

# MASTER OF HEALTH ADMINISTRATION IN HEALTH ADMINISTRATION

## Program Requirements

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- 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. 1)
- Final Examination (p. 2)

## Student's Advisory Committee

### On-Campus and Distance Education Degree Programs

The student's advisory committee for the Master of Health Administration (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

### On-Campus and Distance Education Degree Programs

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 Graduate and Professional School prior to the deadlines imposed by the student's college, and no later than the dates announced in the Graduate and Professional School 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://ogsdps.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 Requirements

### On-Campus and Distance Education Degree Programs

A minimum of 55 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 45-credit hour program. This track takes 24 months to complete; courses will be taught online as either 7-week or 15-week durations, with three courses being offered each semester.

## Transfer of Credit

### On-Campus and Distance Education Degree Programs

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 Graduate and Professional School. 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 Graduate and Professional School.

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

## Limitations on the Use of Transfer, Extension and Certain Other Courses

### On-Campus and Distance Education Degree Programs

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 zero credit 684 or 685 course is only allowed for non-thesis option master's students. A zero credit 681 course can be used for either thesis or non-thesis option master's students. Other courses, including 691 research hours, are not eligible for zero credit.
4. A maximum of 6 hours of 684 (Professional Internship/Practicum), and 9 hours of 685 (Directed Studies), if approved on the degree plan.
5. Undergraduate courses are not allowed to transfer to the MHA degree program.

6. Continuing education courses may not be used for graduate credit.
7. Extension courses are not acceptable for credit.
8. For non-distance degree programs, no more than 50 percent of the non-research coursework required for the program may be completed through distance education courses.
9. To receive a graduate degree from Texas A&M University, students must earn one-third or more of the credits through the institution's own direct instruction. This limitation also applies to joint degree programs.

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 Graduate and Professional School.

## **Final Examination**

### **On-Campus and Distance Education Degree Programs**

A final comprehensive examination is not required for the Master in Health Administration non-thesis degree program.