Management Education (CAHME) sets the gold standard for students and employers in healthcare management education. The Program will be submitting for CAHME candidacy status after matriculating its first cohort. You may contact CAHME at P.O. Box 911, Spring House, PA, 19477. Phone: (301) 298-1820 or by visiting <https://www.cahme.org>

Complaints Regarding WASC Accreditation Standards

Western University of Health Sciences is committed to meeting and exceeding the standards for accreditation of colleges and universities as described by the Accrediting Commission for WASC Senior College & University Commission (WSCUC). It is the policy of Western University of Health Sciences that a student, employee, or other constituent of the University that believes that the University may not be in compliance with the standards of accreditation has a right to file a complaint. The complaint submission process can be accessed through the following link:

<https://www.wscuc.org/resources/comments/>.

General Information

Mission Statement

The Department of Health Sciences supports the University's mission by preparing graduates for leadership roles within the healthcare sector. The Master of Healthcare Administration (MHA) Program will produce, in a humanistic tradition, healthcare professionals who excel in leadership positions by providing a high-quality, innovative educational experience tailored for early and mid-career professionals. Designed to support career growth and leadership development, the MHA program equips healthcare professionals with the skills and knowledge needed to excel in leadership positions and advance within their organizations.

Vision Statement

The MHA Program envisions a dedicated workforce of executive healthcare industry leaders committed to the equitable delivery of healthcare in communities across the country and around the world.

About the Program

The MHA is a 46-unit degree program that may be completed in one- or two-years' time. The traditional track is scheduled for completion in six semesters (two academic years) and the accelerated track is

scheduled for completion in three semesters (one academic year). Eight units of graduate level coursework taken at another regionally accredited institution may be submitted for transfer credit, as more specifically set out in the Transfer of Credits section below.

Students are required to complete orientation. During orientation the graduate students are introduced to online learning, College of Health Sciences (CHS) and Program policies, expectations, and resources.

Program Values

WesternU has prepared healthcare professionals for long-term career success for over 45 years. In today’s fast-paced world it is essential we aim to deliver equitable high-quality healthcare. We have been serving Pomona, CA and Lebanon, OR and surrounding communities by adhering to humanistic values that allow our graduates to treat patients as unique individuals. MHA faculty models the following eight values for their students. The values are embedded throughout all aspects of the Program (Table 1).

Table 1: MHA Guiding Programmatic Values and Descriptions

Values	Description
1. Lifelong Learning (V1):	Empower and adapt to new challenges, acquire new skills and knowledge, and stay relevant. It also provides personal growth opportunities and enriches one's life by fostering curiosity and intellectual stimulation.
2. Leadership (V2):	Inspire and guide others towards a common goal. It requires setting a positive example, demonstrating integrity, and having the ability to make tough decisions while considering the needs and perspectives of others.
3. Entrepreneurship (V3):	Identify new opportunities, take calculated risks, and innovate to improve outcomes and organizational performance. It requires a mindset of creativity, adaptability, and resourcefulness to navigate the complex and ever-changing healthcare landscape.
4. Ethics and Integrity (V4):	Uphold high standards of moral and professional conduct, respect the rights and dignity of people, and ensure transparency in decision-making processes. It requires a commitment to honesty, accountability, and fairness, and a willingness to prioritize the well-being of patients and the public above personal or organizational interests.
5. Cultural Responsibility (V5):	Recognize and respect patients' backgrounds, beliefs, and values, and provide care that is sensitive to life experiences. To communicate effectively across populations and ultimately embrace fairness, justice, humanism, and compassion to engage patients and staff, leading to improved patient outcomes and staff satisfaction.
6. Fiscal Responsibility (V6):	Provide high-quality services while remaining financially sustainable. By practicing fiscal responsibility, healthcare administrators can make informed decisions about resource allocation, budgeting, and financial

	management, ultimately leading to improved healthcare outcomes for patients.
7. Humanitarian Spirit (V7):	Promote empathy, compassion, and a person-centered approach to prioritize patient welfare and equitable access to healthcare services for all persons.
8. Professionalism (V8):	Fosters discipline, ethical conduct, and accountability. It enables administrators to maintain high standards of patient care delivery, adhere to legal and regulatory requirements, and promote trust and credibility among stakeholders.

Goals and Objectives

Students receiving a Master of Healthcare Administration (MHA) from WesternU will be able to:

1. Demonstrate mastery of the theoretical, conceptual, and technical knowledge of the U.S. healthcare system (V1).
2. Identify differences and similarities in healthcare systems across the globe and how they play a role in the U.S. healthcare system.
3. Understand the role, importance, and implications of social, structural, and political determinants of health in the U.S. Healthcare system.
4. Effectively communicate and develop interpersonal relationships that inspire and guide others (V2).
5. Effectively develop and apply strategies and policies for inter-, intra-, and multiprofessional healthcare teams.
6. Problem-solve by identifying new opportunities, taking calculated risks, and innovating to improve outcomes and organizational performance (V3).
7. Uphold high standards of moral and professional conduct (V4).
8. Embrace fairness, justice, humanism and compassion by practicing cultural sensitivity within healthcare administration (V5).
9. Develop strategic plans to practice fiscally responsible principles within their future organizations (V6).
10. Promote empathy, compassion, and person-centered approaches to prioritize patient welfare and access to healthcare services (V7).
11. Foster discipline, ethical conduct, and accountability to assume healthcare leadership positions in healthcare organizations (V8).

Notice of Non-Discrimination and Equal Opportunity

In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination.

WesternU strictly prohibits unlawful discrimination in all its programs, activities, admissions, and employment. WesternU prohibits discrimination based on the following characteristics:

- Race (including traits associated with race, such as hair texture and protective hairstyles)
- Ethnicity, Color, and National Origin
- Immigration Status and Ancestry
- Sex, Gender, Gender Identity, and Gender Expression

- Sexual Orientation
- Physical or Mental Disability
- Age
- Religion (including religious dress and grooming practices)
- Medical Condition and Genetic Information
- Marital Status
- Pregnancy (including childbirth, breastfeeding, or related medical conditions)
- Military or Veteran Status
- Perceived Characteristics - Discrimination is prohibited if an individual is perceived to have any of the above characteristics.
- Association with Protected Groups – Discrimination based on association with a person or group with one or more protected characteristics is also prohibited.
- Other Legally Protected Classes – WesternU complies with all federal, state, and local laws, regulations, and ordinances regarding discrimination.

WesternU has designated the Associate Vice President for the [Office of Title IX and Equal Opportunity Compliance Initiatives \(OTIXEO\)](#) to coordinate WesternU’s compliance with federal and state civil rights laws regarding protected characteristics. Inquiries about WesternU’s prohibitions against discrimination, harassment, and retaliation can be directed to Associate Vice President (AVP) for the Office of Title IX and Equal Opportunity Compliance Initiatives (OTIXEO) or to the U.S. Department of Education, Office for Civil Rights

Personal Competencies for Admission and Matriculation

A candidate for admission to the MHA degree program in the Department of Health Sciences must possess, or be able to achieve, through a reasonable accommodation, certain sensory and motor functions, that would enable the individual to carry out the activities described in the sections that follow. Upon matriculation to the program, the student must continue to possess, or be able to achieve through a reasonable accommodation, the personal competencies outlined below through their progression through the degree program. Graduates of the program are eligible for employment in a wide variety of academic and clinical teaching programs, using an extensive variety of educational methodologies. As a result, they must have the intellectual ability to learn, integrate, analyze, and synthesize numerical, visual, and textual information in the health professions fields. They must also be able to effectively and accurately integrate this information and communicate it to others by both oral and written means.

A candidate for the degree program in the Department of Health Sciences ordinarily must have abilities and skills of six general varieties, including but are not limited to: (1) observation; (2) communication; (3) motor; (4) intellectual, conceptual, integrative, and quantitative; (5) behavioral and social and (6) ethical standards.

For candidates or students who require a reasonable accommodation to meet the competencies outlined below, please contact the Harris Family Center for Disability and Health Policy (HFCDHP) at [Disability Accommodations \(e-mail\)](#) or (909) 469-5441 or visit the [HFCDHP web site](#).

Under all circumstances, a candidate or student should be able to perform the following in a reasonably independent manner, with or without a reasonable accommodation:

Observation

Candidates and students must have sufficient vision to be able to observe demonstrations and presentations by faculty and other students.

Communication

Candidates and students must have the ability to communicate orally and in writing with patients, families, groups, and other members of the health care team, as well as faculty and peers. Candidates and students must be able to communicate effectively and sensitively in English with other students, faculty, staff, patients, family, and other professionals, in both oral and written formats, and must be able to read, write, and communicate verbally in English. Candidates and students must be able to interpret communication of others effectively. Candidates and students must be able to read and comprehend written material and communicate clearly and audibly during interactions with classmates, professors, patients, and members of the health care team.

Motor

Candidates and students should have sufficient motor function, or reasonable accommodations to enable them to operate commonly used educational equipment (including, but not limited to, computers, videotape players, overhead projectors), design, and produce educational materials. These activities require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch or vision with or without reasonable accommodations.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

Candidates and students must demonstrate problem-solving skills, which include measurement, calculation, reasoning, analysis, and synthesis. Instructional design and the preparations of a Capstone/Thesis or special project require all of these intellectual abilities.

Behavioral and Social Abilities

Candidates and students must possess the emotional health required for full utilization of the intellectual abilities, the exercise of good judgment, the prompt completions of all responsibility's attendant to an instructor in an educational setting, and the development of mature, sensitive, and effective relationships with students and colleagues. Candidates and students must be able to adapt to changing environments, and display flexibility in dealing with others at various educational levels in health professions and community settings. Compassion, integrity, concerns for others, interpersonal skills, interest, motivation, and professionalism are all personal qualities to be assessed during the admissions and educational processes.

Ethical Standards

Candidates and students must demonstrate the ability to reason morally in a professional and ethical manner with clients, communities, and other health care workers, as well as with faculty and peers.

Admissions Policies and Procedures

Students may apply for admission in the Fall, Spring, and Summer semesters for the traditional track and Fall and Spring semesters for the accelerated track. Admission to the Healthcare Administration program is on a competitive basis and is committed to admitting competitive, qualified individuals .

Reasonable Accommodations During the Admissions Process

Candidates and students must be able to perform all essential functions of the program, with or without reasonable accommodation. The Harris Family Center for Disability and Health Policy (^{HF}CDHP) will engage in an interactive process with students to determine appropriate accommodations, ensuring equal access to the program while maintaining the integrity of its essential requirements. To facilitate timely accommodations, students who may require reasonable accommodations are encouraged to register with ^{HF}CDHP as soon as they accept their offer to the program. Accommodations must be approved by ^{HF}CDHP and is not provided retroactively (if approved after the start of the program/semester. Candidates seeking accommodations during the admissions process, including for Interview Day, must contact the Office of Admissions in advance to request accommodations. All requests for accommodations will be handled in a manner that is consistent with the university's policies and in full compliance with the ADA, ADAAG, Section 504 of the Rehabilitation Act, and applicable state laws). For further details regarding ^{HF}CDHP's registration process, please refer to <https://www.westernu.edu/cdhp/registration-process/>, or review the *Student Disability Accommodation Process* section.

Application Procedures and Deadlines

Students are advised to submit application materials as early as possible prior to the semester during which they wish to begin their program of studies. Upon receipt of all application materials, the file is transferred to the Department of Health Sciences for review by the faculty. The Faculty Admissions Committee will conduct interviews and complete the assessment of the application file. Applications become available per the schedule on the website. *The deadline for the receipt of application materials is no later than 60 days prior to the first day of classes.* Decisions regarding the admission of applicants are final and not subject to appeal.

To request an informational brochure, contact the admissions office at:

Office of Admissions
Western University of Health Sciences
309 E. 2nd Street
Pomona, CA 91766 (909) 469-5336
[Prospective New Student Application Website](#)

International Applicants

The MHA program is not permitted to accept F-1 International Students. For detailed information, please visit <https://www.westernu.edu/international/>

Out of State Applicants

Federal and state laws require that colleges and universities obtain authorization to offer online degree or certificate programs in any state where their students reside. All applicants residing outside the state of California or Oregon are strongly encouraged to contact the State Authorization Associate at (909) 469-7013 or via email stateauthorizations@westernu.edu prior to applying.

In-state applicants who are contemplating moving to another state at some time during the completion of the program should also contact the State Authorization Associate to obtain the most updated list of acceptable states [State Authorizations | Office of the Provost](#).

Transfer of Credits

The maximum number of graduate level credit hours that may be transferred from another regionally accredited institution is eight (8) semester credit hours. Only graduate credit relevant to the Master of Healthcare Administration degree at Western University of Health Sciences, which has been completed within the last five years, may be applied toward completion of the Master of Healthcare Administration degree. To be considered for transfer credit, the course must have been taken after the award of a bachelor's degree and be eligible for graduate studies credit at the issuing institution. The student must have received a grade 'B' or above in the course. An official transcript and a course description must be submitted to the Chair of the Department of Health Sciences for consideration by the faculty. The Department of Health Sciences faculty will determine whether courses undertaken at other institutions qualify for transfer. No transfer credit will be given for the following courses:

- IPE 5000 –An Interprofessional Approach I
- IPE 5100 –An Interprofessional Approach II
- IPE 6000 – Interprofessional Team training in Healthcare I
- HA 5107 – Organizational and Healthcare Leadership
- HA 5109 – Competencies for Healthcare Executives

Procedure for Transfer Credit

Any student who wishes to receive transfer credit must submit in writing to the Health Sciences Department Program Manager at least thirty (30 days) prior to matriculating in the program:

1. Their intent to transfer course credit, and;
2. Documentation, including course description, course outlines, course syllabus, completed work, transcripts, military transcripts, and the like to demonstrate course equivalency. Military transcripts in accordance with the American Council Education (ACE) guidelines shall contain the following information:
 - a. Personal service member data
 - b. Military course completions – with full descriptions and credit recommendations
 - c. Military occupations – full descriptions, skill levels, and credit recommendations
 - d. College-level test scores

It is the student's responsibility to provide sufficient documentation to demonstrate equivalency to WesternU coursework. Upon receipt of the student's intent to use transfer credit and the written document of course equivalency, the Program Manager will submit the written document of the Program

Director, and faculty member teaching the WesternU course that is being reviewed for consideration of credit transfer approval. The faculty member will review the documentation and issue a recommendation to allow or deny the transfer to the Program Director at least ten (10) days prior to the date of registration. No tuition fees are paid for transfer credits, and the course(s) do not count in the computation of the GPA.

Partial Course Waiver Policy (Prior Learning Assessment)

A student may request exemption from a specific MHA course requirement (assignment, clinical hours, or partial course credit requirement) due to prior similar coursework including prior military education and experience. The MHA program recognizes that our healthcare administration students come into the college with previous academic experience, military education, and experience or related degrees and that not all courses meet the full transfer requirements. Therefore, a student may choose to “challenge” a portion of the course or request to have a portion of the hours waived.

Request for waivers must meet the same standards and follow the same required procedure as listed in the Course Transfer Policy.


Appealing Course Transfer or Waiver Decisions

Students have a right to appeal the faculty member’s recommendation to deny a course transfer or waiver. Such appeals will be forward to the Dean of the CHS, or Deans’s designee, who has the final authority in the waiver determination. The Registrar will be informed of the final determination of the course transfer requestion. Decisions related to Course Transfer or Waiver Decisions are not appealable to the Provost (See University Catalog, Student Appeal Process).

Transferability of Courses Taken at WesternU

Whether WesternU course credits transfer to another institution is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn at WesternU is also at the complete discretion of the institution to which you may seek to transfer. Further information regarding the transferability of courses taken at WesternU can be found in the University catalog.


Student Release of Information

All entering students must sign a release of information form authorizing the College of Health Sciences to release the student’s social security number, health and immunization status, and health insurance coverage to an authorized site for the student’s field experience entering a partnership with the College. Additionally, some facilities may require fingerprinting. This is required for government and military  health facilities who serve clients eighteen (18) years of age or younger.

Continuing Education and Non-Degree Students

An applicant who does not wish to pursue a master’s degree in healthcare administration at Western University of Health Sciences at the present time, but who wishes to engage in graduate study for (a) personal development, (b) continuing education, (c) specialty certification requirements, or (d) other professional development needs, may consider enrollment as a non-degree seeking student. Tuition is assessed at the published rate. Applicants must contact the Department of Health Sciences to request

admission as a non-degree seeking student. A completed application and Statement of Purpose detailing the reasons for attending courses is required. Financial aid is not available to non-degree seeking students.

A maximum of twelve (12) semester credit hours may be completed while matriculating in a non-degree status. Should the student wish to change enrollment status, the usual admission procedures must be followed. Admission as a non-degree student does not assure acceptance as a degree candidate should the student at a later time wish to change enrollment status. Questions about transferring from non-degree to degree status should be directed to the Chair, Department of Health Sciences. Non-degree seeking students are not eligible for federal financial aid. 

Readmission

Graduate students who have not been enrolled for more than one calendar year must submit a new application form and fee. The application will be assessed according to the current admissions policies, and students will be required to fulfill program requirements in place at the time of readmission.

Non-Commissioned Officers

The MHA Program offers transfer credit or military credit to non-commissioned officers (NCOs) based on their training, experience, and prior coursework on a case-by-case basis. The admissions committee will evaluate academic rigor with recognition of real-world expertise. The committee follows the American Council on Education (ACE) and the Joint Services Transcript (JST) credit recommendations for military courses and NCO training. If an NCO has taken courses at military-affiliated institutions (e.g., Defense Acquisition University, Community College of the Airforce), these will also be reviewed for credit equivalency. In cases where applicable credit equivalency is unclear, the admissions committee may request additional information be submitted that demonstrates competencies gained through leadership, logistics, medical training, or other relevant experience. The committee may also recommend granting experiential learning credit for documented leadership roles. Requests must meet the same standards and follow the same required procedure as listed in the Course Transfer Policy.

Registration

All WesternU students are required to register by the registration deadlines specified by the University Registrar. Registration dates are posted at [Registrar's Office](#) website. Failure to register by the deadline may be grounds for administrative withdrawal. All students registering after the posted deadline will be assessed a \$30.00 per business day late fee.

Full tuition and fees and all prior debts must be paid in full on or by posted deadlines each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and payment of all outstanding debts to the University. The receipt of a final transcript(s) from all colleges/universities attended and a physical examination with documentation of required immunizations (if applicable) prior to registration are additional requirements for incoming students.

Registration Late Fee Appeals

If you are assessed late fees for a registration period, you may submit an appeal to the Registrar. For additional information on the appeal process, please visit the Office of the Registrar website section: [Appealing Registration Late Fees](#).

Student Health Insurance Requirement

Half-time WesternU students, those enrolled in programs where the entire curriculum is delivered online, and students only enrolled in Capstone/Thesis/dissertation continuous registration courses are exempt from the University's comprehensive health insurance requirement. However, all WesternU students may enroll in the student health insurance plan, regardless of their exemption status. For additional information, please see 'Student Health Insurance Requirement' in the University Catalog, General Academic Policies and Procedures section. Additional information about student health insurance requirements may be found in the University Catalog.

Continuous Registration

Students are required to maintain continuous registration until all requirements for the degree have been met. Students not enrolled in coursework during the Fall, Spring or Summer semesters are required to complete Continuous Registration and pay an administrative fee of \$50.00. However, students under continuous registration are **not** permitted to use University resources. Students are only allowed to enroll in a maximum of two (2) continuous registration. Students are responsible for contacting the Office of Financial Aid to verify the minimum enrollment required by their funding source.

New Student Orientation

Participation in all New Student Orientation activities is mandatory for all incoming first year students. Failure to participate in any required part of New Student Orientation without prior approval from the Health Sciences Department Chair may result in the rescindment of the offer of acceptance.

The orientation introduces graduate students to online learning, as well as CHS and program policies, expectations, and resources.

Pre-Program Orientation Modules

All students entering the Master of Healthcare Administration program are required to complete the asynchronous/online orientation course via the programs learning management system. Students must

accept their seat offer and pay the admission deposit before taking the course. Students will have 4 to 5 weeks to complete this course before the start of the semester they are matriculating into. Completion of the modules are required to register for the first semester of the first year. Students will work through self-paced, asynchronous modules which will provide orientation to the resources and skills needed to successfully navigate through the students' academic program. There is no tuition cost charged for this course and no letter or pass/no pass grade is given for this course. Successful completion of this course requires the completion of all modules and associated knowledge checks, which can be taken as many times as needed to pass. Students will be provided with information on how to access and the orientation course via email from college administration.

Course Cancellations

The Department reserves the right to cancel a course due to insufficient enrollment (less than 3 students) so long as to do so would not impede a students' ability to complete the program timely.

Student Initiated Changes in Enrollment Status

Course Drop/Withdrawal

Students may voluntarily drop a class by working with the MHA program administration and completing the necessary paperwork. Course drops are processed as follows:

0-20% of Course Completed (Based on Course Start/End Dates)	Course is removed from student's registration and will not appear on student's academic transcript.
20-99% of Course Completed (Based on Course Start/End Dates)	Course is assigned a grade of 'W' to indicate the student withdrew from the course. 'W' grades will appear on the student's academic transcript but will not be included in the student's GPA calculation.
100% of Course Completed (Based on Course Start/End Dates)	Course is assigned the grade earned.

Add/Drop and Withdrawal from Courses

It is the policy of the WesternU College of Health Sciences (CHS), Department of Health Sciences that in order to drop a class for which the student has previously registered, the student must submit a Change of Registration/Add-Drop form on-line or to the Department of Health Sciences, no later than the end of the third week of classes of each semester.

Adding a Course

In order to add a course, the student must attend the first class at the beginning of the semester and obtain the permission of the course instructor. The faculty reserves the right to refuse the addition of a course in the event that the course is full or if the student has not been attending class. Students adding a course must submit a Change of Registration/Add-Drop Form on-line or to the Department of Health Sciences no later than the end of the first week of class.

Course Withdrawal

Withdrawal from a course (not the program) requires completion and submission of the appropriate withdrawal form. Please note that this will not result in an "incomplete" (I) grade. Withdrawal from a course after the third week of classes will result in a "W" being placed on the transcript. Students who neglect to complete the withdrawal form will receive a grade of "U" for the course.

Leave of Absence

A student may request a Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship, or military service. For additional information on requesting a Leave of Absence, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Withdrawal from University/Academic Program

Matriculation at the University is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The University reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation. For additional information on Withdrawing from the College of Health Sciences, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Course Load

Students in the Master of Healthcare Administration program are responsible for contacting the Office of Financial Aid to determine full-time equivalent enrollment requirements for their funding source. Due to the rigor of graduate work, all students are encouraged to seek advice from the faculty in completing their degree plan.

Full-Time/Half-Time Status

Students enrolled in at least 8.00 or more credit hours of MHA coursework are considered full-time. Students enrolled in 4.00 credit hours are considered half-time. Exceptions to the credit hour benchmarks include students nearing degree completion for whom limited credit hours are available/remain to be accomplished.

Time Limits

All requirements for the degree must be completed in two (2) academic years. In the event of extenuating circumstances, students may take as much as three (3) years from the date of initial matriculation to complete the MHA degree. Extensions of this time limit may be granted through petition to the Department. All students must complete the MHA degree requirements in the calendar year in which they participate in commencement exercises. Failure to do so may result a referral to Student Performance Committee and may result in an administrative withdrawal from the program.


Tuition and Fees

By action of the Board of Trustees, MHA tuition and fees for the 2025/2026 academic year (subject to change) are as follows:

Institutional Fees

TBD	Tuition, per credit hour
\$20.00	Student Body Fee
\$350.00	Graduation Fee

Non-institutional Fees

\$35.00	Application Fee
\$13.00	Name badge
\$500.00 - \$800.00	Course materials, computer software, required texts
\$50.00	Continuous Registration Fee
\$500.00	Online Curriculum Support Fee
\$1,000 - \$3,000	ACHE Congress Conference Fees and Travel
 \$500 - \$1,000	On-site Intensives Travel (transportation and hotel)
\$30.00	Registration Late Fee (per business day)
\$50.00	Late Payment Fee (per month)
\$10.00	Official Transcript (Each)*
\$11.75	Official PDF Transcript (Each)*
\$21.00	Rush Transcript, First Class Mail (Each)*
\$25.00	Rush Transcript, Federal Express (Each)*
\$10.00	Student ID Replacement Fee
TBD	Breakage Fee (Replacement Cost)

*Does not include National Student Clearinghouse (NSC) processing fee

Computer-Related Costs

When calculating costs, students must also include the costs, if any, associated with the following personal computer/laptop requirements:

- Microsoft Office Applications (such as Word, Excel, and PowerPoint).
- High-speed Internet Service

All students are required to have a laptop computer with internet access. Course assignments and examinations will be given that necessitate access to a computer and the internet. Minimum specifications required by the Health Science Department can be found at [Laptop Requirements](#)

Conference and Onsite Intensives-Related Costs

When calculating costs, students must also include the costs, if any, associated with the following conference and onsite intensives:

- ACHE Congress Conference Registration fees and travel costs (HA 5107 Organizational and Healthcare Leadership)
- Onsite Intensive coursework travel costs (HA 5109 Competencies for Healthcare Executives)

Professional Development

Students are expected to pursue robust opportunities to develop critical professional skills and attributes necessary for effective leadership through curricular, hands-on field service experiences, and healthcare administration activities and projects. Opportunities for growth include:

Field Service

Field Service experiences create structured opportunities for students and faculty to apply learned skills in real-world project(s), research, and administrative functions within the healthcare system. This programmatic component facilitates pathways through which students and faculty become involved in the work carried out by the Department, constituent organizations, collaborators, researchers, and partners of Western University of Health Sciences. These experiences include opportunities to apply and further develop the following skills: problem-solving and critical thinking, leadership and decision-making, communication and interpersonal, increased adaptability and resilience, understanding of healthcare operations, practice cultural sensitivity and patient-centered care, project management and organizational, and improve the students' professional networks and professionalism. The field service component of both the formal and informal curricula provide a means through which Healthcare Administration students and faculty will a) learn through giving service, b) participate as team members, (c) demonstrate humanism, caring, and compassion within a healthcare setting, and d) conduct action-oriented initiatives and/or projects. The field service experience is invaluable in shaping students into competent, well-rounded healthcare leaders.

MHA Electronic Student Center

Students will maintain professional responsibility for obtaining program information and conducting all aspects of the student life in a timely manner by maintaining frequent contact with others utilizing the Learning Management System (LMS) based Electronic Student Center throughout their tenure in the MHA program.

Student Government Association

MHA students may serve as representatives of the program within the Student Government Association to ensure the active engagement of the MHA professions in the WesternU student-centered initiatives and outreach.

Professional Organizations and Outreach

Students are required to participate in professional organizations outreach throughout the academic year to promote awareness of the MHA profession, and to conduct outreach to the community. Examples of opportunities for student enrichment and expanding professional networks include the American College of Health Care Executives (ACHE), which students are required to become members and partake in the annual congress as part of a course requirement. Others include the American Association of Healthcare Administrative Management (AAHAM), American Health Information Management Association (AHIMA), the Healthcare Financial Management Association (HFMA), and the National Association of Healthcare Access Management (NAHAM) to name a few.

Confidentiality of Medical Record and Health History Information

All data gathered about the patient and their illness, including all items within a patient's medical history is privileged information.

- Students should not in person or electronically discuss a patient's records in a manner or a situation that would reveal any information about that patient or their records to persons not involved in their health care.
- Charts or contents, e.g., lab reports, etc., are not to be removed from the hospital or clinical setting.

General Academic Policies and Procedures

Academic Advisement

Students will be assigned a faculty advisor by the Department Chair upon matriculation. Advisement by faculty should be viewed by the student as a part of the academic process. The student or faculty advisor may seek a change of advisor. Such a request should be made to the Department Chair. It is the responsibility of the student to meet periodically with their advisor. A student on probation must meet with their advisor and the Department Chair at least once a month, or as specified by the terms of probation.


Attendance

Per the University catalog, class attendance is mandatory. As MHA courses may be asynchronous, attendance is calculated by students logging in to their online LMS account within the first three days of the term. The course instructor may drop a student for non-attendance at the first class meeting, or in the event of habitual absenteeism, or non-participation in instructional activities. Many courses include participation as part of the overall grading of student performance. All students are also required to attend the following events:

- New Student Orientation during the first week of the program.
- The first session of every course taken throughout the entire program (by logging into the online LMS within the first three days of the term).
- Attendance at announced mandatory student meetings; usually held once per semester.
- On-site intensives.
- ACHE Congress Conference.
- Commencement exercises usually held on a weekday in the month of May.
- Scheduled obligations including field experiences, events, and commitments.

In the case that there is a difference of opinion between the student and a faculty member of record for a course, the Chair is the final arbiter in determining if an absence is excused or unexcused.

Student Rights and Responsibilities

It is the responsibility of the student to be familiar with the contents of the catalog and to observe all policies and procedures relative to the completion of requirements for the graduate degree that were in effect at the time of initial enrollment in the Department of Health Sciences. 

Student Behavior During Examinations

Exams are designed to be taken at their scheduled dates and times. Unless there is a catastrophic event or a major illness, students are expected to take the exam, as scheduled. All missed exams will require

supportive paperwork. Taking exams on the scheduled date is respectful to the faculty member as well as peers.

Videotaping or audiotaping of an exam, meeting, and conversation with another is not only against MHA policy but is also illegal.

- Cell phones/ electronics must be on “silent” or “off”
- If water is needed during the examination session, the student needs to bring a bottle with the labels removed.
- During scheduled examination hours, students are highly discouraged from going to the bathroom but will be allowed to go one at a time. If a student needs a bathroom break, the following steps should be taken: (1) ask the instructor for a bathroom break; and (2) Make your visit to the restroom brief and efficient.

Online Synchronous Course Policies and Procedures (Zoom or MS Teams)

As an online program, the Department of Health Sciences has set forth a policy regarding student attendance and participation for lectures via Zoom or MS Teams. This policy is applicable to each student in every course unless otherwise stated by the instructor of record. This policy is subject to change and the students will be notified via email and/or Learning Management System (LMS) announcements when a change is made.

Any noncompliance with this policy may result in a referral to the Student Performance Committee (SPC) as an alleged violation of University or College student conduct policies.

Students will be required to use a computer to connect to their WesternU student Zoom or MS Teams account. Cell phones may not be normally used during class session. Students will log into the Zoom or MS Teams session from a stationary structure (i.e. house, apartment, condo, and the like) conducive to learning. This means that traveling in a car and using a cell phone to attend an online synchronous session is not accepted nor approved behavior. Students must adhere to the following:

1. Student is required to attend online synchronous class via Zoom or MS Teams using their WesternU account (please refer to course syllabi for attendance instructions).
2. First and last names MUST display on the student’s Zoom or MS Teams account. If a student prefers to be called by a different name, they must display the name as such. Ex: John “Johnny” Doe
3. Student will be muted upon entry into the Zoom or MS Teams session but will always be required to have their video turned on.
4. Students must be in direct view of their camera throughout the ENTIRE class session excluding scheduled class breaks. During class breaks, video can be turned off, and the student must not exit the Zoom or MS Teams session. If a student’s video is turned off for an extended period, the student will be removed from the session and may result in a loss of participation points or class materials.
5. Internet connectivity can sometimes be an issue. Students are to ensure that they have the speed and bandwidth necessary to participate in the curriculum without limited issues.

6. Students are encouraged to be aware of others in the same household who may be using the internet simultaneously. In the case of an emergency such as the internet being down, a student may use a cell phone for the online synchronous session with consent of the instructor of record.
7. Students must wear appropriate school attire during the online synchronous session. Not doing so is considered unprofessional. This may result in a loss of participation points in the course.
8. Private Zoom or MS Teams chats will be disabled by the Instructor of Record in the course.
9. If a student has a question during the lecture, they are to utilize the “raise hand” feature on Zoom (located at the bottom of the screen) or MS Teams.
10. If selecting a virtual background, students must select a clean background that is not distracting and lecture appropriate.

Online Synchronous Exam Protocol via Zoom or MS Teams

Students will be required to “re-create” the classroom setting required for exams. This means that students will be expected to have a secondary device, either a tablet or phone, which will remain functional for proctoring during the test-taking period. The following protocol will be followed by students until advised otherwise by either the Instructor of Record or Department Chair.

Preparation – Done the Day Prior to the Exam

1. Prepare a private, quiet, and clear setting where they will designate as their exam-taking space. The desk or table where they are taking the exam should be empty or draped. Students should not have any visuals directly in front of or sides of the test space.
2. Make sure they have reliable Wi-Fi connectivity in the area they will be testing in.
3. Any notes and other written documents should be removed from the computer or laptop in which the student uses for testing.
4. Test area will have the secondary device and ensure that the device can be plugged in and/or remain charged throughout the testing period.
5. The secondary device must be positioned so that the camera captures a clear view of the student’s keyboard, screen, workspace, and face during the exam via a side/lateral view.
6. The student will need a portable/erasable whiteboard with dry erase markers and eraser. This may only be used during testing when permitted by the Instructor of Record.
7. The student must put their secondary device in Do Not Disturb mode after connecting to the Zoom session. This will allow the student to concentrate without interruptions to the student or the video feed. Any disruptions to the video feed during the exam will be deemed “suspicious activity” which could be subject to review by the Instructor of Record and/or the program chair.

Day of the Exam

1. Students must remove any smartwatches and other electronic devices (if applicable) prior to the test.
2. Students are expected to log-on 15-30 minutes prior to the scheduled Zoom meeting using the meeting information provided by the Instructor of Record.
3. The student’s set-up should be according to instructions from the section above titled “Preparation.”
4. Students may have the erasable white board to write down notes after the start of the exam if permitted by the instructor of record.

5. Upon entering the test “environment” students will need to provide a 360-degree view with their phone/tablet of their testing area and white board (front/back).
6. If there is a question about a test question, the policy of the department is to not answer questions regarding exam questions or answers. If there is an operational question, students should DIRECTLY/PRIVATELY put their question in the Zoom meeting chat box.
7. Exam password will be available via Zoom shared screen just prior to the start of the exam.
8. Students are to log-on to exam software within five (5) minutes of receiving the password. Any technical difficulty that may students experience, are to be sent to the proctor immediately using Zoom chat.
9. Exams are INDIVIDUAL and closed book. There should be NO NOTES or cues visible to the student during the exam. Students may NOT have someone else within their view throughout the exam.
10. Students are to have their Zoom profile on “mute audio.”
11. The chat box on Zoom will be kept open during the exam and messages will be private and sent to the proctor only. The chat may be saved with the video to the Chair of the Department.
12. Students are NOT to leave the test setting under any circumstances during the exam – except when there is an emergency at which point the student must check with their proctor before leaving.
13. The student’s test will need to be uploaded within five (5) minutes by the end of the testing period.
14. Once the student has submitted the exam, they will show their Green/Uploaded screen along with their cleaned white board to the Proctor for five seconds on Zoom to be excused.
15. Finally, the Zoom session may be video recorded during the exam period and any suspicious behavior will be reviewed by the instructor of record and/or the Chair of the department and result in a “0” on the exam.

The faculty place a high value on compliance with applicable standards of student conduct, including but not limited to the standards of professionalism. Conduct such as taking screenshots, sharing portions of exam questions, or having reference material out during an exam would be considered a violation of the standards of professionalism and the honor code. Noncompliance with such policies may result in a referral to the SPC and result in adverse action, up to and including dismissal from the program.

Communication

All students will be assigned an email account by the Office of University Student Affairs. The WesternU email address is the primary means of communication utilized by the University and the MHA program. Students are to be advised that the use of personal email accounts may result in messages defaulting to the spam filter process. Students are required to check their WesternU email accounts twice daily. The WesternU communication policy requires that all email messages receive a response within 48 hours (two business days). Students are required to keep the Office of the Registrar informed of their current address and telephone number by updating their information in the [Student Portal](#).

Each student is responsible for advising the Registrar, Assistant Dean of Student Affairs, and the Department of Health Sciences of telephone number changes as soon as they occur. Cell phones must be turned off during all class times and examinations. In the event that the student is a health care provider who is on-call at the specified time, they must obtain permission from the professor to maintain their cell phone on vibrate.

Protocol for Input on Matters of Student Concern

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty advisor. If the problem is not resolved at the faculty advisor/course director level, the matter should be brought to the appropriate college's Student Affairs personnel, then the College Dean, or Dean's designee. If the matter has not been resolved at those levels, the final arbiter is the Provost.

When an incident arises involving a faculty member, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Department Chair, then Dean, or Dean's designee, in that order. The final arbiter is the Provost. Please note that grade appeals cannot be handled under this protocol.

When an incident arises involving a staff member, the dispute resolution process begins with the Supervisor/Department Chair followed by the Dean, or Dean's designee. The Office of Human Relations is the final arbiter.

Failure to follow this sequence of steps will only serve to delay the appropriate resolution of the issue or dispute as the matter will only be referred back to the correct level in this chain of responsibility. Specific college policies regarding issue/dispute resolution are indicated in the appropriate sections of this catalog.

This protocol does not apply to concerns involving discrimination, harassment or retaliation. For information related to complaints involving discrimination, harassment and retaliation, including community resources, emergency and on-going assistance; mental health services; reporting options and other available support are as follows and can be located on the University's Title IX resource website.

Tutorial Assistance Program

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty or desiring content support. Students may be required to participate in the TAP. Students may also self-identify for a referral to TAP for voluntary participation. The tutors will be chosen on the recommendation of the faculty in each discipline. TAP support is contingent upon availability of tutors and the support of the college program. For assistance, contact the Learning Enhancement and Academic Development (LEAD) Office.

Drugs and Alcohol on Campus Policy

The Drugs and Alcohol on Campus Policy can be located in the University Catalog. Students will be required to complete a drug screening along with a background check on an annual basis to be permitted to begin any clinical practice experiences. This is in addition to what is outlined in the University Catalog. Students are expected to be aware of, and abide by, both University and applicable College policies.

Student Disability Accommodation Process

The Harris Family Center for Disability and Health Policy (HFCDHP) values the uniqueness of each student as an integral member of our diverse WesternU community and is the designated office to determine and approve academic modifications or accommodations. Given HFCDHP's role in the accommodation

process is to provide students with disabilities with the legally mandated and necessary support to work toward a higher education, any requests made directly to instructional personnel related to their academic courses, even if implemented, are not considered a reasonable accommodation. Additionally, a student's disclosure of a disability or health-related condition, or the submission of documentation related thereto, in response to a process or procedure established by their respective college, does not constitute formal notification of a request for accommodations. Students must be able to perform all the essential functions of the program with or without reasonable accommodations.

Students must adhere to the enrollment procedures set forth by HFCDHP to formally request accommodation. In the event a student discloses a disability in such a manner, they will be referred to HFCDHP for further guidance on the accommodations request process. Requests for accommodations related to circumstances other than the student's own disability (e.g., family bereavement or common illness) shall not be considered requests for reasonable accommodations under HFCDHP Provision of Academic Accommodation(s) Policy and Procedure or the Americans with Disabilities Act (ADA).

To request accommodations and start the interactive process at WesternU, students are encouraged to visit the HFCDHP webpage (<https://www.westernu.edu/cdhp/>) to learn more about the registration process, requirements for disability documentation, and to complete the Student Intake Form. All inquiries are confidential, and students are welcome to obtain general information without registering. The University will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program. To schedule an appointment with HFCDHP, please email disabilityaccommodations@westernu.edu. Students are welcome to call the office at (909) 469-5441, or visit the Pomona office in person at 309 E. Second Street, Pomona CA, 91766, Building 390. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, please visit the website: <https://www.westernu.edu/cdhp/>.

Standards of Academic Integrity, Professionalism and Student Conduct ("Standards of Student Conduct")

The University Standards of Academic Integrity, Professionalism and Student Conduct can be located in the University Catalog. The standards outlined below are in addition to those outlined in the University Catalog. Students are expected to be aware of, and abide by, both University and applicable College policies.

Student Performance Committee (SPC)

The Student Performance Committee (SPC) shall consist of voting members who are primarily based at the Pomona campus. The SPC may also include non-voting, ex-officio members. The Chair and Vice-Chair of the Committee shall be appointed by the CHS Dean, or Dean's designee, and are voting members. The Committee will meet at the request of the Chair/Vice-Chair.

The Committee is charged with the following responsibilities:

1. Periodically review the performance and comprehensive evidence of progress of all students who are pursuing degrees in the CHS. Particular attention will be given to the students in academic difficulty. For the purposes of clarification, "performance" is defined as those activities of a behavioral-conduct and/or academic nature. Further, this committee is responsible for handling alleged violations of the Standards of Academic Integrity, Professionalism and Student Conduct.
2. Receiving reports from the Department Chairs or administration regarding any student whose professional/personal conduct or behavior is deemed unsatisfactory, which include student attendance at all required activities, completing all assigned coursework and examinations on time, and a cooperative attitude toward fellow students, WesternU employees, and personnel of affiliated clinical/non-clinical rotation sites. It additionally includes ethical decision making, appropriate demeanor and personal appearance, and interactions with patients.
3. Reviewing the academic/professional records of the students who appear before the committee and making a recommendation to the CHS Dean, or the CHS Dean's designee, regarding appropriate actions. Actions may include promotion, probation, remediation, repeat, suspension, dismissal, administrative withdrawal, medical assessment, and/or educational assessment. Additional action(s) may be recommended as deemed appropriate to the situation.
4. Recommending to the college faculty as a whole, the awarding of the degree pursued upon satisfactory completion of all requirements for graduation is stated in the College Catalog.

Evaluation of Student Academic Performance – SPC Procedures

The SPC will forward its recommendations to the CHS Dean or CHS Dean's Designee. The CHS Dean or CHS Dean's Designee has the authority to accept the recommendations or make other decisions they deem appropriate under the circumstances. The CHS Dean or CHS Dean's Designee will issue a decision, in writing, to the student. A student may appeal the decision of the CHS Dean or CHS Dean's Designee to the Provost. The CHS Dean's decisions (or CHS Dean's Designee) related to the imposition of academic

probation and any associated terms or conditions of such probation are considered final and non-appealable to the Provost. (See University Catalog Student Appeal Process).

While the SPC addresses situations that cover academic performance, professionalism, and student conduct; there may be times where the hearing process in the University catalog supersedes the College catalog. Generally, this occurs when a student is alleged to be in violation of the University's Standards of Student Conduct. In the event that the University Catalog applies, the College will follow all University hearing policies and procedures as applicable. For a full account of the hearing process applicable to allegations of the Standards to Student Conduct and associated College conduct policies and procedures, please refer to "Information for Students about Hearings Involving Alleged Violations of the Standards of Conduct", located in the General Section of the University Catalog.

The CHS Student Performance Committee (SPC) reviews matters of academic performance, professionalism, and conduct for students enrolled in the MHA program. A student may be referred to the SPC based on trigger events such as academic probation, failure to meet course requirements, professionalism concerns, or violations of university or college policies. While the University Catalog governs student conduct hearings, academic matters are governed by CHS procedures as outlined here.

When a matter is referred to the Student Performance Committee (SPC), the student will be notified in writing that a review has been initiated. The student will be provided an opportunity to submit any information they deem relevant, in writing, for the SPC's consideration. If potential outcomes include suspension, dismissal, or any action that could delay academic progress or incur financial costs, the student will be invited to appear before the SPC and present any information they deem relevant for the SPC's consideration. The student may be accompanied by a mentor for support at the SPC. It is the student's responsibility to make the request to the Chair of the Committee in writing, and to identify the proposed mentor. The role of the mentor is to advise the student. A mentor is not permitted to ask questions of witnesses or to participate directly in the hearing. The student may waive their right to appear before the SPC.

Reporting Alleged Violations of Standards of Student Conduct

Witnesses or individuals who become aware of potential violations of academic integrity, professionalism, or student conduct are required to submit a written report to the Department Chair.

The report will include the following information:

- a. Name and signature of the reporting party; date, time, and location of the alleged incident(s).
- b. Name of the student involved.
- c. Description of the alleged violation(s).

The Department Chair has the discretion to resolve minor infractions (i.e. through coaching or counseling) or refer the matter to the Office of the Dean or Dean's designee for handling consistent with the process outlined in the "Information for Students about Hearings Involving Alleged Violations of the Standards of Conduct", located in the General Section of the University Catalog. Where applicable, input may be found from the relevant course instructor or Field Supervisor.

The Department Chair will meet with the student, the instructor or field coordinator, and/or the student's faculty advisor, individually or in a group, to discuss the nature of the reported violation(s) and potential actions. The Department Chair will provide written notification of the violation(s) and any

resulting resolution to the involved student, with copies to the SPC, Department Chair, and Faculty Advisor within five business days. A copy of this notification will be placed in the student's file, subject to removal if no further violations occur before graduation. For purposes of this section, minor infractions are defined as matters that can be resolved through a coaching or counseling session.

Matters that could not be resolved at the program level through coaching or counseling, will be referred to the Office of the Dean, or Dean's designee, for review and referral to the SPC. The Department Chair may issue a recommendation to the Office of the Dean of the College of Health Sciences for referral to the SPC. Notwithstanding the protocol for resolutions of minor fraction, the Dean reserves the right to refer a matter directly to SPC. Conduct issues include, but are not limited to, (a) attendance, (b) cooperation with faculty, (c) interest shown in assigned work, (d) attitude towards fellow students and associates or toward personnel of the University or its affiliate organizations, (e) approach to and interaction with patients, research subjects and all other colleagues, as well as (f) personal appearance appropriate to the circumstances.

For a full account of the hearing process applicable to allegations of the Standards to Student Conduct and associated College conduct policies and procedures, please refer to "Information for Students about Hearings Involving Alleged Violations of the Standards of Conduct", located in the General Section of the University Catalog.

Appeals Procedures

In accordance with the University catalog, the Dean or the Dean's designee shall have authority to make decisions regarding a student's status in matters of academic progression/promotion, suspension, student conduct, dismissal, and graduation. The decision will be based on input from appropriate sources that may include the following: individual instructors, faculty, and appropriate committees.

The Dean or the dean's Designee will issue a decision, in writing, to the student. A student may appeal the decision of the Dean, or Dean's designee to the Provost. Dean's decisions (or the Dean's designee)_ related to grades or related to the imposition of academic probation and any associated terms/conditions of such probation are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

Standards of Academic Progress

Students whose performance falls below the minimum acceptable standards for any area of study will be notified of such deficiency by the instructor of the course, the Assistant Dean of Student Affairs, or the Department Chair as soon as evidence of such sub-standard performance is available. Students whose performance is considered unacceptable because of not meeting the minimum requirements, or who are not able to bring their performance to the minimum standard within the allotted time in the academic term, will be placed on probation. The duration and conditions of the probationary period will be determined by the Student Performance Committee (SPC). The SPC may recommend the appropriate action, which may include but is not limited to remedial study or repetition of a unit of study, resulting in extending the length of the program. (See section on Probation in the General Academic Policies and Procedures section in University Catalog).

Academic Standing

An overall grade point average of 3.00 (B) must be maintained during graduate work undertaken at Western University of Health Sciences in order to qualify for Advancement to Candidacy. Any student whose grade point average falls below a 3.00 average will be placed on probation. A 2.00 (C) grade earned in any class may be applied toward graduation only if the overall grade point average continues at a minimum 3.00 (B). Students who are on probation are not in good academic standing and may not advance to Candidacy, register for culminating options courses, participate in commencement, or schedule an oral defense or comprehensive examination without the written approval of the Department Chair.

Reasonable Academic Progress

All students are expected to make reasonable progress each year toward the degree objective. Full-time graduate students are considered to be making reasonable academic progress when they maintain an overall GPA of at least 3.0 and complete 12 semester hours during the academic year. Both half-time and full-time students must complete the graduation requirements within the time limits described under Graduation Requirements. For half-time students, reasonable academic progress will be determined by the faculty on an annual basis upon consultation with the student.

Graduation

A student will be recommended for the Master Health Administration Degree provided the student:

1. Is not on probation and has completed all prescribed academic and field requirements with a cumulative grade point average of above 3.00 and has no outstanding grade of "Incomplete," "In Progress", "NCR", or "U".
2. Has demonstrated no serious deficiencies in ethical, professional, or personal conduct, as defined in Probation guidelines, which would make it inappropriate to award the degree of Master of Science in Health Sciences.
3. Has complied with all the legal and financial requirements of the University as stated in the University Catalog.

4. Has attended in person and participated in the Commencement ceremony at which time the Master of Health Administration degree is conferred. Unless special permission has been granted by the Dean, or Dean's designee, each student must participate in the University commencement ceremony. Requests for excusal will only be granted for extenuating circumstances, such as a prior military commitment.

Students may participate in commencement activities provided they will complete all requirements of the program by December 31 of that calendar year. No student will receive their degree until the student has completed all requirements for graduation. Degrees will be dated as appropriate to completion date.

Adverse Actions

Academic Warning

The student who demonstrates unacceptable performance in any unit of study during any portion of the program is notified in writing of such performance by the course Instructor as soon as it becomes evident. The notice constitutes an academic warning. Continued poor academic performance can lead to academic probation and/or dismissal.

Probation

The student who demonstrates unacceptable performance in any unit of study during any phase of the program is notified of such performance by the instructor of the course, Faculty Advisor, the Assistant Dean of Student Affairs, or Program Chair as soon as it becomes evident.

Students whose performance is considered unacceptable because of not meeting the Standards of Academic Progress will be placed on probation. The duration and conditions of the probationary period will be determined by the CHS Student Performance Committee (SPC). The Committee may require remedial study and/or repetition of a unit of study in addition to the terms of probation recommended by the faculty.

Probation is defined as a period of time specified by the Dean of the College of Health Sciences, or Dean's designee, during which the student's progress will be closely monitored by (a) the SPC, (b) program faculty, and c) the department chair. A student will be recommended for probation and may be asked to appear at a Student Performance Committee (SPC) meeting for any of the following reasons:

1. Immediately upon receipt of a course grade of 'U' in any course.
2. A course or semester grade point average below 3.00.
3. A cumulative grade point average less than 3.00.
4. Seriously deficient ethical, professional, or academic reasons.
5. Failure to make reasonable progress toward the degree objective.

The terms of probation for ethical, professional, or personal misconduct will be specified at the time the student is placed on probation.

When a student is recommended for probation, they will be notified in writing by the program and the reasons will be stated. The written notification will be sent via mail, email, or hand delivered. A copy of the notification will be placed in the student's permanent file, and a copy sent to the Chairperson of the Student Academic Performance Committee (SPC). SPC will determine the final terms and conditions of probation.

A student on probation may not serve as an officer of any official University club or organization and shall not engage in time-consuming extracurricular activities. A MHA student on probation may not participate in service-learning projects at affiliate organizations or facilities in which there is not direct supervision by MHA faculty.

Students are removed from probation under the following conditions:

1. After one semester provided they have regained both a semester and cumulative GPA of at least 3.00
2. When all 'U' grades have been satisfactorily remediated.
3. When the specified terms of probation conduct are met. For information concerning the handling of infractions to the standards of professional conduct, the function of the SPC, the status of a student with an action pending, academic suspension, conduct suspension, summary suspension, dismissal and the student appeals process, all students are referred to the General Academic Policies and Procedures section of the University catalog.

Financial Aid Warning Policy (Title IV and Title VII)

Academic Probation Policy

If a student is not making Satisfactory Academic Progress (SAP) they will be placed on "Financial Aid Warning" status for the next payment period and continue to receive financial aid for that period. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, Grants and stipends (based on the criteria of the stipend). Students who fail to make SAP by the end of that payment period lose financial aid eligibility.

It is the policy of the Financial Aid Office (FAO) that once a student has been placed on academic probation for not meeting SAP standards as defined by the College, the Financial Aid Office will automatically place the student in a Financial Aid Warning status. During the next academic term if the student does not meet SAP standards and the College places the student on academic suspension the student will no longer be eligible for financial aid. If the student appeals the academic suspension and the appeal is approved, financial aid will be reinstated. If the student is directed to audit courses, those courses will not be charged tuition for the audited courses. Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

Conduct Probation Policy

If a student has been placed on conduct probation by their College, it is the policy of the Financial Aid Office (FAO) that the student be placed on "Financial Aid Warning" status.

The financial aid warning for a conduct probation is a status that is assigned to the student who fails to meet the College's standards for professional/personal conduct, as defined by the College. If the student does not meet the Colleges' professional/personal conduct standards and the College places the student on conduct suspension the student will no longer be eligible for financial aid. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, Grants, and stipends (based on the criteria of the stipend). If the student appeals the conduct suspension and the appeal is approved, financial aid will be reinstated.

Students are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

Remediation

Every effort will be made to give each student opportunity to demonstrate proficiency in each area of the academic program. Remediation is to be regarded as a privilege that must be earned through active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of available resources. A student is only allowed to remediate one time during the duration of the program.

If a student receives a grade totaling less than 3.00 for any course or has a semester or cumulative GPA less than 3.00, the student will be reviewed by the MHA faculty who will make a recommendation regarding the student. Course scores that fall between 65% and 69% meet the criteria for remediation. Course scores below 65% are not eligible for remediation and the course must be repeated. The Chair of the MHA Program will review faculty recommendation and either:

1. Implement the remediation process and place the student on academic probation.
 - a. This option is only for students who have not demonstrated previous academic difficulties, have not remediated classes prior, and have not been recommended to the Student Performance Committee (SPC) in the past.
 - b. The Department Chair, the Assistant Dean of Student Affairs, or designee will inform the student of the remediation and probation in writing. The student will acknowledge the remediation by signing and returning the document to the Department Chair, the Assistant Dean of Student Affairs, or designee.
2. A student who needs to remediate two courses throughout the 24-month curriculum may be recommended for dismissal. Submit the MHA Faculty recommendation for remediation in writing to the SPC, who in turn shall provide a confirmation upholding the MHA Faculty Recommendation to the Department Chair. If faculty recommendation is for dismissal or suspension, the recommendation will be sent in writing to the SPC, who in turn provides a confirmation recommendation to the Dean of the College of Health Sciences or their designee. All other decisions regarding the faculty recommendation go to the Department Chair.

In reviewing the students' academic deficiencies, the following guidelines shall be applied:

1. Educational objectives underlie remedial teaching, and evaluation should be the same as the educational objectives that underlie regular courses in the curriculum. Where deemed appropriate, the SPC, following consultation with the MHA faculty, may recommend one or a combination of the following options:
 - a. Take a comprehensive examination.
 - b. Complete special projects or studies in the deficient area(s)
 - c. Repeat the course (Students repeating a course(s) will be charged full tuition for the course).
 - d. Where remediation is not an option, the faculty may recommend dismissal from the university.
2. The grade achieved by remediation will be the grade recorded EXCEPT that the highest grade a student may earn on options (a) or (b) is a grade of B. The grade achieved by remediation will be recorded on the transcript next to the original grade.
3. The grade achieved by remediation of a course will be reviewed critically by the SPC. Failure to earn at least a 'B' or 'CR' grade may result in dismissal from the University or repeating the course.
4. Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances in each case. The decision will be made by the Department Chair in accordance with the college/program catalog and based upon the recommendation of the MHA faculty and review, if indicated, by the CHS Student Performance Committee.
5. Any student who is required to remediate a course or a portion of a course will be notified in writing at least two weeks prior to the date of remediation (or within two weeks of the close of the academic year, whichever comes first). Notification will be by mail, email, or hand-delivered to the student.

Academic Suspension

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated/repeated. A student may not receive financial aid during any time of suspension.

Conduct Suspension

A conduct suspension is a period of time when a student is barred from enrollment in an academic program because of a violation of applicable University or College conduct policies, as implemented

through the procedures outlined in the University Catalog. A student may not receive financial aid during any time of suspension.

Summary Suspension

Actions that threaten or endanger, in any way, the personal safety, and/or well-being of self or others, or that disrupt or interfere with the orderly operation of the College or University are cause for immediate disciplinary action. Either the University President, Provost, or Dean, or Dean's designee, has the authority to summarily suspend a student when the student admits to guilt or when, in the opinion of these entities, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the University. Further details regarding the summary suspension action can be found in the University Catalog.

Dismissal

A student may be subject to dismissal from the MHA program for substandard academic or professional performance, as follows:

1. A student who earns two or more unacceptable grades (U or NCR), regardless of prior successful remediation of an unacceptable grade.
2. Attaining a semester GPA below 3.0 where remediation of a course is not an option.
3. Any event that could result in either academic or professional probation for a student currently on academic or professional probation, or violation of the terms of any current probation.
4. Failure to pass, successfully, a course remediation exam.
5. Lack of professional attributes considered appropriate for continuance in the program and profession.

Evaluation and Grading

Competency is expected of all program graduates upon completion of the professional curriculum as defined by the “Program Goals.” The curricular components of the program are designed so that students’ work toward achievement of these competencies is measured via written practical examination and by evaluations of professional development. Specific behavioral objectives have been defined for each curricular component to assist the student and program faculty in evaluating the degree of attainment of these expected competencies. The following grading scale is applied to students enrolled in the Master of Healthcare Administration program:

Grading Scale

Final course grades are given based upon the traditional 4-point letter system, as follows:

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
A	93-100%	4.00
A-	90-92%	3.70
B+	87-89%	3.30
B	83-86%	3.00
B-	80-82%	2.70
C+	77-79%	2.30
C	73-76%	2.00
U	Less than 73%	0.00
CR	Credit	N/A
NCR	No Credit	N/A

ADMINISTRATIVE GRADES

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
AU	Audit	N/A
I	Incomplete	N/A
IP	In Progress	N/A
TR	Transfer	N/A
W	Withdrawal	N/A
M	Missing	N/A

The grade point average is calculated at the end of each semester as the sum of earned grade points divided by the sum of semester hours passed and failed. A cumulative grade point average will be calculated and posted on the transcript.

Audit

An “AU” (Audit) is assigned to a student attends class activities but does not complete examinations and does not receive course credit. However, under certain circumstances, at the discretion of the College Dean, or Dean’s designee, a student who is repeating or undergoing remediation may be required to complete course examinations and/or other required work products while auditing the course for no grade.

Missing Grades

A grade of “M” for Missing will be input by the Office of the Registrar if a student’s grade is not available by the deadline for grade submission. An “M” grade is not included in the GPA calculation and will be replaced by the grade earned in the course once submitted by the course director/instructor. “M” grades should not be used by the program in place of an Incomplete (I) grade.

Incomplete Grades

An Incomplete grade (“I”) will only be assigned to students whose professional commitments and/or personal responsibilities prevent him or her from completing the requirements of the course where not less than 80% of the course requirements have been completed. The student must petition the Instructor for an incomplete grade not less than two (2) weeks prior to the close of the semester and specify the elements of a learning contract. The student must complete the remaining coursework in compliance with the learning contract, no later than the close of the following semester. The Instructor must certify any grade changes. In the event a student does not complete the coursework by the end of the semester following the term for which the Incomplete was given, the course grade will revert to a U or NCR, and the student must register for and complete the entire course at another time.

Appealing a Course Grade

No course grade will be changed unless the Instructor or Department Chair certifies in writing to the Registrar that an error in computing or recording the grade occurred. If the student believes there is just cause to dispute a grade for a course, the procedure is as follows:

1. Within three (3) business days of the date the course grade is posted to BanWeb, student must make an appointment to talk with the course Instructor(s) who issued the grade and submit written request for review. Upon receipt of written request from the student, the course Instructor(s) shall review the case with the student and a decision shall be made by the course Instructor(s) to affirm or modify the grade. Within five (5) business days of the student’s written request, the course Instructor(s) shall notify the student in writing of the decision. A copy of the letter shall be sent to the student and the Department Chair.
2. Within three (3) business days following written notification to the student regarding the instructor’s decision, the student may appeal the decision in writing to the Department Chair. The appeal request must be accompanied by a narrative explaining the basis of the appeal. The narrative should fully explain the student’s situation and substantiate the reason(s) for advocating a reversal of the instructor’s prior decision. The Department Chair may grant an appeal only if a claim of (1) bias, (2) the appearance of new material and documentable evidence that was not available at the time of the instructor’s decision, or (3) procedural error that unfairly affected the decision-making process is substantiated by the Department Chair. Upon written request from the student with a valid appeal rationale, the Department Chair shall review the case and within five (5) working days shall issue a decision in writing to the student, which may affirm, modify, or reverse the previous action. A copy of that decision will be provided to the instructor. The Chair’s decision is final in all course grade appeals (didactic and experiential), except when the Chair is also the official Instructor of the course in question. In such a case, the student will direct their appeal to the Dean of the College of Health Sciences,

or Dean's designee, following the same guidelines for an appeal to the Department Chair. In addition, in such a case, the decision of the Dean, or Dean's designee, is final and not subject to appeal.

Credit Hour Calculation

Courses are rated at one credit hour for every 15 contact hours.

Curriculum Organization

Overview

Offered completely online, the Master of Healthcare Administration is designed to be completed in one to two academic years. The curriculum is 46 units and falls in alignment with the standards posed by the Commission on Accreditation of Healthcare Management Education (CAHME).

Subject/Course #	Course Title	Credit Hours
HA 5100	Financial and Healthcare Accounting	4.00
HA 5101	Economics for Healthcare Administrators	4.00
HA 5102	Ethics of Healthcare Economics and National Health Policy	4.00
HA 5103	Survey of Finance	4.00
HA 5104	Healthcare Organizations and Management	4.00
HA 5105	Healthcare Information Technology and Management	4.00
HA 5106	Market-Based Management	4.00
HA 5107	Organizational and Healthcare Leadership	4.00
HA 5108	Healthcare and Law	4.00
HA 5109	Competencies for Healthcare Executives	4.00
HA 5996	Supervised Healthcare Administration Field Training	4.00
IPE 5000	An Interprofessional Approach I	1.00
IPE 5100	An Interprofessional Approach II	1.00
IPE 6000	IPE 6000 Interprofessional Team Training in Health Care I	1.00*
Total Required Credit Hours:		46.00

**IPE 6000 in lieu of IPE 5000 for Spring entering students on the accelerated track only.*

Program Schedule – MHA Traditional Track – Fall 2025 Matriculation

PROGRAM: Master of Healthcare Administration (MHA)			
Class: MHA-FA2025	Start Term: Fall 2025	Mode: Online	Duration: 6 semesters
Tuition: \$945 per unit / \$3,780 per 4-unit course			
Mandatory program orientation: August 8 th , 2025			
COURSE #	UNITS	COURSE TITLE	CLASS DATES
FALL 2025			
HA 5100	4.0	Financial and Healthcare Accounting	08/18/25 - 11/23/25
HA 5101	4.0	Economics for Managers	08/18/25 - 11/23/25
IPE 5000	1.0	An Interprofessional Approach I	TBA
SPRING 2026			
HA 5102	4.0	Ethics of Healthcare Economics and National Health Policy	01/05/26 - 04/12/26
HA 5103	4.0	Survey of Finance	01/05/26 - 04/12/26
IPE 5100	1.0	An Interprofessional Approach II	TBA
SUMMER 2026			
HA 5104	4.0	Healthcare Organizations and Management	04/13/26 - 07/19/26
HA 5105	4.0	Healthcare Information Technology and Management Systems	04/13/26 - 07/19/26
FALL 2026			
HA 5106	4.0	Market-Based Management	08/17/26 - 11/22/26
HA 5107	4.0	Organizational and Healthcare Leadership	08/17/26 - 11/22/26
SPRING 2027			
HA 5108	4.0	Healthcare and Law	01/04/27 - 04/11/27
HA 5109	4.0	Competencies for Healthcare Executives	01/04/27 - 04/11/27
SUMMER 2027			
HA 5996	4.0	Supervised Healthcare Administration Field Training	04/12/27 - 07/18/27
Notes: The courses and dates are subject to change.			

Program Schedule – MHA Accelerated Track – Fall 2025 Matriculation

PROGRAM: Master of Healthcare Administration (MHA) – Accelerated Track			
Class: MHA-FA2025-ACC	Start Term: Fall 2025	Mode: Online	Duration: 3 semesters
Tuition: \$945 per unit / \$3,780 per 4-unit course			
Mandatory program orientation: August 8 th , 2025			
COURSE #	UNITS	COURSE TITLE	CLASS DATES
FALL 2025			
HA 5100	4.0	Financial and Healthcare Accounting	08/18/25 - 11/23/25
HA 5101	4.0	Economics for Managers	08/18/25 - 11/23/25
HA 5106	4.0	Market-Based Management	08/18/25 - 11/23/25
HA 5107	4.0	Organizational and Healthcare Leadership	08/18/25 - 11/23/25
IPE 5000	1.0	An Interprofessional Approach I	TBA
SPRING 2026			
HA 5102	4.0	Ethics of Healthcare Economics and National Health Policy	01/05/26 - 04/12/26
HA 5103	4.0	Survey of Finance	01/05/26 - 04/12/26
HA 5108	4.0	Healthcare and Law	01/05/26 - 04/12/26
HA 5109	4.0	Competencies for Healthcare Executives	01/05/26 - 04/12/26
IPE 5100	1.0	An Interprofessional Approach II	TBA
SUMMER 2026			
HA 5104	4.0	Healthcare Organizations and Management	04/13/26 - 07/19/26
HA 5105	4.0	Healthcare Information Technology and Management Systems	04/13/26 - 07/19/26
HA 5996	4.0	Supervised Healthcare Administration Field Training	04/13/26 - 07/19/26
Notes: The courses and dates are subject to change.			

Program Schedule – MHA Traditional Track – Spring 2026 Matriculation

PROGRAM: Master of Healthcare Administration (MHA)			
Class: MHA-SPR2026	Start Term: Spring 2026	Mode: Online	Duration: 6 semesters
Tuition: \$945 per unit / \$3,780 per 4-unit course			
Mandatory program orientation: January 5 th , 2026			
COURSE #	UNITS	COURSE TITLE	CLASS DATES
SPRING 2026			
HA 5102	4.0	Ethics of Healthcare Economics and National Health Policy	01/05/26 - 04/12/26
HA 5103	4.0	Survey of Finance	01/05/26 - 04/12/26
SUMMER 2026			
HA 5104	4.0	Healthcare Organizations and Management	04/13/26 - 07/19/26
HA 5105	4.0	Healthcare Information Technology and Management Systems	04/13/26 - 07/19/26
FALL 2026			
HA 5100	4.0	Financial and Healthcare Accounting	08/17/26 - 11/22/26
HA 5101	4.0	Economics for Managers	08/17/26 - 11/22/26
IPE 5000	1.0	An nterprofessional Approach I	TBA
SPRING 2027			
HA 5108	4.0	Healthcare and Law	01/04/27 - 04/11/27
HA 5109	4.0	Competencies for Healthcare Executives	01/04/27 - 04/11/27
IPE 5100	1.0	An Interprofessional Approach II	TBA
SUMMER 2027			
HA 5996	4.0	Supervised Healthcare Administration Field Training	04/12/27 - 07/18/27
FALL 2027			
HA 5106	4.0	Market-Based Management	08/16/27 - 11/21/27
HA 5107	4.0	Organizational and Healthcare Leadership	08/16/27 - 11/21/27
Notes: The courses and dates are subject to change.			

Program Schedule – MHA Accelerated Track – Spring 2026 Matriculation

PROGRAM: Master of Healthcare Administration (MHA) – Accelerated Track			
Class: MHA-SPR2026-ACC	Start Term: Spring 2026	Mode: Online	Duration: 3 semesters
Tuition: \$945 per unit / \$3,780 per 4-unit course			
Mandatory program orientation: January 5 th , 2026			
COURSE #	UNITS	COURSE TITLE	CLASS DATES
SPRING 2026			
HA 5102	4.0	Ethics of Healthcare Economics and National Health Policy	01/05/26 - 04/12/26
HA 5103	4.0	Survey of Finance	01/05/26 - 04/12/26
HA 5108	4.0	Healthcare and Law	01/05/26 - 04/12/26
HA 5109	4.0	Competencies for Healthcare Executives	01/05/26 - 04/12/26
IPE 5100	1.0	An Interprofessional Approach II	TBA
SUMMER 2026			
HA 5104	4.0	Healthcare Organizations and Management	04/13/26 - 07/19/26
HA 5105	4.0	Healthcare Information Technology and Management Systems	04/13/26 - 07/19/26
HA 5996	4.0	Supervised Healthcare Administration Field Training	04/13/26 - 07/19/26
FALL 2026			
HA 5100	4.0	Financial and Healthcare Accounting	08/17/26 - 11/22/26
HA 5101	4.0	Economics for Managers	08/17/26 - 11/22/26
HA 5106	4.0	Market-Based Management	08/17/26 - 11/22/26
HA 5107	4.0	Organizational and Healthcare Leadership	08/17/26 - 11/22/26
IPE 6000	1.0	Interprofessional Team Training in Health Care I	TBA
Notes: The courses and dates are subject to change.			

Program Schedule – MHA Traditional Track – Summer 2026 Matriculation

PROGRAM: Master of Healthcare Administration (MHA)			
Class: MHA-SUM2026	Start Term: Summer 2026	Mode: Online	Duration: 6 semesters
Tuition: \$945 per unit / \$3,780 per 4-unit course			
Mandatory program orientation: April 13 th , 2026			
COURSE #	UNITS	COURSE TITLE	CLASS DATES
SUMMER 2026			
HA 5104	4.0	Healthcare Organizations and Management	04/13/26 - 07/19/26
HA 5105	4.0	Healthcare Information Technology and Management Systems	04/13/26 - 07/19/26
FALL 2026			
HA 5106	4.0	Market-Based Management	08/17/26 - 11/22/26
HA 5107	4.0	Organizational and Healthcare Leadership	08/17/26 - 11/22/26
IPE 5000	1.0	An Interprofessional Approach I	TBA
SPRING 2027			
HA 5108	4.0	Healthcare and Law	01/04/27 - 04/11/27
HA 5109	4.0	Competencies for Healthcare Executives	01/04/27 - 04/11/27
IPE 5100	1.0	An Interprofessional Approach II	TBA
SUMMER 2027			
HA 5996	4.0	Supervised Healthcare Administration Field Training	04/12/27 - 07/18/27
FALL 2027			
HA 5100	4.0	Financial and Healthcare Accounting	08/16/27 - 11/21/27
HA 5101	4.0	Economics for Managers	08/16/27 - 11/21/27
SPRING 2028			
HA 5102	4.0	Ethics of Healthcare Economics and National Health Policy	01/03/28 - 04/09/28
HA 5103	4.0	Survey of Finance	01/03/28 - 04/09/28
Notes: The courses and dates are subject to change.			

Course Descriptions

HA 5100 Financial and Healthcare Accounting (4 credit hours)

The course addresses financial accounting and reporting processes from a user's perspective. The learner will understand how economic transactions of an enterprise are reported in financial statements and related disclosures.

HA 5101 Economics for Healthcare Administrators (4 credit hours)

Students will examine microeconomics theory and applications for business management decision-making. It will equip students with the analytical tools and frameworks necessary to assess market dynamics, anticipate changes in economic conditions, and formulate strategic responses to maximize organizational performance. Students will learn how to apply economic models and techniques to evaluate business opportunities, assess competitive dynamics, and optimize resource allocation.

HA 5102 Ethics of Healthcare Economics and National Health Policy (4 credit hours)

The course explores the ethical implications inherent in healthcare economics and the formulation of local, state, and national health-policy issues. Through rigorous analysis and ethical debates, students examine the moral consequences of resource allocation, access to care, and cost containment strategies while upholding principles of justice and equity. It also studies the sources of funding for healthcare expenditures, and the percentage that it represents in the Gross Domestic Product in the United States.

HA 5103 Survey of Finance (4 credit hours)

The course addresses concepts and analytical techniques employed in corporate finance. Financial planning, emphasizing the identification and quantification of financial objectives and the interrelated facets of a wide range of technical financial planning. Qualitative and quantitative methods used in the financial planning decision-making process, include income taxation, investment analysis and procedure, insurance, employment benefit plans, estate planning, cash-flow management, ethics, strategies, and processes of professional practice.

HA 5104 Healthcare Organizations and Management (4 credit hours)

The course focuses on the management and organization of health care delivery. It examines significant features of the healthcare context, the unique challenges these features produce for managers and solutions that organizations have used to address those challenges.

HA 5105 Healthcare Information Technology and Management System (4 credit hours)

The course introduces students to the concepts and practices of monitoring healthcare information systems and performance, including health IT disciplines, applications and commercial vendors, decision support methods and technologies, information systems design and engineering, and new opportunities and emerging trends.

HA 5106 Market-Based Management (4 credit hours)

The course is grounded on market-oriented thinking, including social marketing, elements of a market situation analysis, the fundamental elements of the marketing mix (4P's), customer-centricity, product positioning, pricing strategies, branding, and customer relationship management. Students will learn

market research methodologies, competitive analysis frameworks, marketing mix strategies, and performance metrics for measuring marketing effectiveness.

HA 5107 Organizational and Healthcare Leadership (4 credit hours)

The course is divided into two parts. The first part provides an overview of theory and technique for leading organizations through transformation. The second part of the course equips students with effective leadership skills, strategies, and tools to set and communicate directions. Students learn to motivate and inspire individuals, teams, and entire organizations to handle multiple challenges within the healthcare industry. A significant component of the course is the onsite intensive, which includes in-person engagements with various stakeholders within the field. The multi-day intensive may include ACHE clusters or choice programs. Stakeholders may also include individuals with marquee value to serve as guest speakers during these onsite intensives. The location for onsite intensives may be slated in a desired location for 8 hrs./day work and include after-hours networking and relationship-building opportunities.

HA 5108 Healthcare and Law (4 credit hours)

The course navigates the intricate legal landscape of healthcare, exploring accreditation standards, regulations, compliance, liability, and patient rights within diverse healthcare systems. Analyze case studies and statutes to understand the nuanced intersection of law and healthcare delivery, preparing to address complex legal issues in professional practice. Topics will also include human resources and risk management.

HA 5109 Competencies for Healthcare Executives (4 credit hours)

The American College of Healthcare Executives' competencies for healthcare administrators are integrated throughout the MHA curriculum. This course is designed to represent the fundamental skills required to be an effective healthcare leader and hold executive leadership roles. It reviews the five domains of healthcare administration competency: 1) knowledge of the healthcare environment; 2) business skills and knowledge; 3) communication and relationship management; 4) leadership, and 5) professionalism. Students enrolled in this course are expected to attend the Annual ACHE Congress on Healthcare Leadership which occurs yearly around March and engage in learning and networking opportunities.

HA 5996 Supervised Healthcare Administration Field Training (4 credit hours)

The course provides students with a minimum of 160 hours of hands-on experience in supervised healthcare administration settings, allowing them to apply theoretical knowledge to real-world scenarios. Through mentorship and practical tasks, students develop essential skills in leadership, management, and decision-making within healthcare organizations. Depending on availability, some opportunities may exist within eligible facilities for specialized certification(s) (e.g., long-term care with preparation for licensure exam).

IPE 5000 An Interprofessional Approach I (1.0 credit hour, CR/NCR)

This course is a required university seminar for all first-year health professional students. This course will introduce professions across various fields with content related to roles, responsibilities, team, teamwork, communication, values and ethics. Introductory level content related to cultural humility, social determinants of health, and health systems will be explored. Activities in this course may include exposure level asynchronous lectures, interactive health professions program exposure, and in-person group/team experiences. Experiences will integrate elements common to all professionals such as ethical, behavioral,

social, and psychological. This course is a graduation requirement for all health professional programs with attendance required. Absences may be excused but this does not exclude students from the responsibilities associated with the course and required for its completion.

IPE 5100 An Interprofessional Approach II (1.0 credit hour, CR/NCR)

This course is a required university seminar for all first-year health professional students. Working in interprofessional teams, this course builds upon the knowledge and experience gained in the IPE 5000 course. Activities in this course may include asynchronous lectures, clinical scenario role-playing, synchronous discussion sessions, in-person/group team experiences, health events. Experiences will integrate elements common to all professionals such as ethical, behavioral, social, and psychological with increasing levels of complexity. This course is a graduation requirement for all health professional programs with attendance required. Absences may be excused but this does not exclude students from the responsibilities associated with the course and required for its completion.

IPE 6000 Interprofessional Team Training in Health Care I (1.0 credit hour, CR/NCR)

IPE 6000 will continue to build upon the knowledge from the IPE 5000 series but will elevate learning activities deeper in the immersion phase expanding upon knowledge gained in previous IPE courses with additional community health event planning experiences to apply advanced tools and strategies that are crucial in working as a collaborative healthcare team. Activities in this course include immersion phase level activities such as asynchronous recorded lectures, mock patient experiences, synchronous discussion sessions, in-person/group team experiences related to health systems, patient advocacy, health event planning, and/or interprofessional research exposure. This course is a graduation requirement for all health professional programs with attendance required. Absences may be excused but this does not exclude students from the responsibilities associated with the course and required for its completion. IPE 6000 in lieu of IPE 5000 for Spring entering students on the accelerated track only.

Honors and Awards

The following awards are presented annually at the college's annual award and hooding ceremony that is typically held in May.

- Alumni Memorial Award
- Bertha Oliver Memorial Award
- Dean's Award
- Don and Jean Griva Memorial Award
- Outstanding Thesis Award
- Jayzona Alberto & Helen Musharbash Health Science Alumni Scholarship
- Arthur Madorsky, MD Memorial Scholarship Award
- Guy M. Allmond Scholarship Fund
- Linda Fox Memorial Endowment Fund
- President's Society Award
- The Alumni Association Scholarship
- Who's Who among Students in American Universities and Colleges Nominations

Academic Calendar

Fall 2025	
August 18 – 22, 2025	New Student Orientation
August 18, 2025	Fall Classes Begin
August 22, 2025	Last Day to Add Fall Classes
August 29, 2025	Last Day to Drop Fall Classes
September 1, 2025	Labor Day – No Classes
October 13, 2025	Indigenous People’s Day – No Classes
November 11, 2025	Veterans Day – No Classes
November 23, 2025	Fall Classes End
November 27 – 28, 2025	Thanksgiving Holiday – No Classes
Spring 2026	
January 5 – 9, 2026	New Student Orientation
January 5, 2026	Spring Classes Begin
January 9, 2026	Last Day to Add Spring Classes
January 16, 2026	Last Day to Drop Spring Classes
January 19, 2026	Martin Luther King Day – No Classes
February 16, 2026	President’s Day – No Classes
April 12, 2026	Spring Classes End
Summer 2026	
April 13 – 17, 2026	New Student Orientation
April 13, 2026	Summer Classes Begin
April 17, 2026	Last Day to Add Summer Classes
April 24, 2026	Last Day to Drop Summer Classes
May 18-19, 2026	College Hooding Ceremonies (WesternU)
May 20, 2026	Commencement (Pomona)
May 25, 2026	Memorial Day – No Classes
June 19, 2026	Juneteenth – No Classes
July 19, 2026	Summer Classes End