MASTER OF HEALTH ADMINISTRATION IN HEALTH ADMINISTRATION

The Master of Health Administration (MHA) is a professional degree program. The MHA program is intended for students pursuing administrative practice in health service related settings. The vision of the MHA program is to develop health care managers who will provide leadership for their organizations and communities based on a strong commitment to public health, ethics, integrity, and service as well as demonstrate the ability to implement innovative ways of meeting health care needs of a diverse society. The program embraces the ethic and philosophy that health services managers must provide leadership in attending to the interests of the populations their organizations serve.

There are two tracks that students can choose to earn the MHA degree: 1) Resident and 2) Executive.

The Resident track of the MHA program is a 57-credit hour program to be completed in either 21 months (full-time) or 33 months (part-time). This track builds upon the core disciplines in public health as they relate to health administration. This track seeks to prepare students for competitive opportunities post-graduation, including administrative fellowships and entry-level positions in health services organizations. The comprehensive curriculum of the Resident track includes an internship allowing students to apply classroom knowledge in a health services organization. Admission to the Resident track of the MHA program requires successful completion of three prerequisites: economics, statistics, and managerial accounting or finance. An interview is also a required element of the admission process.

The Executive track of the MHA program is tailored to individuals who are already employed within the healthcare industry and have demonstrated managerial and leadership experience. Ideal applicants will have a minimum of five years of progressive work experience and are seeking to expand their educational knowledge and skill set. The Executive track of the MHA program is a 48-credit hour program. This track takes 24 months to complete, is taught one weekend a month, and is offered only at the Houston Campus of the Texas A&M University Health Science Center.

For degree curricula associated with either track, see Master of Health Administration program tracks (http://sph.tamhsc.edu/hpm/mha/mhatracks).

Program Requirements

Program Requirements

- Student's Advisory Committee (p. 1)
- Degree Plan (p. 1)
- Credit Requirements (p. 1)
- Transfer of Credit (p. 1)
- Limitations on the Use of Transfer, Extension and Certain Other Courses (p. 2)

Student's Advisory Committee

The Student Advisory Committee for the MHA consists of an assigned faculty advisor. After receiving admission to the program and before enrolling for coursework, the student will consult with their assigned faculty advisor to receive additional information related to curriculum and processing of the degree plan. The faculty advisor must have graduate faculty membership in the academic program. If at any point of the student’s time in pursuit of the degree the assigned advisor is no longer available, the department will assign a new advisor and require a comprehensive advisory session to ensure the student is making progress according to degree program requirements. Students in this degree program receive advising prior to all semesters.

Degree Plan

The student’s advisor, in consultation with the student, will develop the proposed degree plan. The degree plan must be completed and filed with the Office of Graduate and Professional Studies prior to the deadlines imposed by the student’s college, and no later than the dates announced in the Office of Graduate and Professional Studies calendar of deadlines for graduation.

The proposed/final degree plan should be submitted through the online Document Processing Submission System located on the website https://ogsdpss.tamu.edu.

Additional coursework may be added to the approved degree plan by petition if it is deemed necessary by the advisor to correct deficiencies in the student’s academic preparation.

Credit Requirement

A minimum of 57 hours of coursework is required for the resident track of the Master of Health Administration degree. To demonstrate integration and application of subject matter learned and the development of written and oral communication skills, a student will be required to successfully complete a Capstone course and practicum as part of the culminating experience requirement to graduate.

The Executive track of the MHA program is a 48-credit hour program. This track takes 24 months to complete, is taught one weekend a month, and is offered only at the Houston Campus of the Texas A&M University Health Science Center.

Transfer of Credit

A student may transfer up to 9 hours of graduate credit to the Master of Health Administration degree program on the advice and approval of the student’s advisory committee, department Chair, and school Academic Affairs Dean, and with the approval of the Office of Graduate and Professional Studies. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater may be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Otherwise, the limitations stated in the preceding section apply. Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit. Courses appearing on the degree plan with grades of D, F, or U may not be absolved by transfer work. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. An official transcript from the university at which the transfer coursework was taken must be sent directly to the Office of Admissions.

Courses used toward another degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior
to the conferral of a degree at the transfer institution, a letter from the Registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the Office of Graduate and Professional Studies.

Grades for courses completed at other institutions are not included in computing the GPR.

**Limitations on the Use of Transfer, Extensions, and Certain Other Courses**

If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master’s degree with the following limitations.

1. The maximum number of credit hours allowed toward the MHA as transfer credit is 9.
2. Courses previously used for another degree are not acceptable for credit.
3. A maximum of 6 hours of 684 (Professional Internship/Practicum), and 9 hours of 685 (Directed Studies), if approved on the degree plan.
4. Undergraduate courses are not allowed to transfer to the MHA degree program.
5. Continuing education courses may not be used for graduate credit.
6. Extension courses are not acceptable for credit.

Exceptions will be permitted only in unusual cases and when petitioned by the student’s advisor, department chair, school Academic Affairs Office, and approved by the Office of Graduate and Professional Studies.

**Additional Requirements**

- Residence (p. 2)
- Time Limit (p. 2)
- Scholastic Requirements (p. 2)
- Foreign Languages (p. 2)
- Internship or Practicum (p. 2)
- Application for Degree (p. 2)

**Residence**

No residence requirement exists; however, attention is directed to the rules regarding Limitations on the Use of Transfer, Extension and Certain Other Courses.

See Residence Requirements (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements/).

**Time Limit**

All degree requirements for a master’s degree must be completed within a period of seven consecutive years. Coursework which is over seven calendar years old may not be applied to master’s degree. Time limits for coursework on the degree plan may also apply to transfer coursework.

**Scholastic Requirements**

To maintain good academic standing, a MHA student must maintain a minimum cumulative 3.000 GPR. If a student fails to attain a cumulative 3.000 GPR, he or she is placed on academic probation. A student on academic probation must raise his/her cumulative GPR to a 3.000 or above according to requirements to be set forth in the probation letter. Typically, this means raising the cumulative GPR to a 3.000 or higher by the end of the next long semester (fall/spring). If this requirement is not met, the School’s Academic Affairs Office will recommend that the Office of Graduate and Professional Studies block the student from further enrollment. If a student is blocked from further enrollment in the MHA program, he or she shall not be permitted to enroll in other MHA courses.

**Foreign Languages**

No specific language requirement exists for the Master of Health Administration degree program.

**Internship or Practicum**

Students in the MHA are required to fulfill a practicum requirement (PHPM 684). Instructions on submission and successful completion of the practicum are posted on the School of Public Health practicum website as well as with the department’s practicum coordinator. Students are to work specifically with their department practicum coordinator on meeting this curriculum course requirement. The practicum is overseen by the School of Public Health Practicum Coordinator in conjunction with the school’s master’s curriculum committee. Students must be in good academic standing, have completed all core public health courses, or be enrolled concurrently in no more than one core course at the time they enroll in the PHPM 684 course, and have no registration or university holds related to enrollment.

**Application for Degree**

For information on applying for your degree, please visit the Graduation (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements/#graduation) section.