



Information Packet

Master of Healthcare Administration

Program Start: January & August

University of Providence
1301 20th Street South
Great Falls, MT 59405

School of Health Programs
Phone: (406) 791-5258
Email: gradhealthprograms@uprovidence.edu

Masters of Healthcare Administration

PROGRAM INFORMATION

The Masters of Healthcare Administration degree is a part-time graduate program that has a total of 12 courses. Students will complete these courses sequentially, one on-line course every eight weeks. Students will have short breaks between courses and will complete the program in six semesters.

The major themes of this program include: Leadership, Strategy and Finance. Students must complete and pass all courses with a 'B' or 3.0 grade point average (GPA).

Courses	Credits
MHA 510- Leadership Theory	3
MHA 514- Communication in Healthcare Orgs	3
MHA 518- Evidence Based Practice for Hlthcr Leaders	3
MHA 512- Applied Leadership	3
MHA 502- Healthcare Systems	3
MHA 565-Healthcare Budget & Fin Planning	3
MHA 562- People & Experience	3
MHA 505- Healthcare Informatics	3
MHA 535- Healthcare Law & Ethics	3
MHA 525- Transformational Leadership	3
MHA 698- Capstone I	3
MHA 699- Capstone II	3

This program uses a cohort model, allowing students to move through each course with the same group of students. The student to instructor ratio is 20:1.

FACE-TO-FACE PROGRAM IMMERSION

All students will be required to attend a face-to-face program immersion at the beginning of the program. The literature supports successful on-line programs with high graduation rates require an initial face-to-face orientation. This one-day session helps to build a student community, introduction to the university and program coursework.

ADMISSION REQUIREMENTS

- Completed Bachelor of Arts (BA) or Bachelor of Science (BS) degree
- Cumulative grade point average (GPA) of 3.0 or greater for a BA or BS degree
 - A cumulative GPA is calculated by averaging all GPAs that lead to the completion of the bachelor degree.
 - Any applicant who does not meet the minimum cumulative GPA of a 3.0 or higher, or does not have a GPA on their transcript, must complete the graduate record examination (GRE).
GRE scores expire in five years.
 - Acceptable GRE scores include:

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- Verbal: 150
- Quantitative: 149

□ Official College transcripts must verify your completed degree program

- Applicants must submit official transcripts from all institutions they attended that lead to the completion of their bachelor's degree.
- All foreign transcripts must be submitted with an official transcript evaluation; this evaluation is paid by the student.

APPLICATION REQUIREMENTS

- **On-line Program Application**
- **Program Application Fee (\$50)**
- **Official Transcripts**
- **Personal Essay**
- **Current Curriculum Vitae or Resume**

PROGRAM APPLICATION

- Visit the UP website at www.uprovidence.edu
- Click on the orange Apply box
- Select Application for Graduate Admission
- Click on Create Account

PROGRAM APPLICATION FEE

Applicants are required to pay a \$50 application fee. Applicants pay this fee through the university website at www.uprovidence.edu.

- Select Pay Application Fee under the School of Health Professions link at the top of the page.
- Enter your name
- Select Application Fee for the Payment Allocation
- Enter \$50.00 as the Payment Amount
- Select your Payment Option
- Follow the prompts to finish your payment

Applications will not be reviewed until this fee has been paid.

OFFICIAL TRANSCRIPTS

Applicants must submit official transcripts from the institution(s) where they completed their BA or BS degree. UP requires transcripts from all institutions attended leading up to their degree. If a student completed their degree in a foreign country, they must also provide an official transcript interpretation. If there is not a GPA associated with the BA or BS degree, the applicant must complete the GRE.

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Applicants are highly encouraged to submit their official transcripts electronically to UP.

Most institutions have this option available. If an email address is required, send the transcripts to admissions@uprovidence.edu.

PERSONAL ESSAY

Applicants are required to answer an essay question for their online application and attach it as a supplemental item.

Essay question: In one page: please explain how this degree program will benefit you personally and professionally in your current and/or future career.

All essays are read and ranked using a rubric. To score high on the essay, students are highly encouraged to write a complete answer (2-3 paragraphs) that is no longer than one page. Your writing (spelling, grammar, punctuality, etc.) and content will be graded against the rubric.

CURRICULUM VITAE / RESUME

Applicants are required to submit their current CV or resume and attach it as a supplemental item on their application.

FINANCIAL AID

Applicants can apply for financial aid on the UP website at <https://uprovidence.edu/become-a-student/financial-aid/>. Applicants will need to apply for both school years in which they will be attending their program. For questions, contact the Financial Aid office at 406-791-5202.

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