

Progressive Degree – Master of Health Administration (MHA) Application Directions and Requirements

Application Requirements

- [Progressive Degree application and course plan](#): Only undergraduate courses should be included on the course plan and should be completed with your undergraduate advisor. MHA courses, signatures and other program fields will be filled in once you are admitted into the 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 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

- **Fall:**
 - **December 15** for scholarship consideration
 - **March 1** for standard admission consideration (if this date falls on a weekend, the deadline is the next business day)
- **Spring:** No Admittance
- **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.
- Additional application for the scholarship:
 - Please use [this link](#) to access the scholarship application. Additionally, you will need to submit an updated copy of your resume to pricescholarships@usc.edu by December 15th as well.

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 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 are *not* required to use the recommendation forms in the application template. Applicants may have faculty members email their letters of recommendation directly to the Program Administrator, Jennifer Kim: kim812@usc.edu with the subject heading: "*Letter of Recommendation for (Student Name)*". Letters must be submitted by the December 1st deadline for scholarship consideration or March 1st for standard admission consideration.