

Executive Master of **HEALTH ADMINISTRATION**

Application FAQ

MUST APPLICANTS HAVE A 3.0 OR ABOVE UNDERGRADUATE GPA TO APPLY?

The UC MHA program usually requires applicants to have at least a 3.0 undergraduate GPA, but there can be some flexibility for professional applicants with postgraduate studies or exemplary administrative and managerial backgrounds.

WHAT COUNTS AS RELEVANT HEALTHCARE WORK EXPERIENCE?

The UC MHA program looks for applicants with multiple years of increasing responsibility in the broad healthcare sector. Typically, this would involve activities such as supervising staff, or project and operational oversight. Examples of work within healthcare include, but are not limited to, patient care and care support services in a wide variety of settings, as well as management of teams, units, departments, or systems within those settings. Other examples include, but are not limited to, work undertaken in support of the health care industry such as finance and planning, human resources, health data management, performance monitoring, and quality improvement.

WHAT COUNTS AS NON-HEALTH-RELATED RELEVANT WORK EXPERIENCE?

While the UC MHA program prefers applicants with relevant healthcare experience, it will also consider applicants that have managed operational units in other sectors. This experience would involve responsibilities that include supervising staff, or project and operational oversight. Applicants with such backgrounds should be very clear about their knowledge of the healthcare field, and motivation and objectives for seeking an MHA in their personal statement.

SHOULD APPLICANTS NOT CURRENTLY WORKING IN THE HEALTHCARE FIELD STILL APPLY?

Applicants should be aware that some of our courses require students to perform activities in the healthcare setting in which they work and to develop a health administration mentor relationship with a leader in their organization. These requirements still stand for students not currently working in healthcare - they must reach out to a healthcare organization to meet these needs. In their personal statement, applicants should be very clear about their knowledge of the healthcare field, along with their motivation and objectives for seeking an MHA.

WHAT RELEVANT WORK EXPERIENCES MIGHT A RECENT UNDERGRADUATE HAVE?

Typically, course work, part-time, and summer activities undertaken while pursuing an undergraduate degree do not count as experience for the purpose of the UC MHA application. The part-time UC MHA program was designed for working healthcare professionals with several years of experience. However, recent undergraduate applicants who have worked full-time in a responsible healthcare role for two or more years may have a successful application. There are some professions where it has been possible to gain professional experience in a responsible role while earning a bachelor's degree: nursing, public health, allied health, and medical records/informatics are some examples. Military experiences may also be relevant. Applicants from these backgrounds should be sure to highlight such experiences with attention to areas of responsibility.



HOW CAN APPLICANTS BEST DEMONSTRATE PAST WORK EXPERIENCE?

When documenting work experience, the applicant's resume should be complete, up-to-date, and reflect the highest areas of responsibility. When writing the personal statement, use specific examples to tie in how past work experience and highest-level areas of responsibility have contributed to the applicant's motivation for achieving an MHA, and how these experiences have influenced current professional objectives.

HOW CAN APPLICANTS BEST DEMONSTRATE QUANTITATIVE ABILITY?

Quantitative ability is demonstrated in the applicant's transcripts by the grades earned in any mathematical, analytic, or finance-related courses. Applicants can also demonstrate quantitative ability in their resume and personal statement by describing their professional roles that have involved analytic or financial responsibilities.

SHOULD APPLICANTS SUBMIT MORE THAN THE MINIMUM LETTERS OF RECOMMENDATION?

Applicants may submit more than the two (2) required letters of recommendation if preferred. More important is to make sure that all letters of recommendation come from people who know the applicant well and can speak to their strength as a candidate with their professional leadership potential. Applicants should only submit letters from professional contacts. One letter from a current or recent supervisor is preferred. Letters from personal sources will not be accepted.

WHAT MAKES A LETTER OF RECOMMENDATION STRONG?

Letters of recommendation should be submitted on official letterhead and start with a description of the recommender's professional relationship with the applicant. Encourage each letter writer to cover one of the three required elements: 1) the applicant's readiness for graduate-level work, 2) the applicant's work ethic and habits, and 3) the applicant's communication and interpersonal skills. Applicants should direct letter writers to be detailed and to provide specific examples.

WHAT IS NEEDED IN A SUCCESSFUL PERSONAL STATEMENT?

The personal statement must include these four required elements: 1) academic goals, 2) motivation for earning an MHA degree, 3) how the applicant will balance the demands of work and online classes (a work plan for completing the degree), and 4) how earning an MHA will help the applicant reach professional goals. A successful personal statement is detailed and provides specific examples. Personal statements of around 1.5-pages double-spaced are preferred, while they should be no longer than three (3) pages.

HOW SHOULD APPLICANTS ADDRESS ANY WEAKNESSES IN THEIR APPLICATION?

Applicants should honestly address any weaknesses in the application with an explanation in the personal statement. Applicants can describe any extenuating circumstances, detail improvement of these past problems, and speak to how this improvement would continue during graduate work.

