

MASTER OF HEALTH ADMINISTRATION PROGRESSIVE DEGREE APPLICATION

Progressive Degree – Master of Health Administration (MHA)

Application Package and Instructions

Application Requirements

- University Progressive Degree proposed course plan (to be completed with undergraduate advisor) with all remaining undergraduate courses included. MHA coursework will be discussed and outlined in the course plan once the student is admitted into the MHA program.
- Current STARS report
- Current resume
- One (1) page essay addressing the following questions:
 - o Why are you interested in pursuing the MHA progressive degree?
 - o What is the area of health care that interests you most and why?
 - What are your short- and long-term career objectives?
- Two (2) letters of recommendation from USC faculty supporting your admission to the progressive degree. If you have taken PPD courses, one letter of recommendation should be from a PPD faculty member.
- Any additional supporting documents which may include additional letters of recommendation.
- Applicants may be asked to interview.

Deadlines

- Spring: No Admittance
- Fall: March 1 (if this date falls on a weekend, the deadline is the next business day)
- Summer: No Admittance

Additional Information

- Progressive degree students are classified as undergraduate students, until they attain one of
 the following conditions, whichever comes first: up to and including the semester they complete
 144 units; first bachelor's degree is conferred; or receive a research or teaching assistant award.
 This status change will affect your financial aid package. Please contact the Office of Financial
 Aid for more information. If you are a scholarship student, please visit with your scholarship
 coordinator to discuss the impact of the Progressive degree program on your scholarship.
- Submission of an application to the Progressive Degree does not constitute automatic admission. Students must be accepted in order to pursue the Progressive degree objective.

Application Submission

- Please submit your complete application to Jennifer Kim, Program Administrator, via email (one PDF file) at kim812@usc.edu
- Please submit all documents at the same time. Incomplete applications will be disqualified from the admission review.



MASTER OF HEALTH ADMINISTRATION PROGRESSIVE DEGREE APPLICATION

Frequently Asked Questions - FAQ

How many applicants are there and what is the acceptance rate?

The total number of applicants and the acceptance rate varies from term to term. Students who are accepted into the program typically have high GPAs (3.5 or above) and excellent letters of recommendation.

When will I be notified if I have been accepted in to the progressive degree?

All applicants are notified of their admissions status via email, 6-8 weeks after the application deadline.

When can I register for graduate courses?

All admitted progressive degree students must meet with the MHA Program Administrator upon acceptance to develop an official course plan. Once this course plan has been created, all required signatures obtained, and the plan has been processed and approved by the University, the student will be eligible for fall semester graduate course registration. This process can take several weeks after acceptance. In the meantime, D-clearance may be obtained, reserving a seat in the fall semester MHA courses.

What is the suggested course load/maximum number of units each semester?

When not taking undergraduate courses, the average progressive degree student takes 12-14 units of graduate coursework per semester (fall and spring). Note: eight units is considered full-time for graduate students.

Can my units taken at another school be used to waive graduate coursework?

No. Any graduate course waivers must come from upper division, undergraduate courses taken at USC.

Does the Progressive MHA program have any prerequisites?

Yes. Progressive Master of Health Administration (MHA) students must complete a college-level statistics or econometrics course with a grade of B or better, prior to beginning in the fall.

Do I need to include MHA courses in the course plan?

No. MHA coursework will be discussed and outlined in the course plan once the student is admitted into the MHA Progressive program. The course plan should only include undergraduate courses.

Do I need to obtain all signatures (e.g., dean and chairs) before I submit the application?

No. Once the student is accepted and a course plan with MHA courses is finalized, then signatures from each department will be obtained.

How can I submit the letters of recommendation?

Applicants may have faculty members email their letters of recommendation directly to the Program Administrator, Jennifer Kim: <u>kim812@usc.edu</u> with the subject heading: "*Letter of Recommendation for (Student Name)*". Letters must be submitted by the March 1st deadline.

USC Progressive Degree Program

Program Eligibility and Application Instructions



A Progressive Degree is a highly individualized program that allows a student to begin work on a master's degree while completing the requirements for the bachelor's degree. Applications for Progressive Degree require approvals from both the undergraduate and graduate programs.

Program Eligibility

- Applicants to the progressive degree program may apply once they have at least 64 total units of undergraduate course work completed, excluding AP, IB, or transfer units earned prior to graduation from high school.
- Applicants may apply in their junior or senior year, but no later than the semester prior to beginning graduate work.
- Applicants do not need to submit GRE, GMAT or other graduate entrance exam scores but should have at least a 3.0 cumulative USC GPA at the time of application. Please note that some academic programs have higher GPA requirements.

Application Requirements

- Students must complete all necessary sections on the *Application for Admission to a Progressive Master's Program* form. Admission requires approval from the program/department chair and the dean of the student's undergraduate major, and by the program/department chair and the dean of the master's degree program at USC. The completed application form must show all signatures required for approval.
- Students must complete a *Progressive Degree Program Proposed Course Plan* form as part of the application process. This is necessary to determine how future terms of registration apply to remaining undergraduate and graduate degree requirements. Course work taken to fulfill degree requirements will show on the Course Plan, as will an indication of whether the course work fulfills undergraduate or graduate degree requirements.
- Students may be required to submit letters of recommendation and other supplemental materials at the discretion of the academic program.

Instructions to Students and Departments:

1. Program Selection

Students identify a master's degree that is of interest and consult with the Graduate Advisor or Admissions Officer of the program to determine the availability of the Progressive Degree option. The department or school that offers the master's program determines whether to offer the Progressive Degree option.

The master's program need not be from the same department as the student's undergraduate major, but typically the two programs are at least loosely related. Students may also pursue a master's program based on an associated minor program at the undergraduate level.

2. Proposed Course Plan

The Progressive Degree Program application requires a Proposed Course Plan that incorporates all of the remaining requirements for the student's undergraduate major(s) and minor(s), and the intended master's program. The Proposed Course Plan should be constructed in consultation with advisors for both the undergraduate and graduate programs. The course plan must include all remaining undergraduate course requirements and at least two-thirds of the graduate program requirements. All coursework for the undergraduate program(s) must be completed.

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3. Letters of Recommendation

Students may be required to submit letters of recommendation and other supplemental materials at the discretion of the academic program.

4. Undergraduate Approvals

The Application for Admission to Progressive Master's Program form and the Proposed Course Plan form each require signed approval from:

- a. The student's current undergraduate department chair
- b. The student's current undergraduate program dean

5. Graduate Approvals

The Application for Admission to Progressive Master's Program form and the Proposed Course Plan form each require signed approval from:

- a. The student's proposed master's program department chair
- b. The student's proposed master's program dean

6. Application Submission

Students should submit their complete application to the office of the master's program in which they hope to enroll. If final approval is granted by the master's program, the graduate program department will submit a copy of the approved Application for Admission and Proposed Course Plan to Degree Progress for final review, entry of the master's degree Program of Study on the student's record, and designation as a Progressive Master's student.

If the graduate program department does not admit the student to the requested program, the department will communicate the decision to the student and retain the application for record keeping. Denied applications should not be forwarded to Degree Progress.

7. Recorded on USC Record (if admitted)

The Master's department should forward the approved Application for Admission and Proposed Course Plan to: degreeprogress@usc.edu

Degree Progress will retain a copy of the Proposed Course Plan and the Application for Admission through graduation, and the student's master's program should retain the original application in the student's file.

8. Course Plan Changes

If the student's course plan needs to be changed at any point during the Progressive Degree Program, an updated Proposed Course Plan must be submitted to Degree Progress with all appropriate signatures. Updates to the STARS report cannot be completed without an approved revised course plan.

Program Requirements

- 1. Progressive degree program students must fulfill all specified degree requirements for both the bachelor's degree and the master's degree with a minimum two-thirds of the units required for the master's degree at or above the 500 level.
- 2. Progressive degree students are classified as undergraduate students, until they attain one of the following conditions, *whichever comes first*:
 - a. up to and including the semester they complete 144 units *(see top of next page);
 - b. their first bachelor's degree is conferred; or
 - c. they receive a research or teaching assistant award.

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*Transfer units, including AP and IB units, and all units completed at USC, including both undergraduate- and graduate-level coursework during any semester, count toward the 144-unit limit. If applicants transferred prematriculation units, including AP or IB units, they should request a Progressive Degree Status Check to determine how many undergraduate units remain before they transition to graduate status. In rare cases, transfer course work that does not count toward subject requirements, electives or the bachelor degree program's minimum unit requirement **may** increase the 144-unit threshold. Again, upon completing 144 units a student transitions from undergraduate to graduate status.

- 3. Progressive degree program students are subject to undergraduate academic progress standards while in undergraduate status and to the master's academic progress standards while in graduate status.
- 4. While classified as undergraduates, students are assessed the undergraduate tuition rate, and their enrollment status and financial aid eligibility are determined by undergraduate standards. Undergraduate-level progressive degree students maintain their eligibility for Federal Pell Grants, Federal SEOG Grants, Cal Grants, Direct Subsidized and Unsubsidized Loans, Direct Parent PLUS Loans, and any applicable eligibility for USC Merit Scholarships or USC University Grants, as long as they are enrolled in courses that are required for, or that can be applied as an eligible elective credit toward, their undergraduate degree. The Registrar's Office determines when a student has completed their undergraduate degree and manages the process of posting degrees to a student's record. The Financial Aid Office relies on the Registrar's determination of the applicability of a course to a degree program and the completion of the bachelor's degree.
- 5. While classified as graduate students, progressive degree students are assessed the graduate tuition rate, and their enrollment status and financial aid eligibility are determined by graduate standards. Graduate students are not eligible for federal, state, or university need-based grants. Graduate-level progressive degree students are eligible to borrow Direct Unsubsidized Loans and Direct Graduate PLUS Loans, up to the maximum yearly amounts established for graduate students.
- 6. The bachelor's degree may be awarded separately, but the master's degree will not be awarded before the undergraduate degree.
- 7. The time limit for completing a progressive degree program is 12 semesters (6 years) beginning from the first term of college enrollment. Transfer students whose transfer coursework extends beyond this timeline may have their coursework evaluated for semester-equivalency by the admitting master's program. The admitting program will determine a completion term as part of the application process and list this term on the proposed course plan.
- 8. Students may complete only one master's degree as part of the progressive degree program.

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USC Progressive Degree Program Application for Admission to Progressive Master's Program

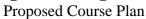
Submit this application to the graduate department to which you are applying with the following: 1) Proposed Course Plan; 2) Two letters of recommendation; and 3) a current USC STARS report. Check with the department for additional requirements. Failure to comply with these instructions will delay processing of your application.

		To be Completed by the Stud	dent					
Printed name of studen	nt (Last)	(First)	(Middle)					
USC ID Number		Email address	Phone Number					
USC GPA	Units Completed	Current Major/Minor						
		Proposed Master's Prog	gram					
Degree: \square M.A.	☐ M.S. ☐ Othe	roposed Admit Semester/Year:						
Department/School: Expected Graduate Semester/Year:								
I hereby apply for adm the respective departm		Master's Degree. My Proposed Course Pla	an is attached and has been approved by the Chairs and Dean	is of				
Student Signature:			Date:					
		To be completed by the Undergrade	uate Program					
			☐ Recommended ☐ Not Recommended					
Major Department/Sch	nool		Admission to Progressive Master's Degree					
Dean's Signature		Printed Name	Date					
Second Major Departm	nent/School (if applicable)		☐ Recommended Admission to Progressive Master's Degree					
Second Major Dean's	Signature	Printed Name	Date	_				
To be completed by the Master's Program								
☐ Approved to Begin	(Semester/Year)	Denied	Date of Approval/Denial					
Post code:	Master's F	Program Name:						
The Proposed Course	Plan has been approved a	nd a copy is on file in the student's master	r's program department.					
Master's Program Cha	ir's Signature	Printed Name	Date					
Master's Program Dear	n's Signature	Printed Name	Date					

The department should forward the approved Application for Admission and Proposed Course Plan to: degreeprogress@usc.edu

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USC Progressive Degree Program





Enter all remaining requirements for the bachelor's degree and all master's degree requirements chosen in consultation with the graduate advisor. This information will be used to create your master's program STARS report if your application is accepted. In addition to the master's courses identified on the course plan, all other requirements for Master's degree completion must be satisfied/waived on the STARS report.

(Please type or print)

Printed name of student (Last) USC ID Number Bachelor's Program				(First) (Middle)	(Middle) Phone Number	
			Email ad	ldress Phone Number		
				Master's Program		
 List courses a listed as "gra Begin with the Check "UG" 	duate degree elective". ne current semester. If t	fulfill degree Elective cour his is a revise to fulfill bach	requiren sework c d course elor's rec	nents. <u>Exact</u> courses must be listed for each master's core requirement; can be decided later by the student with approval from their graduate proplan, begin with the term in which the first master's course was or will quirements; check "GR" for courses to be taken for the master's degree.	electives ma	
Semester/Year	Dept / Course #	UG	GR	Course Title	Units	
				Total Units		
Semester/Year	Dept / Course #	UG	GR	Course Title	Units	
				Total Units		
Semester/Year	Dept / Course #	UG	GR	Course Title	Units	
				Total Units		
Semester/Year	Dept / Course #	UG	GR	Course Title	Units	
				Total Units		

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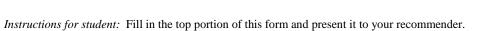
Proposed Course Plan (continued)

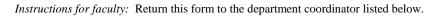
Semester/Year	Dept / Course #	UG	GR	Course Title	Units		
				Total Units			
Semester/Year	Dept / Course #	UG	GR	Course Title	Units		
				Total Units			
Total units <i>require</i>	ed for the master's progra	ım:		Semester/Year in which 144 total units will be completed	l:		
Total units <i>to be co</i>	ompleted in the master's p	orogram:		Total semesters of registration after completion of 144 u	Total semesters of registration after completion of 144 units:		
Semester and Year	of first College Coursey	vork:		Semester and Year of Progressive Degree Completion:	Degree Completion:		
				e Undergraduate and Master's Departments			
Student'	s Signature			Date			
		To be con	npleted b	y the Undergraduate Program			
Undergraduate l	Department Chair's Sign	ature	P	rinted Name Date			
Undergraduate l	Department Dean's Signa	ature	P	rinted Name Date			
		To be	complete	ed by the Master's Program			
Master's Progra	m Chair's Signature		P	rinted Name Date			
Master's Progra	m Dean's Signature		P	rinted Name Date			

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USC Progressive Degree Program

Recommendation Form







Department coordinator for application		Coordinator's email addr	ress				
	(Please type or pri	nt)					
Printed name of student (Last)	(First)		(Middle)				
Department to which you are applying		Email address					
☐ I waive my right to inspect the contents of the	ne following recommendation.						
☐ I do NOT waive my right to inspect the cont	ents of the following recommenda	tion.					
Student Signature:		Date:					
Recommender Section: Please write candidly a	about the student's qualifications a	nd potential to pursue advanced study	in the field specified.				
Admission to Progressive Degree Program is:							
☐ Strongly recommended ☐ Rec	ommended	nmended with reservations	☐ Not recommended				
Signature	Printed Name		Date				

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USC Progressive Degree Program Recommendation Form



Instructions for student: Fill in the top portion of this form and present it to your recommender.

Instructions for faculty: Return this form to the department coordinator listed below.

Department coordinator for application		Coordinator's email address		
		(Please type or print)		
Printed name of student (Last)		(First)		(Middle)
Department to which you are applying			Email address	
☐ I waive my right to inspect the conto	ents of the following reco	mmendation.		
☐ I do NOT waive my right to inspect	the contents of the follow	ving recommendation.		
Student Signature:			Date:	
Recommender Section: Please write ca	andidly about the student'	s qualifications and pote	ential to pursue advanced	study in the field specified.
Admission to Progressive Degree Progr	am is:			
☐ Strongly recommended	☐ Recommended	☐ Recommende	ed with reservations	☐ Not recommended
Signature		Printed Name		Date

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