

Academic Year: 2023-2024



MASTER OF HEALTH ADMINISTRATION

STUDENT HANDBOOK 2023 - 2024

/ School of Public Health

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<https://publichealth.wvu.edu/students/graduate-programs/master-of-health-administration/>

WELCOME FROM THE MHA PROGRAM DIRECTOR



Dear MHA Students,

Welcome to the MHA Program! I am delighted to have you with us in the Master of Health Administration Program! My colleagues and I look forward to helping you develop your skills and prepare you to become the next generation of health services and healthcare leaders. You made the right choice by joining the only accredited School of Public Health and its Master of Health Administration program. Nowhere else will you find more talented, dedicated, and friendly faculty and staff than at WVU.

The MHA program was launched in August 2020, and we have graduated two cohorts of students in May 2022 and 2023. We now have more than 30 wonderful alumni, and you will be joining them before you know it. We are in our fourth year of existence and the Program has grown stronger and better, thanks to our outstanding students, alumni, faculty, and friends of the program. The quality of our program is best illustrated by our [CAHME](#)¹ Candidacy status.

You are ready to embark on the MHA journey with excitement, curiosity, and the willingness to work hard and make a difference in your communities. At WVU, we say that “Mountaineers Go First.” I know you will personify this call to service!

Kindest Regards,

A handwritten signature in blue ink that reads "F. Weaver". The signature is stylized with a long horizontal stroke extending to the right.

Dr. France Weaver, PhD, MS
MHA Program Director

Make sure to follow us on LinkedIn at
<https://www.linkedin.com/company/wvumha/?viewAsMember=true>

¹ Commission on Accreditation of Healthcare Education Program (CAHME).

HOW TO USE THIS HANDBOOK

The Master of Health Administration is part of the School of Public Health (SPH), which sits within the West Virginia University (WVU) Robert C. Byrd Health Sciences Center (HSC). HSC includes five schools - Dentistry, Medicine, Nursing, Pharmacy, and Public Health. Graduate education in these schools is governed by [HSC Policies](#), as well as those of the [University](#). The SPH policies pertaining to the MHA Programs are contained in this Student Handbook and can also be found in sole in the '[MHA Student Resources](#)' site. The Handbook is meant to complement the [Graduate Catalog](#) and provide additional details about the program.

This Handbook was developed to help students successfully navigate the process of achieving a MHA degree. At the beginning of each academic year, a new Handbook is [published and placed here](#). It is your responsibility, as a student, to become familiar with the policies and procedures of the MHA Program the School of Public Health, and the University.

Questions regarding the MHA Program should be sent to:

/ Dr. France Weaver

MHA Program Director

Associate Professor, Health Policy, Management and Leadership

Email: france.weaver@hsc.wvu.edu

ACADEMIC CALENDAR 2023 - 2024

Incorporating Common Key Dates Across All Campuses

FALL SEMESTER 2023

August 14	General Registration
August 16	On Campus First Day of Classes
August 2	Last day to Register, Add Courses, Make Changes, Change Pass/Fail and Audit
September 4	Labor Day Recess: University Closed
October 4 by noon	Mid-Check Grades Due
October 5 – 6	Fall Break
November 17	Last Day to Drop a Class and Last Day to Withdraw from the University
November 18 – 26	Fall Recess
December 7	Last Day of Classes
December 8	Prep Day for Finals
December 11 – 15	Final Exam Week
December 16	Commencement
December 18	Winter Recess Begins

SPRING SEMESTER 2024

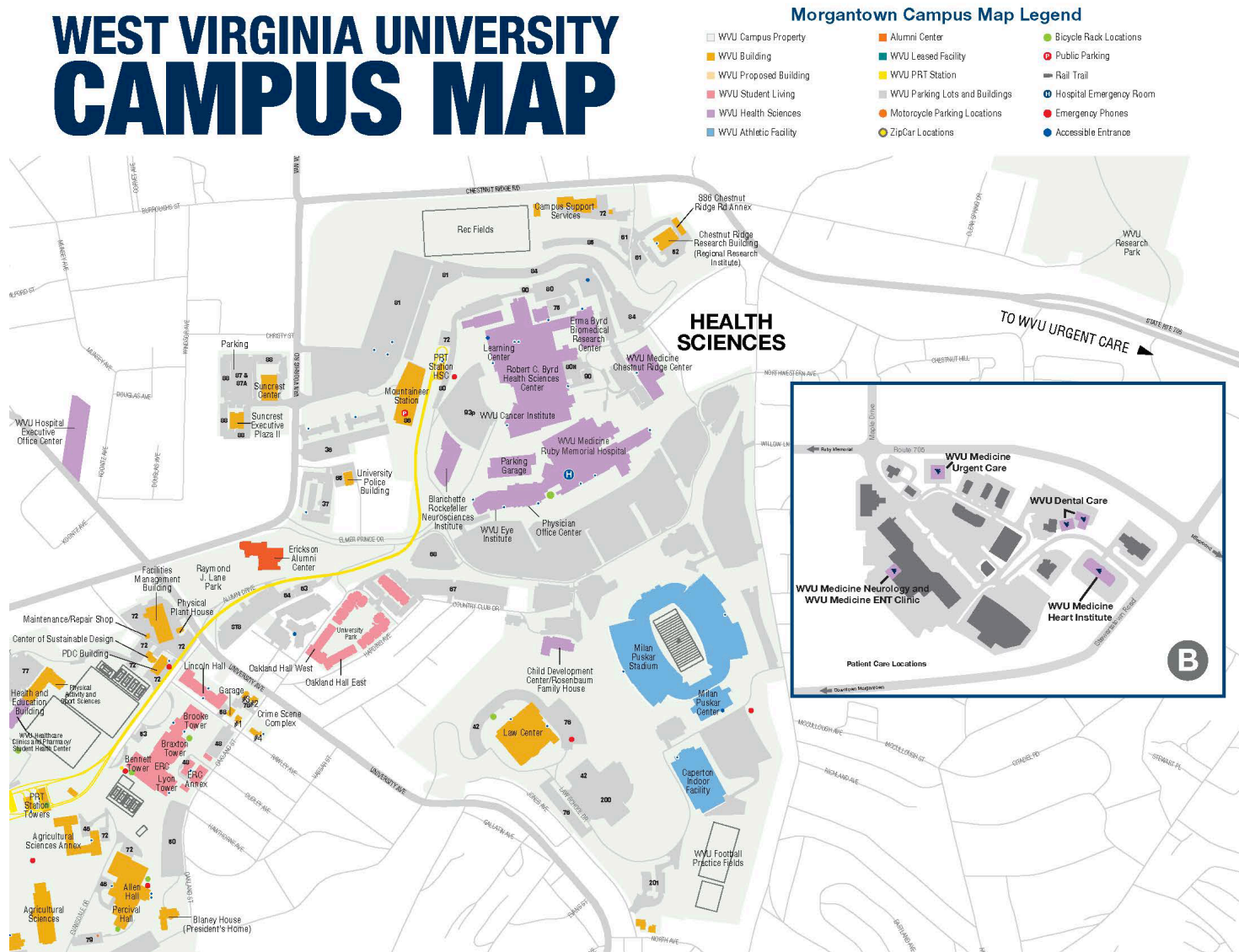
January 5	General Registration
January 8	On Campus First day of Classes
January 12	Last day to Register, Add New Courses, Make Changes, Change Pass/Fail and Audit
January 15	Martin Luther King, Jr. Day Recess: University Closed
March 1 by noon	Mid-Check Grades Due
March 9 – 17	Spring Recess
March 29	Spring Holiday (University Closed)
April 12	Last Day to Drop a Class and Last Day to Withdraw from the University
April 26	Last Day of Classes
April 29 – May 3	Final Exam Week
May 10 – 12	Commencement

SUMMER SEMESTER 2024

May 13	Registration
May 13	On-Campus First Day of Classes
May 27	Memorial Day Recess: University Closed
June 21	Final Exam for First Six-Week Session
July 4	Independence Day Recess: University Closed
August 2	Final Exam for Second Six-Week Session and 12-Week Session
August 9	Degree Conferring Date (No Ceremonies)

HEALTH SCIENCES CENTER MAP

WEST VIRGINIA UNIVERSITY CAMPUS MAP



About the WVU MHA Program

Mission

The mission of the West Virginia University MHA Program is to develop leaders who transform health systems and services in West Virginia and beyond.

Vision

The vision of the MHA Program is to be a regionally dominant, nationally prominent professional program recognized for excellence in leadership development and innovation.

Values

The MHA Program is guided by the following values:

- **Learning:** we seek out opportunities to learn and grow individually and collectively.
- **Engagement:** we engage and collaborate with the communities we impact.
- **Achievement:** We give and expect excellence of each other.
- **Diversity:** We value the mosaic of people, places, and perspectives; and we commit to treating all with equity, inclusiveness, and respect.

About the WVU School of Public Health

Mission

Improve the quality of life for West Virginians and all who call Appalachia home.

Vision

Healthy people in thriving communities.

Values

The School of Public Health is guided by the following values:

- **Community Engagement:** we are proud of the communities we serve and recognize the importance of bidirectional participatory activities.
- **Collaboration:** we collaborate with partners who join us in improving the public's health.
- **Equity:** we promote equity and social justice in defining health and eliminating health disparities.
- **Integrity:** we adhere to the highest ethical standards of honesty and fairness and we recognize that integrity and ethical behavior are essential elements of our professions.
- **Respect:** we respect diverse points of view and the cultural heritage and traditions of all people.
- **Accountability:** we hold ourselves accountable to one another, and to the many stakeholders who support the School of Public Health.

If you are interested in learning more about the School of Public Health, as well as our accreditation, please see <http://publichealth.hsc.wvu.edu/About>.

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Curriculum Overview

Master of Healthcare Administration (MHA) Program Overview

The MHA program at WVU focuses on providing students with both a breadth and depth of knowledge in areas critical to success as an administrative leader in the health sector, including:

- Health Services and Operations Management
- Leadership and Organizational Behavior
- Health Finance and Economics
- Health Policy, Law and Ethics
- Managerial Decision Making
- Health Information Systems
- Healthcare Quality and Outcomes Management

The program requires courses across these disciplines. Additionally, elective courses allow students to specialize in a variety of areas. Importantly, a robust practice-based internship requirement, paired with a professional development component, assures students experiential application of the competencies and skills learned in the classroom.

MHA Courses

CH	Course Number ^(a)	Course Title
3	HPML 502	Organization of US Health System - Online
3	HPML 510	Health Economics for Population Health
3	HPML 620/520	Health Administration & Operations
3	HPML 582	Managing Quality Improvement in Healthcare
4 x 1	HPML 596/696	Graduate Seminar each semester
3	PUBH 540/640	Health Systems Leadership
3	HPML 523/623	Healthcare Finance
3	HPML 555/655	Health Services Project Management
3	HPML 656	Managerial Epidemiology
3	HPML 626	Internship (350 hours for Residential track, 200 hours for Professional track)
3	HPML 622	Analytic Methods for HPML
1	HPML 650	Professional Issues: Health Policy - Online
1	HPML 653	Professional Issues: Talent & Culture - Online
0	PUBH 659	Public Health Foundations
3	HPML 659	Comprehensive Experience in Healthcare Management
1	HPML 652	Professional Issues: Law & Ethics - Online
1	HPML 654	Professional Issues: Health Information & Management Systems - Online
3	_____	Elective 1
3	_____	Elective 2
46	TOTAL CH	

CH=Credit Hours.

(a) Courses with two numbers: depending on the semester, you may see the 500 or 600 number.

MHA Competencies

The MHA Program ensures that students develop the necessary competencies to achieve success in healthcare management. Course syllabi will contain competencies and how your instructor plans to develop and assess your competencies as you take each MHA course. The assessment of your competency achievement by your instructors will be shared and discussed with you by your advisor, once per semester. That will allow you to have a

comprehensive view of your skill development and whether you are on target to achieve the expected levels. Below is the list of competencies you develop as you go through the MHA Program. In sole, you can find the 'Competency Matric' that indicates the set of competencies developed in each course, and the level of competency you are expected to achieve by the end of each course.

In addition, you will also self-evaluate your competency attainment three times when in the Program: first, when you join the program. Second, at the end of your first year in the program, i.e., end of spring semester, lastly, in your last semester, just before you graduate. Your self-assessment will be compared to what your faculty provided and be discussed with you and your advisor.

Communication & Relationship Management	
1	Build collaborative and productive communication and relationships.
2	Apply negotiation and conflict resolution skills.
3	Prepare effective business communications.
4	Demonstrate professional oral communication and presentation skills.
Leadership Skills	
5	Apply methods and techniques related to the leadership and management of health services organizations, employees, and professional staff.
6	Generate self-awareness through self-assessment and reflection to lead others effectively.
7	Assess the potential impacts and consequences of decisions in a broad variety of situations.
8	Apply problem-solving and evidence-based techniques to health services decisions.
Professionalism	
9	Apply ethical decision-making principles in analyzing clinical/business situations and making decisions.
10	Fulfill one's professional commitment.
11	Practice community engagement and service.
12	Operate as a team member and team leader to meet the goals of a project.
Knowledge of the Healthcare Environment	
13	Examine issues in health services, including circumstances causing major changes in health systems and services.
14	Analyze the legal principles, policies' impacts, such as compliance or conflict of interest, risk management, and governing bodies relevant to health services organizations.
15	Comprehend the determinants of health disparities and inequities in health status, health services access and use in various communities.
Business & Analytic Skills	
16	Formulate an evidence-based strategy, change, and/or innovation based on environmental analysis, development of alternatives, and discernment of a competitive advantage.
17	Apply principles and concepts of quality and performance improvement to address relevant problems.
18	Analyze health data using data processing tools and methods.
19	Interpret quantitative information to inform decision making.
20	Manage projects, organizational challenges, or objectives through the complete process, from planning, to implementation, and to assessment.
21	Apply economic principles to evaluate the impacts of decisions on individuals and health services organizations.

Possible competency levels:

- 1 – Beginner – Has little or none of this competency.
- 2 – Growing –Is not fully able to apply this competency.
- 3 – Accomplished –Exhibits this competency in relevant circumstances.
- 4 – Exemplary*– Displays the quintessential level of competency, demonstrated mostly by role models. * Should rarely be used, as typically displayed by health leaders with a lot of experience.

MHA Internship

All MHA students complete a health administration internship as a required component to the MHA program. Internships allow MHA students an opportunity to apply the skills they are learning in the classroom in practical ways that make an impact. A variety of placement opportunities are available through the program's local, state and regional partners in health services organizations.

Students working full-time can complete the internship with their current organization. Unless otherwise guided by the MHA Program Director, students in the residential track complete a minimum of 350 internship hours and students in the online (professional) track complete a minimum of 200 internship hours. This difference is due to the professional experience that online students are having, as being employed in the health sector is a requirement for admission in the online track. The MHA Internship is a required course for all MHA students (HPML 626).

You will discuss your internship interest and placement with the MHA Program director. In addition, Ms. Kara Forst, will be your point of contact as she will manage the administrative details and instruct the HPML 626 Internship course.

Electives

Students consult with the MHA program director to select electives appropriate for their professional goals. Students may choose pre-approved electives, those offered in other SPH departments or those offered in other programs and schools. They may also elect to complete an independent study with a faculty member of their choice for a maximum of three credit hours.

MHA Suggested Plan of Study for a Two-Year Completion

Credit Hours

FALL 1

3	HPML	502	Organization of US Health System - Online
3	HPML	510	Health Economics
3	HPML	520/620	Health Administration & Operations
3	HPML	582/682	Managing Quality Improvement in Healthcare
1	HPML	696	Graduate Seminar

13 TOTAL CH

SPRING 1

3	PUBH	540	Health Systems Leadership
3	HPML	523	Healthcare Finance
3	HPML	555	Health Services Project Management
3	HPML	556	Managerial Epidemiology
1	HPML	596/696	Graduate Seminar

13 TOTAL CH

SUMMER 1

3	HPML	626	Internship (350 hours (Resid.), 200 hours (online track))
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FALL 2

3	HPML	622	Analytic Methods for HPML
1	HPML	650	Professional Issues: Health Policy - Online
1	HPML	653	Prof. Issues: Talent & Culture - Online
3	_____	_____	Elective
1	HPML	696	Graduate Seminar

9 TOTAL CH

SPRING 2

3	HPML	659	Comprehensive Experience in Healthcare Management
1	HPML	652	Prof. Issues: Law & Ethics - Online
1	HPML	654	Prof. Issues: Health Information & Management Systems - Online
3	_____	_____	Elective
1	HPML	696	Graduate Seminar

9 TOTAL CH

ANYTIME

0	PUBH	659	Public Health Foundations - Online
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Total Required Courses

46 TOTAL CH

CH=Credit Hours.

Student Advising Guidelines

Health Sciences Professionalism Policy

Students enrolled in Health Sciences degree programs or working in the Health Science Center are expected to abide by University, Health Sciences Center, WVU Research Office and program-specific requirements related to public health and professionalism. All WVU SPH students are expected to familiarize themselves with this policy and abide by its precepts. The

policy can be found at <https://health.wvu.edu/hub/coronavirus/health-sciences-professionalism-policy/>.

MHA Advising

All students in the MHA program share the same advisor, the MHA Program Director, Dr. France Weaver (france.weaver@hsc.wvu.edu). Dr. Weaver will provide support, knowledge, and guidance throughout your academic program. She will help you develop an individualized plan of study, address problems or concerns related to your plan of study, and answer questions about courses and electives, including your practice-based experience.

You will be required to meet with the MHA program director to develop an individualized plan of study that is completed and approved during your first semester in the program. Additionally, you are required to **meet with the MHA Program Director each semester** to review your progress prior to signing up for the next semester's courses. Additionally, the MHA Program Director will advise you on your internship placement. She will also guide you through the process of applying for graduation and confirm your eligibility for your MHA degree.

In addition to the required academic advising, students are encouraged to meet with the MHA Program Director, Dr. France Weaver, regularly. Dr. Weaver will provide guidance related to professional plans, the required internship, preparation for post-graduate administrative fellowships (if desired by the student), and other advising related to careers in health administration.

MHA Class Attendance Policy

The Master of Health Administration program prepares students for professional careers. Class attendance is a professional commitment. Therefore, students are expected to attend all classes and to be on time. If a student cannot attend class or anticipates being late, the student should inform the instructor before the beginning of class.

Your instructors have the freedom to require class attendance or not, and to have an attendance component to their course grade or not. Typically, if an instructor does not require attendance, this means that attendance is indirectly assessed via class activities that you will miss by not being present. It is in your best interest to attend all class sessions throughout the semester. Your professionalism is important as it will be discussed in letters of recommendations when you apply for internships, fellowships, or jobs, or when it is time to nominate you for awards.

Acceptable reasons to request a class absence from an instructor -be courteous and request such absences in advance:

1. Legitimate sickness (email as early as you can)
2. Fellowship interview (for residential MHA students only)
3. Unavoidable family situation (someone in the hospital, sibling wedding, funeral, etc.)
4. Case competition
5. A true emergency
6. Work conflict (for online students only)

Unacceptable reasons to miss an MHA class:

- A. Social situations, such as a friend's wedding, parties, outside social events, etc.
- B. Events related to outside employment, e.g., job training, travel. (for residential students only)
- C. Personal travel, such as leaving campus early or coming back late from a holiday break
- D. Problems due to poor planning on your part, e.g., oversleeping, exhaustion.

Attendance to Professional Association Conferences or Meetings

All residential MHA students are expected to attend at least one professional association conference per academic year. The MHA program has reached agreement with some of those state-level associations: students who volunteer for the conference will have their registration fees waived. The MHA Program Director will share more information on such opportunities at the start of the semester and you will indicate which conference you plan on volunteering at and attending. The online MHA students are strongly encouraged to attend such events and can volunteer as well. However, attendance is not required, as it is expected that the online students' professional experience offers them similar opportunities to network and learn about current healthcare issues.

In addition, all MHA students are strongly encouraged to attend the American College of Healthcare Executives (ACHE) Congress in Chicago IL in March. You will have an opportunity to volunteer for that Congress as well. However, you need to anticipate the costs of travel, food and board during your time in Chicago. Talk with your HASA representatives to see if any financial supports or grants are available to you.

MHA Program Dress Standards

As a student in a graduate professional program, an important part of your education is the development of a strong and compelling professional image and demeanor. In addition, health administration is a highly visible profession. Health administrators interact daily with various stakeholders, e.g., physicians, nurses, other administrators, patients, and their families. As most professions, health administration has its own dress standards. MHA students need to be comfortable dressing according to their profession standards and know 'when to dress how'.

Here are the general rules during your time in the MHA Program:

1. For HPML 696, students are required to wear formal business attire to every class.
2. At the discretion of a faculty member or the MHA program director, students may be required to wear formal business attire on occasion in other classes, e.g., guest speaker.
3. In all on- or off-campus business meetings where students represent the MHA program, students wear formal business attire, unless specified otherwise by the organizers.

It is better to be overdressed than underdressed, in particular when you are a student or applying for jobs. If you have a doubt, choose a 'business professional' attire.

For an overview of the distinction between 'business professional' and 'business casual' attires, refer to '[Dress to Impress](#)' provided by the WVU Career Services Center [click on link to access]. Below are provided more details about the two main dress standards that MHA students are expected to follow:

Business Professional Attire

- Neutral or darker colors, and subtle patterns are preferable. Lighter colors can be worn, preferably underneath.
- Suits -jacket and skirt or jacket and dress slacks-, coats and ties and dress slacks, dress with jacket are all acceptable. Mix and match is fine. Long cardigan sweaters are not jackets and not acceptable as substitutes for jackets.
- Ties required. Skirts: knee length when standing and thighs covered when seated.
- Dress shoes and dress socks, or dress flats or heels are appropriate. Open-toed shoes are discouraged, even if the dress ones can be accepted. Sandals or flip flops cannot be worn.

Business Casual Attire

- Neatly pressed slacks, skirts, collared shirt, blouses that are collared, turtleneck, mock turtleneck and jewel neck, sweaters, and sweater sets whose inner sweater meets the same qualifications as blouses above are acceptable. Sweaters over collared shirts are acceptable as are pressed and solid-color polo shirts, similarly for blazers and cardigans.
- These items are not acceptable: sweatshirts, jeans, jean skirts, jean jackets, T-shirts, sweat suits, casual pants, shorts, sundresses, or athletic wear. No plunging necklines.
- Ties are optional.
- Dress shoes and socks, and casual shoes such as loafers, casual flats, or heels are acceptable. Open-toed shoes, sandals, flip flops, athletic shoes, platform shoes are not acceptable.

Adequate Student Progress and Key Milestones

Graduate study requires students to be self-directed and independent learners. Using the suggested Plan of Study provided above, the following guidance outlines key milestones to help students successfully navigate their journeys to graduation. Please note that this list is intended as general guidance to be clarified with your advisor.

First Semester:

- *Orientation:* All students attend SPH Orientation and receive student handbooks, program competencies, and general information. You will meet with your Academic Department at Orientation or at a specified date to meet your faculty and learn more about your department.
- *Advising:* Meet with the MHA Program Director and review the suggested Plan of Study for your degree program.
- *Applied Practice-Based Experience and Career Services Initial Meeting:* Schedule and attend an initial introductory meeting with Ms. Kara Forst and MHA Program Director, Dr. France Weaver.
- *Plan of Study:* Work with your advisor to individualize/finalize your Plan of Study in Degree Works. Familiarize yourself with the Academic Calendar provided above and available on the WVU Registrar website.
- *Transfer Credits:* If you are transferring any credits from previous academic courses, this must be approved by the end of your first semester. Work with the MHA Program Director to begin this process as early in the semester as possible.
- *Prepare for next semester:* Schedule appointments with the MHA Program Director for the Spring Semester. Start thinking about your internship.

Semesters between the First and Last:

- *Returning MHA Student Meetings:* At the beginning of each semester, a meeting is held to assist returning students. It is usually held within three days prior to the start of the semester, but no later than the first week of classes. Please plan to attend these MHA student meetings.
- *Advising:* Check your DegreeWorks record and make sure all information is listed correctly. Meet with your advisor each semester prior to registration.

End of Last Semester:

- Meet with the MHA Program Director for an end-of-program meeting.

Other Degrees in the SPH

Master of Public Health

A Master of Public Health degree is a multidisciplinary professional degree focused on the application of science, research, and theoretical knowledge toward the prevention of disease.

Master of Science in Biostatistics

The Master of Science in Biostatistics program focuses on training students to design studies, and to model and interpret data arising from research in health and medicine.

Master of Science in Industrial Hygiene

In the Master of Science in Industrial Hygiene program, you'll learn how to effectively anticipate, recognize, evaluate and control occupational health hazards.

Master of Science in Population Health

Amid the COVID-19 pandemic, widespread opioid addiction and systemic social injustice, the need for healthcare and public health professionals – especially those trained in population health – has never been greater. Our program prepares students to assume professional roles to meet these 21st century public health workforce needs.

Doctoral Degrees

The Doctor of Philosophy (PhD) in Public Health Sciences trains students in a research-intensive curriculum that emphasizes both evidence-based primary prevention of disease and injury, and health promotion research and practice.

The program offers three majors in distinct areas of public health:

- PhD in Epidemiology
- PhD in Occupational and Environmental Health Sciences
- PhD in Social and Behavioral Sciences

For general information on all of the graduate programs offered through the WVU School of Public Health see <https://publichealth.wvu.edu/students/graduate-programs/>

Health Data Science Certificate

Health data science is the science of applying data analytic and visualization methods to address questions or problems in a variety of public health and healthcare related areas.

Applied Biostatistics Certificate

Biostatistics is the science of developing and applying statistical methods needed to tackle research problems in a variety of fields – especially public health and medicine.

For general information on the Certificates offered by the School of Public Health see <https://publichealth.wvu.edu/students/certificate-programs/>

ACADEMIC POLICIES

WVU School of Public Health Key Academic Policies

Plan of Study

Each discipline has a Suggested Plan of Study (POS) in this document and the WVU Graduate Catalog 2022-23. If you follow the suggested POS, you can complete your degree in two years. The amount of time for individual students varies depending on a variety of factors related to course credit that may be transferred in to other time demands and overall career goals. Regardless of your discipline, WVU requires all degrees to be complete within eight calendar years. For details, go to

http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#timelimitstext. All students must complete an individual plan of study with the help of the MHA program advisor that is approved by the MHA Program Director no later than their first semester of study.

Grade and Grade Point Average (GPA)

All SPH candidates must maintain a minimum 3.0 GPA each semester to be in good academic standing. Students whose cumulative GPA falls below 3.0 may be subject to probation, academic suspension, and/or expulsion. MHA Core and department major courses for which a student receives a D or F must be retaken (the original grade remains on the student's record and is used to calculate the student's overall GPA). No program requirements can be fulfilled by a course for which the student receives an F. A grade of D in an elective will count toward degree requirements. ALL courses taken while a graduate student (including both undergraduate and graduate level courses) are used to calculate your graduate GPA, regardless of whether they are applied to your plan of study. For more information, please see <http://publichealth.wvu.edu/students/student-resources/policies-forms/>

Dropping or Withdrawing from a Course

Each semester you may drop a course with no consequences before the published drop date on the academic calendar, usually during the first week of fall and spring semesters or the first days of summer semesters. You may also withdraw from a course before the published withdraw date on the academic calendar, usually about 2/3 through the semester; however, you will receive a "W" on your transcript. This "W" will not affect your grade-point average but does remain on your transcripts. For more information about dropping or withdrawing from courses, please see <http://registrar.wvu.edu/regISTRATION/withdrawal-policies>. For WVU's full academic calendar with exact drop and withdraw dates, please see <https://provost.wvu.edu/academic-calendar>.

Leave of Absence

The academic **leave of absence** is designed for the student who must be away from his or her academic endeavors at WVU for one or more semesters but intends to return to complete the degree. Leave of absence status must be requested before the beginning of the semester for which the leave is desired. For more information, please see

http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#enrollmenttext.

Course Grade of Incomplete

The grade of I (Incomplete) is to be given only when the instructor believes that the course work is unavoidably incomplete. Students must discuss this with their professors and develop a written plan for completing all outstanding work within one semester. For more information, please see <http://publichealth.wvu.edu/students/student-resources/policies-forms/graduate-incomplete-grading-policy/>.

Appealing a Grade

Students have the right to appeal final course grades that they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin.

For more information, please see the Health Science Center catalog on

<http://catalog.wvu.edu/graduate/enrollmentandregistration/#academicrightspenaltiesappealtext>.

Course Transfer

The School of Public Health has specific criteria for approving courses that students wish to transfer (from other WVU graduate programs, another graduate school or those taken as a non-degree student) toward MHA requirements. Requests for course transfer credits must be made during the first semester of the student's program. For more information, please see

<http://publichealth.wvu.edu/students/student-resources/policies-forms/graduate-course-transfer-policy/>

SPH Independent Study Process and Policy

No more than three credit hours of independent study will count toward MHA degree requirements. The student and School of Public Health faculty member who directs the Independent Study must complete the Independent Study form prior to registering for it. For more information, please see <http://publichealth.wvu.edu/students/student-resources/policies-forms/graduate-independent-study-policy/>

Changing Your Department Major

Students wishing to change from one program to another, within the School of Public Health, must complete the graduate change of program form,

<http://publichealth.wvu.edu/media/1095/change-of-program-advisor-form.pdf> and submit it to Dr. France Weaver at france.weaver@hsc.wvu.edu. Students must meet all entry guidelines for the new major and the transfer must be approved by the chair of the department the student wishes to transfer into. Students should seek advising assistance while making this decision as soon as possible, as changing majors may delay graduation.

Student Code of Academic and Professional Integrity

This code applies to students enrolled in the degree programs at the West Virginia University School of Public Health. It was approved by the Academic Standards Committee on May 3, 2012, and approved on May 9, 2012, by the School of Public Health faculty.

This Student Code of Academic and Professional Integrity for the WVU School of Public Health governs student behavior in lectures, examinations, laboratories, and other academic spaces and settings within the School of Public Health and the University, and all other settings which reflect upon the integrity and suitability of the student to train in public health-related disciplines and to become practitioners, educators, or researchers in public health. Successful progression through the curriculum and graduation are contingent upon the student's compliance with this code. This code follows the procedures established in the Policy on Academic Standards Governing Graduate Degree Programs at the West Virginia University School of Public Health.

Public health disciplines are based on reverence for life, compassion, and respect for persons and for healthy living, professional and cultural competence, and integrity. At the core of the student's repertoire are skills leading to assessment, intervention, and measurements of effectiveness of contributions to improved health among populations. Hence, the School of Public Health expects students to exhibit compassion, empathy, and concern for suffering where it exists; to be considerate and respectful toward individuals, communities, populations, instructors, staff, and each other; to grow in knowledge and skills; and to always act professionally. The complete policy and list of specific expectations can be found at

<http://publichealth.wvu.edu/students/student-resources/policies-forms/student-code-of-conduct-policy/>

The WVU School of Public Health is continually working to improve its policy and practice. Please consult the WVU School of Public Health website for a list of the most current academic and student policies. Please know there may be additional policies pertinent to any given individual situation. Go to <http://publichealth.wvu.edu/students/student-resources/policies-forms/> for details.

WVU Key Academic Policies and Resources

Family Educational Right and Privacy Act (FERPA)

This act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information on WVU's FERPA policy, please see <http://ferpa.wvu.edu/>.

Non-Discrimination Policy

West Virginia University is committed to maintaining a diverse and equitable community, free from discrimination. To accomplish this goal, the University draws on a number of acts, laws, and policies that shape its core values. For more information, please see <https://diversity.wvu.edu/equity-assurance>.

Sexual Harassment

WVU Board of Governor's Rule 1.6 provides details regarding our commitment to preventing and responding to discrimination, harassment, sexual harassment, sexual and domestic misconduct, as well as stalking and retaliation. For more information, please see <https://diversity.wvu.edu/equity-assurance/policies-and-procedures>.

Information and Assistance for International Students

International Students & Scholars Services (ISSS) is committed to service for all members of the international community who participate or will participate in international experiences at WVU. We strive to strengthen, enrich, and advocate for international education and cultural exchange by anticipating and responding to specific needs and concerns of this international community.

WVU's International Students and Scholars Services, located in Purinton House on the downtown campus, is within the Office of Global Affairs and is a link to students and research scholars from over 100 countries around the world. With the diversity in these students' and scholars' cultural backgrounds and values, they have one thing in common: the challenge and adventure of living in a new culture. Leaving family and lifetime friends, as well as coping with a new language, social and physical environment, and daily customs can add to the pressure of study or work. International students' adjustment to life in the US can be greatly eased by meeting people who would like to share friendships and exchange ideas and information about the world. For more information about international student policies and procedures, please see <http://oiss.wvu.edu/>.

Research Compliance and Training

If you are assisting a professor with research, please review the information on the WVU Research Integrity and Compliance website. <http://oric.research.wvu.edu/>

Student Resources

Helpful Electronic Academic Resources

DegreeWorks

It is an online resource that provides a check sheet for students and advisors to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and what courses you still need to complete your degree. You access DegreeWorks through your MIX account, under STAR. For more information and a student guide, please see <https://registrar.wvu.edu/academic-records/degreeworks>.

SOLE

The "Study Observe Learn Engage" (SOLE) is the WVU Health Sciences Center's portal for online education and information. It is a web-based tool for students to access courses and for instructors to build and maintain those courses. To access SOLE, use the following URL <https://sole.hsc.wvu.edu/>.

Academic Calendar

The academic calendar provides dates for all important deadlines, including drop dates, dates to withdraw from the university, fall and spring breaks, holidays, midterm, and finals, etc.. Graduate Students should access the calendar through <https://provost.wvu.edu/academic-calendar>.

MIX and STAR

The Registrar's Office maintains the STAR Information System, where students can register for classes, pay tuition, check final grades, review financial aid information, request transcripts, and verify enrollment. Visit the STAR system at <https://star.wvu.edu>. You will need your WVU ID and personal identification number (PIN) to access STAR. Your STAR login information is the same as it is for MIX. For more information on the Registrar's Office, please see <http://registrar.wvu.edu/>. The Registrar also has a satellite office on the first floor of Health Sciences Center, North near the elevators: Room 1168E.

Web Registration Instructions

For complete, step-by-step instructions to register for courses, please see <https://registrar.wvu.edu/registration>

WVU Financial Resources

Financial Aid

For your convenience, there is a satellite office for financial aid located at the Health Sciences Center. [View Health Sciences Center Campus on Map](#)
1 Medical Center Drive; Robert C. Byrd Health Sciences Center North, Suite 1170
PO Box 9810; Morgantown, WV 26506-9810
Phone: (304) 293-3706
Email: hscfinaid@mail.wvu.edu

To be eligible for financial aid, students **must**:

- A) Maintain a 2.75 GPA at the conclusion of each term and
- B) Successfully complete 80% of all attempted credit hours

The satisfactory progress toward your degree can affect your financial aid eligibility. For more information, please see <http://financialaid.wvu.edu/home/maintain>.

For information on SPH tuition and fees, please see <http://tuition.wvu.edu/>.

Tuition Waivers and Graduate Assistantships

Although the SPH observes the policies set forth by West Virginia University Board of Governors and the Office of Graduate Education and Life, the SPH has its own process for approving graduate assistantships. **Currently, the SPH offers or recognizes few – and sometimes no – graduate assistantships within and/or outside of the SPH (GA, GTAs and GRAs).** If you are interested in a graduate assistantship of any kind, please seek, and receive approval from the MHA Program Director before applying. Since we recognize so few graduate assistantships, this step may prevent you from engaging in a lengthy application process that can't be recognized.

Professional Development Opportunities for Students

Graduate Education and Life

Graduate Education and Life offers a variety of development classes (career and professional) to help enhance a student's potential while in graduate school. The programs help graduate and professional students complete their degrees, teach and research effectively, and plan for their careers. For more information, please see <http://graduate.wvu.edu/>.

SPH Career Services

A successful job search should begin long before graduation! In today's competitive job market, students should begin working on a career/professional development plan the moment they begin their studies. In addition to the University Career Center on the Downtown Campus, WVU SPH students can schedule one-on-one appointments with the school's Director of Career Development. These one-on-one appointments can be used to work on resumes, CVs, job offer negotiation techniques, mock interviews, and many other topics.

The Director of Career Development will also work on providing professional development programming and events for the entire student body. To schedule an appointment, please email Mr. Scot McIntosh at scot.mcintosh@hsc.wvu.edu.

WVU Career Services

The WVU Career Services Center is a university-wide student resource serving undergraduate and graduate students as well as alumni. The center offers services such as:

- Career counseling and career development
- Career fairs
- Mock interviews
- Workshops (i.e., resume writing, job search techniques)
- Other programs and events

For more information, please see <http://careerservices.wvu.edu/students>.

Student Organizations Related to Health Administration

Health Administration Student Association (HASA)

The Health Administration Student Association (HASA) is the student activity and advocacy arm of the MHA program. In addition to opportunities for students to serve as leaders within HASA, the organization provides all students several professional development, networking, and community service activities throughout the year.

The HASA leaders also serve as liaisons to school and university committees and councils, as well as to state and local health administration professional association such as the American College of Healthcare Executives (ACHE), the Medical Group Management Association (MGMA), and the Healthcare Financial Management Association (HFMA).

HASA's objectives are to:

1. contribute to the quality of the MHA program at WVU,
2. encourage an environment conducive to the educational and ethical development of personal and professional knowledge and skills,
3. provide the means for proactive and positive student engagement, representation, and recognition in the profession of healthcare administration,
4. develop and enhance linkages with local and regional healthcare executive groups to enhance academic and career opportunities, and
5. provide students, faculty, staff, and practitioners with a venue for professional networking and discussion concerning issues in healthcare administration.

The 2023-24 HASA President is Anna Sellaro, 2nd year MHA student and the MHA Program Director, Dr. France Weaver, is the HASA advisor. Both HASA and the MHA Program work closely to create opportunities for growth to MHA students.

WV Chapters of Health Administration Professional Associations

West Virginia is home to several state chapters of national health administration professional associations, including:

- the American College of Healthcare Executives (ACHE),
- the Medical Group Management Association (MGMA), and
- the Healthcare Financial Management Association (HFMA).

These associations provide regular educational and networking events that are critical to students' professional development. They also offer reduced membership rates to students. We encourage you to join these associations to enhance your education and further your career.

As part of the HPML 696 Graduate Seminar, the attendance to at least one professional association conference per academic year is required of all MHA students. Most of the WV professional associations have agreed to waive their conference registration fee, if the MHA student volunteer for that conference.

Upsilon Phi Delta (UPD): Health Administration Honor Society

Upsilon Phi Delta (UPD) is the academic honor society for students in healthcare administration. Established in 1965 to further the profession of health administration and the professional competence and dedication of its members, UPD is administered by the Association of University Programs in Health Administration (AUPHA). To be eligible for induction, graduate members of UPD must have:

1. a MHA cumulative GPA of 4.0, in their semester before graduation,
2. done community service for at least 4 hours per semester,
3. no academic misconduct, and

Induction occurs at a ceremony prior to graduation and a student can only be inducted upon being approved to graduate. Inductees receive an honorary cord to be worn with their graduation regalia. For more information, please see <https://www.aupha.org/membership/upd>

Other SPH Student Organizations

Student Association of Public Health (SAPH)

This is a group of students, faculty, and staff members in the WVU School of Public Health who are dedicated to promoting public health issues throughout WVU and the community. SAPH meets regularly and organizes social events, community health outreach and education, community service and civic engagement opportunities, professional development, and advocates for social justice. SAPH also offers an opportunity for students to discuss all aspects of student life and serves as a liaison between faculty, staff, and students. For more information, please see <http://publichealth.wvu.edu/saph/>.

Delta Omega Honorary Society in Public Health - Gamma Mu

Students are eligible for induction into the honorary society after participating in 50% of SAPH events and 100% in Gamma Mu chapter events. Induction occurs at a ceremony prior to graduation and a student can only be inducted upon being approved to graduate. Membership in Delta Omega reflects the dedication of an individual to increase the quality of the field of public health to all people. Inductees must be in the top 25% of their class academically. For more information, please see <http://publichealth.wvu.edu/delta-omega/>

Dean's Ambassador Program

The Dean's Ambassador Program accepts a select group of 10 students, each year who will attend functions and activities representing the Dean and the School of Public Health. This group will also participate in special events with the Dean, at his request, to help promote the School within the state and in other communities beyond the university. Members of the Program must be representative of the highest quality and ability of the School of Public Health and are required to meet and maintain high standards of eligibility. Please see <http://publichealth.wvu.edu/students/student-resources/scholarships-awards/>

Additional Student Resources

WVU Graduate Resources

Please see <https://graduateadmissions.wvu.edu/> for a compilation of resources for new and current graduate students. New students need to go to <https://graduateadmissions.wvu.edu/information-for/admitted-students> to claim their WVU account and install the Duo Authentication App.

Student ID/ Mountaineer Card

The Mountaineer Card is the official photo identification card for students. It provides access to WVU services, buildings, events, and more. Please read the following website for detailed information on the many uses of the Mountaineer Card. <https://mymountaineercard.wvu.edu/student/welcome.php>

Bookstore and Books

Barnes and Noble is the official campus bookstore to buy new and used books, rent and return textbooks, purchase eBooks, and get cash back from old textbooks. The bookstore is located on the downtown campus next to the Mountainlair. There is a small bookstore on the ground floor of the HSC. For more information, you can email sm586@bncollege.com

Student Technology Resources

Information Technology Services is here to help you succeed at WVU! They provide and support a wide array of technology from the wireless networks to eCampus and STAR. Got a question? Contact them at (304) 293-4444 or visit <https://it.wvu.edu/services/student-resources>

Parking Permits

To apply for a parking permit, go to the Mountaineer Station in the HSC parking garage, first floor, 304-293-5502. For more information, please go to <http://transportation.wvu.edu/>

Personal Rapid Transit (PRT)

It is an easy-to-use transportation solution for WVU students, faculty, staff, and the Morgantown community. There are five stations at which an electric powered, computer-driven car arrives to gather passengers. For more information, please see <http://transportation.wvu.edu>

WVU Libraries

WVU has four libraries that are open to students: Downtown Campus Library, Evansdale Library, Health Sciences Library, and the Law Library. Their services include:

- Research assistance (i.e., borrowing and renewing, interlibrary loan)
- Research tools (i.e., mobile web, databases)
- Teaching support (i.e., course reserves, term paper clinics)
- Facilities and Equipment (i.e., multimedia, and small group study rooms)

For more information, please see <https://lib.wvu.edu/>.

WVU Office of Accessibility Services

This office is dedicated to enhancing the educational opportunities for students with temporary or permanent disabilities at West Virginia University and all of its campuses. To ensure access to university programs, specialists work individually with students to help them achieve academic success. For more information, visit the OAS website at accessibilityservices.wvu.edu.

Well WVU

There are several services offered for students through Well WVU (see <http://well.wvu.edu/>):

- Medical
- Mental Health
- Health Promotion.

Student Healthcare Services

We know your health is important during the semester, and you want a doctor's office that you can trust with your healthcare needs. You'll be glad to know that WVU Medicine is the provider of medical health services for WVU students. Walk-ins are welcome, but appointments are requested for some services. For more information, visit <http://well.wvu.edu/>.

WELLWVU Carruth Center for Psychological & Psychiatric Services

Whether you are full-time or part-time, this office can help you complete your education. Your time at WVU may be filled with transitions, self-exploration, and change. The Carruth Center offers services and programs that are designated to support you through these experiences, help you succeed in college, and guide you toward a more fulfilling life. They strive to provide these services in an atmosphere that is welcoming, comfortable, and multi-culturally sensitive for all students, faculty, and staff. For more information, visit <https://carruth.wvu.edu/>.

Student Recreation Center

The Student Recreation Center is located on the Evansdale campus. For more information, please see <http://studentreccenter.wvu.edu/>.

WVU Alert

Students can sign up for the WVU Alert system, which will send urgent news to their cell phone (i.e., weather alert, crime alert, and emergency alert). Students will also receive alerts via the official WVU email address. For more information, please see <http://emergency.wvu.edu/alert>.