



— DEPARTMENT OF —  
**HEALTH ADMINISTRATIVE  
S E R V I C E S**

**MASTER & EXECUTIVE  
MASTERS OF HEALTH  
ADMINISTRATION**

Handbook &  
Policy Manual





# Welcome



WEBER STATE UNIVERSITY  
Dumke College of Health Professions

DEPARTMENT OF  
HEALTH ADMINISTRATIVE  
SERVICES

We want to welcome you to Weber's MHA and eMHA programs.

The need for qualified healthcare management professionals has never been greater. Weber State University's MHA and eMHA programs are designed for working professionals and are taught by professional academic faculty and by active healthcare professionals.

This handbook describes the policies of our program and the many opportunities available to you while you are one of our students.

The MHA and the eMHA are the same academic program, administered in two formats (MHA and eMHA), and are under the same CAHME (Commission on Accreditation of Healthcare Management Education) accreditation. CAHME accreditation is the gold standard in our discipline and we are proud to be fully CAHME accredited.

All students are responsible for knowing the rules and policies that govern their program. To this end, we are providing you with this guidebook which covers your specific academic requirements. Unless specifically indicated, all policies and procedures are the same for both programs. Please refer to this often.

In addition to the information in this handbook, all rules and policies of Weber State University and the Dumke College of Health Professions are effective and enforced.



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## Admissions

### *Minimum Admission Requirements*

- Hold a Bachelors degree (must be completed by program start date) no specific discipline required
- Meet a GPA requirement of 3.0 or higher on a 4.0 scale
- Two (2) or more years of supervisory experience (preferred, not required)
- GRE/GMAT test scores optional (see below)

The GRE/GMAT is not required to apply. Applicants with less than 5 years of healthcare or management experience, lower GPA, and lack of quantitative undergraduate courses, are encouraged to submit GRE or GMAT scores. The GRE/GMAT requirement is not necessary for applicants with 5 or more years of healthcare experience or management/supervisory experience. Practicing physicians and others holding a master's, law or doctoral degree may be admitted without the GMAT/GRE or supervisory requirement.

For questions, contact Brittney Hicken, M.Ed. at [brittneyhicken@weber.edu](mailto:brittneyhicken@weber.edu). When meeting GRE/GMAT requirements, significant weight is given to GRE aptitude (verbal and quantitative reasoning) with scores of at least 153 and 144, respectively. The GMAT aptitude score should be at least 500. Those under the minimum requirements may still be considered.

Weber State University prohibits discrimination on the basis of race, color, national origin, pregnancy, genetics, age (over 40), disability, religion, sex, sexual orientation, gender identity/expression, veteran, active military status and other classifications protected by law. Additional information can be found [here](#).

### *Applications*

#### **APPLICATION DEADLINES**

While applications may be submitted at any time, applicants should be aware of the following application review deadlines for the annual fall



semester entry point:

U.S. Citizens and U.S. Permanent Residents

- MHA (on-campus): April 1<sup>st</sup> for the following fall semester (extended deadline: May 15)
- eMHA (online): April 1<sup>st</sup> for the following fall semester (extended deadline: May 15)
- eMHA (online): October 30<sup>th</sup> for the following spring semester

#### APPLICATION STATUS & NOTIFICATION OF ADMISSION

You will be notified of application status, whether accepted, declined, probationary admit, or on hold, shortly after the Admissions Committees meet.

- Accepted and Probationary Admit — you will be contacted by the Enrollment Director to schedule an admissions consult.
- Declined — file will remain active for the next 12 months and may be resubmitted without paying an additional application fee.

- Hold — opportunity to respond to deficiencies or clarification of information. The Admissions Committee will review this information in a subsequent meeting until final status is determined

Please contact our Enrollment Director, Brittney Hicken at [brittneyhicken@weber.edu](mailto:brittneyhicken@weber.edu) to have your file reconsidered at the next meeting of the Admissions Committee.

You may provide evidence of changes that have occurred since the application was first submitted. This may include academic transcripts from subsequent coursework, updated work history, or other items. This information will be added to the application file and forwarded to the MHA/eMHA Admissions Committees for consideration.

#### INTERNATIONAL STUDENTS

All international students must meet additional university and INS application requirements and international student application deadlines.



For more information, including current Fall Semester application deadlines, please go to: [weber.edu/issc/Internationaladmissions](http://weber.edu/issc/Internationaladmissions)

### *Program Acceptance*

Your acceptance into the MHA/eMHA program formats and the outlined program of study are conditional upon successful completion of any degrees, additional items required for completion of your application to the program, and the \$200 enrollment deposit to hold your place in the incoming cohort. Please note that Weber State University requires a final transcript indicating that you have been awarded an undergraduate degree in order for you to be matriculated as a graduate student.

#### **DUAL DEGREE**

MHA only (not eMHA)

If you decide to pursue both an MHA and an MBA, you must decide if you are going to be MHA Primary or MBA Primary, as program requirements differ

depending upon your primary program.

#### MHA Primary

If your primary degree is the MHA, your secondary degree is the MBA. You must complete all of MHA program requirements and the specific MBA program courses as required for the MHA/MBA degree. In addition, some of your MHA or MBA courses might fulfill the requirements for both programs. Please speak with both the MHA and the MBA Enrollment Directors for specific information and course requirements.

#### MBA Primary

If your primary degree is the MBA, your secondary degree is the MHA. You must complete all of the MBA program requirements, and the specific MHA program courses as required for the MBA/MHA degree. In addition, some of your MHA or MBA courses may fulfill the requirements for both programs. Please speak with both the MBA and the MHA Enrollment Directors for specific information and course requirements.



## Frequently Asked Questions (FAQ)

1. The Executive MHA program at Weber State University accredited?

Yes, both of our formats, including the online Executive MHA are fully accredited through The [Commission on Accreditation of Healthcare Management Education \(CAHME\)](#). Accreditation through CAHME is the benchmark for students and employers that ensures the integrity of graduate healthcare management education.

2. Do you offer an online option?

Yes, the Executive MHA is offered in a complete online format.

3. When and where is the orientation for the Executive MHA format?

The orientation is held virtually for one full day. Information for the orientation will be sent by the Enrollment Director.

4. How much does Executive MHA program cost?

The entire program cost is \$35,000. Tuition includes all books needed for each class and breakfast, lunch, snacks and drinks while on campus for the one-day orientation. All books will be mailed to students each semester. A \$200 travel stipend will also be given to each student to attend the one-day orientation. Click [here](#) to see a cost comparison with top CAHME accredited schools throughout the nation. Weber State's MHA program is the most affordable CAHME accredited program in the nation.





5. How long is the program?

The program can be completed in 4 semesters. Students do not attend during the summer semester (eMHA only for summers) between years, however, a study abroad is offered every other year in May as an option to fulfill an elective.

6. How many classes would I take each semester?

Students take 4 classes per semester, 2 classes at a time in 8-week blocks. Each class is 3 credit hours. The entire program consists of 15 required classes, with a total of 45 credit hours. Click [here](#) to see the course schedule.

7. What is the difference between the Executive MHA and the regular MHA at Weber State?

The main difference is the format of the program. The Executive MHA is delivered as an online program and the regular on-campus MHA is delivered as a hybrid format where students meet two evenings a week at Weber State's Farmington Station Park Campus in Farmington,

Utah. The Executive MHA online format is designed for those students who may not live near our campus and need the flexibility of online coursework.

8. Can you tell me about the professors who teach in the program?

All of the professors who teach in our program either hold a doctorate degree and/or are seasoned executives in the healthcare industry. They bring a great wealth of knowledge and experience to the classroom.

For additional information, please visit [weber.edu/mha](http://weber.edu/mha), or contact Brittney Hicken [brittneyhicken@weber.edu](mailto:brittneyhicken@weber.edu).







## Registration

All MHA and eMHA students need to register for at least 9 credits each semester to be considered full-time

### MHA

MHA students register for their courses in the Weber State eWeber Portal. MHA courses for each semester are listed in the online course schedule. Please consult with our MHA Enrollment Director for information about course scheduling and courses you are eligible for each semester.

### eMHA

eMHA students register for their courses in the Weber State eWeber Portal. eMHA courses ARE NOT listed in the online course schedule. Each semester the MHA Enrollment Director will send you specific registration instructions, including the eMHA courses offered and available to you, and the specific course identifier (CRN) needed to register.

## Tuition & Fees

Weber State University is one of the most affordable universities in the state; eMHA and MHA tuition is the same for in-state and out-of-state students.

### MHA

Tuition costs for all Weber State students are determined yearly by the Utah State Legislature. For specific tuition and fees for the year, please get in touch with our MHA Enrollment Director, Brittney Hicken ([brittneyhicken@weber.edu](mailto:brittneyhicken@weber.edu)) for the most up-to-date information. Out-of-state students pay the same rate as in-state students.

### eMHA

Tuition for the eMHA is an all-inclusive flat rate, which is the same for in-state and out-of-state students and includes tuition, fees, and books. Tuition for the program can be paid on a semester basis with a total cost of \$35,000 for four semesters of instruction.



## Enrollment Deposit

MHA and eMHA students must pay a \$200 Enrollment Deposit within two weeks of receiving their "Acceptance to the Program" letter to hold their place in the MHA or eMHA Program. Once the student is fully matriculated into the MHA or eMHA program the entire deposit will be applied towards Fall Semester tuition. If a student does not fully matriculate into the MHA or eMHA program, for any reason, this deposit will not be refunded.

## Weber Tuition Benefits & Discounts

### MHA

All Weber State employees and their dependents are eligible for Weber State's Tuition benefit. The WSU tuition benefit is available ONLY to MHA students (not eMHA). Please contact our MHA Enrollment Director and Weber State University's Human Resources Office for benefit information. Please note that the MHA tuition differential is not included in the WSU tuition benefit.

### eMHA

eMHA students are not eligible for the Weber State tuition benefit, regardless of employment status at WSU. However, Weber State employees and their dependents are eligible for a 5% discount on eMHA tuition.

Visit WSU's [Financial Aid & Scholarships Office](#) for information on financial aid.





## Program Information

### Mission

Our mission is to equip working healthcare professionals with the competencies required to advance their healthcare careers.

Our program emphasizes its strong competency base and utilizes a hybrid delivery model to provide a comprehensive learning experience for students. Based on a model that promotes life-long learning, our program empowers students by providing the knowledge and skills necessary for continued career progression.

### Vision

Our vision is to be recognized as the program of choice by our students, alumni, and healthcare industry stakeholders.

## Values

The Values of the MHA program at Weber State University are:

- Learning through personalized experiences
- Engagement
- Access to learning
- Respect for people and ideas
- Nurturing the potential within each of us





## Program Competencies

There are twelve MHA core competencies arrayed within three domains: Personal Development, Professional Development and Applied Skills.

### *Personal Development Domain*

1. **COMMUNICATION:** The competency includes things such as executive proficiency in written and oral communication, the ability to communicate across disciplines, and to project a professional business presence both individually and as a representative of one's organization.

2. **RELATIONSHIP MANAGEMENT:** This competency includes things such as the ability to develop positive collaborative relationships with peers, subordinates, and superiors within and across organizations, and to lead and work with teams effectively. In addition, it includes the demonstration of emotional intelligence.
3. **CRITICAL & CREATIVE THINKING:** This competency includes things such as the ability to seek and use qualitative and quantitative information, developing insight, and using these to achieve the mission, vision, and goals of one's organization. In addition, it includes the ability to understand and lead transformational innovation.
4. **PROFESSIONALISM:** This competency includes things such as a sense of personal accountability and the ability to assume risk and responsibility. It also includes an orientation to the development of a life-long learning agenda and a commitment to ethical conduct and personal growth.





## *Professional Development Domain*

5. **HEALTHCARE LEADERSHIP:** This competency requires a deep and broad understanding of the industry; both its clinical and administrative aspects. It includes the masterful application of skills such as transparency, decision making, leading and managing change, being a role model, mentoring, and developing the talent of subordinates.
6. **LAW, POLICY & GOVERNANCE:** This competency includes things such as the ability to accurately assess and work within the external political, legal, and regulatory environment. It requires an understanding of healthcare policy and its impact on the health of individuals and of populations. In addition, it includes the ability to navigate internal organizational dynamics, and to participate in governance of the organization.
7. **COMMUNITY AWARENESS & POPULATION HEALTH:** This competency requires the management of populations of peoples' health and includes things such as the ability to investigate population health characteristics and to

participate in improving population health in the local community. It also includes attentiveness to the ecological and social factors that influence health behaviors.

## *Applied Skills Domain*

8. **HUMAN RESOURCES MANAGEMENT:** This competency includes things such as the ability to ethically lead and manage the human resources processes needed for effective staffing in the operation of a healthcare organization.
9. **FINANCIAL MANAGEMENT:** This competency includes things such as the ability interpret financial and accounting documents, plan and execute budgets, make capital investment decisions, and to articulate and implement executive fiduciary responsibilities.
10. **INFORMATION TECHNOLOGY:** This competency includes things such as the ability to recognize critical elements of information technology and to participate in the management of the



acquisition and implementation of information systems and personnel. It also includes a working knowledge of the use of data, importance of quality data, and analysis of data within the healthcare industry to support all aspects of decision making and organizational performance.

- I 1. PERFORMANCE IMPROVEMENT & QUALITY MANAGEMENT:** This competency requires a rudimentary understanding of the clinical environment and the use of an evidence based approach to care, management, and risk management. It includes things such as the ability to use quality and systems tools to measure, promote, and to implement quality improvement initiatives in clinical and administrative partnerships within healthcare organizations.
- I 2. STRATEGIC MANAGEMENT:** This competency includes things such as the ability to conduct external and internal environmental analysis, to apply the principles of strategy formulation, implementation, and control, and to develop corporate strategy, market research, and planning.

## Academic Policies & Procedures

### *Grades, Grading Policies & GPA*

All MHA and eMHA students must maintain a graduate grade point average (GPA) of 3.0 or higher to remain in good standing and to graduate. If a student's GPA falls below the required 3.0, the Program Director may place that student on probation for one semester. If the student's GPA remains below 3.0 for more than one semester, the student's grades will be reviewed by the appropriate Admissions Committee and the student may be dismissed from the program.

You must earn a grade of C or higher in all required courses.

All MHA and eMHA courses must be taken for a grade; they cannot be audited or graded pass/fail.

All coursework must be completed by the last day of class unless otherwise arranged by the course professor.



If a student has been dismissed from the MHA program, a letter will be sent to the student from the MHA Program Director or HAS Department Chair with an explanation of the dismissal. The student will have the option to appeal the dismissal by:

1. Submitting a formal appeal letter to the HAS Department Chair within 30 days of receiving the dismissal letter. The appeal letter is an opportunity for the student to provide information regarding their dismissal, express why they should be allowed to continue in the MHA Program and present a plan that will address the dismissal issue if allowed to resume MHA course work. The MHA faculty will make a decision to either uphold the dismissal or allow the student back into the program on a probation status. The student will be notified of that decision within five working days to their Weber State email from the HAS Department Chair.
2. If the appeal is denied by the HAS Department, the student has the option to request a review by the Dumke College of Health Professions (DCHP) grievance committee. The committee is composed of DCHP faculty members from various

departments within the college and one DCHP student representative. If granted a hearing, the student will again be given the opportunity to express to the committee why they should be allowed to continue in the MHA program and present a plan that will address the dismissal issue. The DCHP grievance committee will respond to the student with a recommendation to the HAS department chair. Note that this is a recommendation only and the HAS Department will consider the committee's comments.

#### STANDARD GRADING SCALE

94–100% = A	90–93% = A-	88–89% = B+
83–87% = B	80–82% = B-	78–79% = C+
73–77% = C	70–72% = C-	68–69% = D+
63–67% = D	69–62% = D-	Below 60% = E



## *Plagiarism*

Plagiarism is the attempt to perpetrate an academic fraud by claiming another's work as your own. It will not be tolerated. The WSU Student Code defines plagiarism as "the unacknowledged (uncited) use of any other person or group's ideas or work" (PPM 6-22, part IV, subsection D). Any attempt to claim credit for another's work, in whole or in part, is a violation of this policy and is regarded as a serious offense.

## *Attendance Policy*

MHA students are expected to attend all scheduled class sessions and orientation. Students that miss more than two class sessions in a course, may be required to retake that course.

eMHA students are expected to attend the one-day mandatory virtual orientation.

## *Program Status*

While it is not encouraged, students can change

from part-time or full-time status after notifying the MHA Enrollment Director. This is typically allowed if a student in the MHA format experiences a move due to a change in employment. Any changes to the program of study, as outlined, will need to be approved in writing by the MHA Program Director. Particularly, changing from full-time to part-time may severely delay your graduation.

## *Leave of Absence*

A student needing to take a leave of absence from the program may enroll in the next semester and take the missed courses when they are offered during the next academic year. Taking a leave of absence will delay the original estimated graduation date. If you wish to request a leave of absence, please email to the MHA Enrollment Director.

## *Graduation*

Upon having successfully completed the MHA course requirements, the MHA Enrollment Director will clear you for graduation with the MHA degree. Students will still be required to apply for graduation and





follow University procedures to have your degree awarded. Contact the MHA Enrollment Director at the beginning of your final semester to correctly apply for graduation.

#### **DUAL DEGREE STUDENTS** (MHA only)

Dual degree students in either the MHA primary or MBA primary degree programs must complete all required MHA courses, including all MHA/MBA equivalent courses, to graduate with the MHA degree, regardless of MHA primary or secondary.

## Student Support

### *Student Resources*

At WSU, students are the priority, and there are numerous financial, mental, physical, and academic resources available for students; for information, visit Student Affairs ([https:// www.weber.edu/studentaffairs](https://www.weber.edu/studentaffairs)). Some university resources that graduate students typically utilize are highlighted in this handbook.

### *WSU Email Account*

Students will receive a custom WSU student email account which the program will use to communicate with students. Program information, including updates or policy changes, will be sent to students' email accounts. The student's responsibility is to monitor this account regularly for program communication. Students will be held responsible for the information distributed through their student email.

### *Student Folio*

Students must complete an orientation to Portfolium as part of the student orientation process. Portfolium is a password-protected online platform where students are to house signature assignments (SA) and competency evaluations for each required course in the program. Each student will begin a student "folio" upon entry into the program and add to it during their courses. Student folios will be utilized throughout the program to demonstrate the student's journey to competency in the 12 MHA core competencies. The folio will provide a reflection



opportunity for students to view their progress during the program and also after graduation. Students will be instructed step by step in their courses regarding the assignments and other artifacts to be added to their portfolios. Students are to follow these steps and also the MHA Program Portfolium guidelines which are found in the MHA Resources Course.

### *Student Health Center*

WSU Student Health Center & Counseling Center WSU partners with Ogden Clinic for high-quality and accessible health services. All students who have a current student ID and are registered students may use this service with a student ID card. Services are provided at low or no cost, and insurance is not required. Visit our Health Center ([https:// www.weber.edu/healthcenter](https://www.weber.edu/healthcenter)) site for more information. The Counseling Center (<https://www.weber.edu/CounselingCenter/>) provides short-term counseling, crisis intervention, and consultation to students. Services are offered online and on-campus.

### *Stewart Library*

The WSU Stewart Library (<https://library.weber.edu>) provides graduates with online access to numerous academic resources and databases in addition to books, periodicals, and documents. A dedicated health science librarian is also available to students for consultation and assistance.

### *Field Work*

In this capstone experience the student synthesizes theory learned in the classroom and applies it to real world problem solving in a health care organization. It is designed to integrate the knowledge gained in other graduate courses into an applied management project. The project will have enterprise-wide applicability to a health services organization. The student will develop and present a deliverable product that can be implemented by management to improve organizational performance, specifically with analysis and recommendations for policy and strategic improvements.



## *Background Checks*

Field Work students may be required to complete a background check and/or drug screening prior to undertaking projects for MHA 6500. Most employers also require a background check and drug screening as part of the employment process. If you have a record of convicted criminal actions, it may affect your ability to complete the Master of Health Administration program and your future employment opportunities. If a background check reveals a history of convicted criminal actions or the drug screen reveals the presence of a non-prescribed controlled substance, you may be unable to complete the program and will not be entitled to any refunds of tuition or other fees.

The cost of background checks and screenings are not included in tuition of either the MHA or eMHA program.

*Criminal Background, Drug Screen, and Immunizations*

If you have a record of convicted criminal actions, it may affect your ability to complete the MHA Program.

Refer to the content in the MHA Resources Course for specific information on Background Checks, Drug Screen, and Immunization requirements for the Capstone project. Students must meet the requirements in these areas as directed by the MHA 6500 faculty, and failure to do so may result in a delay or issue with graduation.





## Advising & Career Support

It is the policy of Weber State University's MHA programs to advise and support all students' careers through a wide variety of programs and opportunities.

Acknowledging that both our MHA and eMHA programs have been created for working healthcare professionals, we understand that our students' current jobs and experiences do not preclude their want or need for ongoing career advice, support, and/or services. We therefore offer the following advising and career support programs, processes, and procedures.

### *Academic Advising*

From their first inquiry to graduation, MHA and eMHA students are offered specific and detailed information and support by our MHA Enrollment Director. The Enrollment Director responds to inquiries, assists in the program application process, and creates an individualized program of study for each student. Each semester our Enrollment Director assists

and advises students as they register for classes, personally answering all questions regarding courses, course materials, and professors. In addition, the Enrollment Director assists students through the process of graduation.

The MHA Program Director and all MHA/eMHA faculty also stand available to assist and advise students throughout the academic process.

### *Administrative Internships & Fellowships*

Extensive information about the availability of, and application materials for, Administrative Internships and Fellowships is made available to all MHA and eMHA students throughout their graduate program experience. This information is sent to all students as available, and often includes both local/regional health organization in-house opportunities and national fellowship opportunities. In addition, students wishing to apply for internships or fellowships can be referred to our Executive in Residence, or to prior successful alumni for help and consultation regarding their applications and distance or face-to-face interviews.



## *Executive in Residence*

Our in-house Executive in Residence is a seasoned and experienced C-Suite executive who is available to all MHA students, via both online/electronic methods and face-to-face, for career enhancing activities, such as, but not limited to:

- One-on-one career discussions
- Resume, interview and job search consultation
- Networking contacts
- Internship/Fellowship application consultation
- Case Study competition coaching



## *Scheduled Competency Review & Career Advisement*

A personalized scheduled competency review and career advisement session is provided to ALL students in Semester 2 of Year 1 and Semester 1 of Year 2. The Semester 2 Year 1 session is held with the MHA Program Director. The MHA Competency Model is discussed along with individual student competency attainment. Current work experience and career goals are discussed with guidance provided. Feedback from team and self-assessment data from Year 1 is also discussed with each student to provide insights into strengths and areas for improvement. Expectations and guidance for the 2nd year of the program is also discussed. The Semester 1 Year 2 session is held with the Executive in Residence. This personalized session focuses on the items from the Year 1 session as well as a key focus on career development. These sessions allow for all students to have planned one-on-one competency and career development at least once a year.

Other opportunities are also available to students that request them. See the Executive in Residence section above.



### *Career Mailings*

MHA and eMHA students are sent a list of fellowship, scholarship and career opportunity listings, as made available to the program.

### *Career Development Night*

A Career Development Night is provided for all 1st year students. This event provides the art and science of both leadership in relation to career development, as well as building a successful career, through informative sessions. Students are provided with resource materials that will enable them to enhance their interactions with program faculty and leadership in their scheduled and unscheduled guidance sessions.

### *MHA Alumni Association*

Our MHA Alumni Association hosts educational and networking events that include both current students and past graduates. In addition, the Alumni

Association has its own very active LinkedIn site where current and past students are encouraged to network and mentor each other.

### *Scholarship Opportunities*

Within WSU, and through our relationships with local, regional, and national health organizations, systems, and associations, scholarship opportunities are presented for our MHA and eMHA students. These scholarships not only support students in their current educational endeavors, but can also offer students the chance to attend and participate in local, regional, and national conferences. These experiences certainly enhance students' knowledge of the foci of these conferences, but also provide students with the vital opportunity to expand their professional network which is key to career progress and advancement. Students are made aware of these scholarships via our special emails as the opportunities arise.

### *Grievances Against Faculty* (PPM 10.3.2.4)



Grievances against an individual faculty member on grounds other than grading, course sanctions, academic dishonesty, or admission/standing in restricted enrollment programs shall be referred to the appropriate department chair, dean, vice president, or other responsible administrator for resolution according to the provisions of Section 9 of the PPM. Specific guidance with respect to this procedure should be obtained from the Due Process Officer. Individuals should submit their petitions as soon as possible but no later than six (6) months after the event or issue being contested. Where the interests of justice require, however, this time limit may be extended with the approval of the Due Process Officer. The student's petition must contain a statement of the relief sought (desired outcome) and a short account of the facts, reasons, and rationale to support the desired outcome.

#### *Grievances Against Staff/Administration (PPM 10.3.2.5)*

Whenever possible, complaints or grievances should be resolved at the lowest level possible (ie: staff member, supervisor, director, etc.). If unresolved, grievances against an individual member of the University staff or administration should be referred

to the vice president having supervisory jurisdiction over the subject matter of the complaint for resolution according to the provisions of the Student Code or other relevant portions of the PPM. (See PPM 3-31a). Specific guidance with respect to this procedure should be obtained from the Due Process Officer.

#### *Nondiscrimination & Accessibility*

Weber State University prohibits discrimination on the basis of race, color, national origin, pregnancy, genetics, age (over 40), disability, religion, sex, sexual orientation, gender identity/expression, veteran, active military status and other classifications protected by law. Additional information can be found [here](#).

#### *ADA Compliance*

Weber State University will provide full access to persons with disabilities to all University services, programs, and facilities, including multiple physical campuses and buildings, communication and



information services, websites, applications, and technological resources, and any ancillary or associated entities contracted by the University to provide such programs and services, as required by law. WSU faculty and staff shall work cooperatively with qualified students, employees and others who request accommodations in order to provide access to the programs, services and activities of the University, as required by law. If there are disputes regarding the accommodations, faculty and staff will work cooperatively to resolve such disputes. PPM 3-32 prohibits discrimination and harassment against individuals with disabilities.

### *Utah Healthcare Executives (UHE)*

Our state ACHE organization, the Utah Healthcare Executives (UHE), provides a formal mentoring program for any and all MHA and eMHA students who wish to participate. In addition, UHE holds well publicized monthly meetings that are free to our MHA students, regardless of membership. These meetings are not only educational, but excellent networking and mentoring events. All MHA and eMHA students are strongly encouraged to join ACHE and to become active in their state ACHE organizations.

## Career Development and Networking

### *Career Development Sessions*

Students receive one-on-one competency and career advisement during both Year 1 and Year 2 of the program. Students meet with the MHA Program Director during Year 1 and the MHA Program Executive in Residence during Year 2.

### *Career Development Skills and Practice*

During the MHA 6370 course taught in the first semester of the program, students are involved in career development activities. Students learn about art and science of leadership as well as professional and career development. Students are engaged with mentors and are able to practice the skills taught. This experience allows all students to gain a foundation in career and personal development that can then be built upon based on the student's desire for further connection with the Executive in Residence or a mentor.





*WSU Career Services*  
[weber.edu/careerservices](http://weber.edu/careerservices)

Weber State University also has a robust Career Services department that is available to all students. The Dumke College of Health Professions, in which the MHA/eMHA Program is housed, has a career counselor specifically assigned to it. Career Services offers a wide range of programs and services to all WSU students, including but not limited to: Employment and Training Resources; Partnering for Student Success; Career Resource Library; Job Search Assistance; and Career Exploration, Selection and Development.

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## Professional Associations

Membership and active participation in Professional

Organizations and Associations greatly enhances the careers of healthcare professionals. Below is a short list of organizations and associations in our discipline; there are far more associations and organizations than we wish to list here. Most national level professional organizations have a local or state chapter.

*Weber State MHA Alumni Association*  
[linkedin.com/groups/4685336](https://www.linkedin.com/groups/4685336)

The Weber State University MHA Alumni Association is comprised of students, graduates and honorary members of the MHA program. The Association is organized exclusively to support the MHA program, provide networking opportunities, and to further develop members as healthcare professionals. Stay updated and get involved by joining the [Weber State MHA Alumni Association](#).



*Weber State Alumni Association*  
[alumni.weber.edu](http://alumni.weber.edu)

As a member of the Weber State University Alumni Association (WSUAA) you provide assistance to former, current and future students through programs, events and scholarships. WSUAA members also receive valuable benefits.

*American College of Healthcare Executives (ACHE)*  
[ache.org](http://ache.org)

ACHE membership helps you excel professionally and advance excellence in healthcare management. Maximize your professional potential by earning your FACHE, the premier credential in healthcare management as an ACHE Fellow (FACHE), you'll have the knowledge, skills, and confidence to succeed.

*Utah Healthcare Executives (UHE): A chapter of ACHE*  
[utahache.org](http://utahache.org)

The mission of UHE is to meet the professional needs

of its members. WE promote excellence in healthcare leadership by providing forefront education and learning, aiding in career advancement, and enhancing communication and networking relationships among colleagues.

*Medical Group Management Association (MGMA)*  
[mgma.com](http://mgma.com)

MGMA is the premier association for professionals who lead medical practice. MGMA empowers medical group practices to innovate and create meaningful change in healthcare. With a membership of more than 40,000 medical practice administrators, executives, and leaders, MGMA represents more than 12,500 organizations of all sizes, types, structures and specialties that deliver almost half of the healthcare in the United States.

*Healthcare Financial Management Association (HFMA)*  
[hfma.org](http://hfma.org)

HFMA is the nation's premier membership



organization for healthcare finance leaders. HFMA builds and supports coalitions with other healthcare associations and industry groups to achieve consensus on solutions for the challenges the U.S. healthcare system faces today. We help healthcare stakeholders achieve optimal results by creating and providing education, analysis, and practical tools and solutions. Our mission is to lead the financial management of healthcare.

#### *American Healthcare Association (AHCA)*

[ahcancal.org](http://ahcancal.org)

The American Health Care Association is a non-profit federation of affiliate state health organizations, together representing more than 13,500 non-profit and for-profit nursing facility, assisted living, developmentally-disabled, and subacute care providers that care for approximately one million elderly and disabled individuals each day.

#### *Healthcare Information and Management Systems Society (HIMSS)*

The Healthcare Information and Management Systems Society is a global advisor, thought leader and member-based society committed to reforming the global health ecosystem through the power of information and technology. As a mission-driven nonprofit, HIMSS offers a unique depth and breadth of expertise in health innovation, public policy, workforce development, research and digital health transformation to advise leaders, stakeholders and influencers across the global health ecosystem on best practices. With a community-centric approach, our innovation engine delivers key insights, education and engaging events to healthcare providers, payers, governments, startups, life sciences and other health services organizations, ensuring they have the right information at the point of decision.





# Contact Us

**(801) 626-7259**

***[www.weber.edu/mha](http://www.weber.edu/mha)***

**Weber State University  
3959 Stadium Way  
Ogden, UT 84408-3911**

Ezekiel R. Dumke Jr. & Katherine W. Dumke  
CENTER FOR INTERPROFESSIONAL  
EDUCATION IN HEALTH CARE