

**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). MHA coursework will be discussed and outlined in the course plan once the student is admitted into the MHA Progressive program.
- Current STARS report
- Current resume
- One (1) page essay addressing the following questions:
  - Why are you interested in pursuing the MHA progressive degree?
  - 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 needs to 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:** February 1 (if this date falls on a weekend, the deadline is the next business day)
- **Summer:** No Admittance

**Additional Information**

- Once a student has completed 8 semesters (including transfers from another university), he/she will be considered a graduate student. This status change will affect your financial aid package. Please visit the Office of Financial Services (JHH Lobby) for more information. If you are a scholarship student, please visit with your scholarship coordinator to discuss the impact of the Progressive 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.
- Progressive students are not eligible for USC Price merit based scholarships.

**Application Submission**

- Please submit your complete application to Jennifer Kim in VKC 379C or via email at [kim812@price.usc.edu](mailto:kim812@price.usc.edu)
- Please submit all documents at the same time. Incomplete applications will be disqualified from the admission review.
- You will receive an e-mail notifying you that your application has been received with all required paperwork.

### Frequently Asked Questions - FAQ

**Can I apply if I have earned more than 96 units?**

Yes, an applicant with over 96 units earned may apply. Contact your graduate advisor for more information. Note: the 96-unit rule does not include AP and IB units, or coursework completed prior to high school graduation.

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

The total number of applicants and the acceptance rate varies from year to year.

**Why am I considered a graduate student once I have completed 8 semesters?**

Eight semesters is the maximum number of undergraduate financial aid. You may contact Financial Aid for detailed information regarding this policy. The Office of Financial Aid is located in JHH (Lobby); (213)740-1111.

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

All applicants are notified of their admissions status 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 Advisor upon acceptance to develop an official course plan. Once this course plan has been created and approved by the University, the student will be eligible for fall registration.

**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 waived graduate coursework?**

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

**Progressive Degree Eligibility Criteria**

- Applicants to the progressive degree program must have completed 64 units since high school graduation and must submit their completed progressive degree application prior to the completion of 96 units of course work. (AP units, IB units, and course work taken prior to high school graduation are excluded).
- Applicants are not required to submit GRE scores, but are expected to have at least a 3.0 GPA at the time of application.
- Applicants must provide two letters of recommendation from USC faculty supporting their admission to a progressive master's degree; at least one from a faculty member in the student's bachelor degree major.

**Application Requirements**

- Students must complete a Progressive Degrees Program – Proposed Course Plan form as part of the application process. This is necessary to determine how future terms of registration will apply to progressive degree requirements. Course work taken to fulfill degree requirements will be listed here and will be indicated as satisfying undergraduate requirements, graduate requirements, or requirements for both programs of study. **Please only fill out the undergraduate course work requirements.**
- Students must complete all necessary sections on the Application for Admission to a Progressive Master's Program form. Admission must be approved by the dean of the student's undergraduate major, and by the department chair and the dean of master's degree program at USC and approved signatures must be present on the completed application. Price students do not need to obtain the signatures until they are admitted. Students in other degree programs will need to obtain the signatures from their undergraduate schools.

**Instructions to Applicants**

The following is an example of how a student would navigate through the application process:

- Identify a progressive master's degree that is of interest and see the Graduate Advisor for a draft of the Proposed Course Plan.
- Seek approval of the Proposed Course Plan from the student's current undergraduate department chair.
- Page 1 of 3: please complete only highlighted fields. The "future semesters" proposed course plan should be completed ONLY with undergraduate courses (NOT GRADUATE).
- Page 2 of 3: please complete only highlighted fields (Price Students: signatures will be collected upon acceptance to the program).
- Page 3 of 3: please complete only highlighted fields (Price Students: signatures will be collected upon acceptance to the program).

Master of Health Administration Requirements (MHA)	PPD Undergraduate Major	Business Undergraduate Major	Health Promotion Undergraduate Major
<b>Prerequisites</b>			
Statistics – a basic competence in descriptive and inferential statistics is required. This prerequisite may be met in one of two ways: (1) must have passed an undergraduate inferential statistics class with a grade of B or better within 3 years or (2) completing PPD 502x with a grade of B or better. This is in addition to the 40 required units.	Met with PPD 303	Met with BUAD 310	Met with HP 340L
<b>Residency Requirement</b>			
All MHA students are required to complete a 1000 hours residency in a health care setting.	Required	Required	Required
<b>Core Courses</b>			
PPD 501a - Economics for Policy, Planning and Development (2)	Waive with acceptable performance in econ	Waive with acceptable performance in econ	Required
PPD 509 - Problems and Issues in the Health Field (4)	Required	Required	Required
PPD 516 - Financial Accounting for Health Care Organizations (4)	Waive with acceptable performance in accounting	Waive with acceptable performance in accounting	Required
PPD 558 - Multivariate Statistical Analysis (4)	Required	Required	Required
PPD 512 – Residency Seminar (2)	Required	Required	Required
PPD 510a - Financial Management for Health Services (4)	Required	Required	Required
PPD 514 - Economic Concepts Applied to Health (4)	Required	Required	Required
PPD 518 - Quality of Care Concepts (2)	Required	Required	Required
PPD 511 - Health Information Systems (2)	Required	Required	Required
PPD 517 - Concepts and Practices in Health Care Organizations (4)	Required	Required	Required
PPD 513 – Legal Issues in Health Care Delivery (2)	Required	Required	Required
PPD 545 – Human Behavior in Public Organizations (4)	Waive with acceptable performance in PPD 320	Required	Waive
PPD 515 – Strategic Management of Health Organizations (4)	Required	Required	Required
<b>Electives</b>			
Elective requirements will vary based on undergraduate coursework	10 units	6 units	4 units
<b>Total Units Required</b>	<b>40 units</b>	<b>40 units</b>	<b>40 units</b>

**University of Southern California, Undergraduate Programs**  
 ugp@usc.edu; (213) 740-1741

**Progressive Degrees Program -- Proposed Course Plan**

*Applicants to the progressive degree program must have completed 64 units since high school graduation and must submit their completed application prior to the completion of 96 units of course work; are expected to have at least a 3.0 GPA at the time of application; and must provide two letters of recommendation from USC faculty supporting their admission to a progressive master's degree.*

(Please type or print)

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Printed name of student (Last) (First) (Middle)

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USC ID Number Phone Number Email address

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Bachelor's Program Master's Program

**Future Semesters**

List courses and units to be taken to fulfill degree requirements: check "UG" for courses to be taken to fulfill Bachelor's requirements; check "GR" for courses to be taken for the Master's degree.

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				<b>Total Units</b>	

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				<b>Total Units</b>	

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				<b>Total Units</b>	

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				<b>Total Units</b>	

## Current or Past Semesters

List courses in progress or previously completed that will be used to fulfill requirements for the Master's degree.

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
<b>Total Units</b>					

Total Units to be completed: \_\_\_\_\_

Year/Semester in which 128 units will be completed: \_\_\_\_\_

Total semesters of registration following completion of 128 units: \_\_\_\_\_

**The Proposed Course Plan must be approved by the student and by the Chairs and Deans of *both* the Undergraduate and Master's Departments.**

### Program Approval

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### To be completed by the Undergraduate Program

\_\_\_\_\_  
Undergraduate Department Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate Department Dean's Signature

\_\_\_\_\_  
Date

### To be completed by the Master's Program

\_\_\_\_\_  
Master's Department Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Master's Department Dean's Signature

\_\_\_\_\_  
Date

**University of Southern California, Undergraduate Programs**  
**ugp@usc.edu; (213) 740-1741**

**Application for Admission to Progressive Master's Program**

*Submit this application to the graduate department to which you are applying with the following: 1) Preliminary Course Plan Proposal; 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 Student***

Printed name of student (Last) _____ (First) _____ (Middle) _____		
USC ID Number _____	Phone Number _____	Email address _____
GPA _____	Units Completed _____	Current Major/Minor _____

**Proposed Master's Program**

Degree:  M.A.       M.S.       Other \_\_\_\_\_      Proposed Admit Year/Semester: \_\_\_\_\_

Department/School: \_\_\_\_\_      Expected Graduation Semester/Year: \_\_\_\_\_

I hereby apply for admission to the Progressive Master's Degree. My Proposed Course Plan is attached and has been approved by the Chairs of the respective departments.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

***To be completed by the Undergraduate Program Dean***

Undergraduate Major Department/School: \_\_\_\_\_  Approve admission to Progressive Master's Degree       Denied

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Second Undergraduate Major Department/School: \_\_\_\_\_  Approve admission to Progressive Master's Degree       Denied

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

***To be completed by the Master's Program***

Approved to Begin (Year/Semester): \_\_\_\_\_       Denied      Date of Approval/Denial: \_\_\_\_\_

Post code: \_\_\_\_\_ Major: \_\_\_\_\_

*The Proposed Course Plan has been approved and a copy is on file in the student's master's program department.*

Master's Program Chair's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Master's Program Dean's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**The department should forward the approved Application for Admission and Proposed Course Plan to:  
Degree Progress, JHH 010, mc 0912**

**University of Southern California, The Graduate School**  
**gradsch@usc.edu; (213) 740-9033**

**Progressive Master's Degree 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 applicant in a sealed envelope with your signature across the seal, or to the graduate admissions administrator in the department to which the student is applying.

please type or print

Printed Name of Student (Last)

(First)

(Middle)

Department to which you are applying

Email Address

I do waive my right to inspect the contents of the following recommendation.

I do NOT waive my right to inspect the contents of the following recommendation.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Recommender Section:** Please write candidly about the student's qualifications and potential to pursue advanced study in the field specified.

Admission to progressive degree program is

Strongly recommended     Recommended     Recommended with reservations     Not recommended

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_



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**gradsch@usc.edu; (213) 740-9033**

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