REQUEST FOR APPROVAL OF REVISION OF THE DEGREE PROGRAM/MAJOR IN Health care Administration

1. **Department**: Public Affairs and Administration

2. **Full and exact title** of major, including degree earned: M.S. In Health Care Administration

3. **Purpose** of the proposed revision: [Why does this major need to be revised?]

4. List of all **program requirements** including prerequisites and courses.

**Degree Requirements**
The M.S. in Health Care Administration program requires completion of 48 quarter units consisting of required core courses, option area courses, and the capstone experience which may be a comprehensive exam, a project, or a departmental or university thesis. Of the 48 units, at least 35 units must be completed in residence (transfer units are limited to 13 quarter units), and at least 25 units must be in courses in the 6000 series. No course numbered 1000 to 25999 (or the equivalent, if taken elsewhere) may be used as part of the 48-unit graduate degree program.

No more than 8 units of Independent Study (HCA 6900) may be counted toward the 48 units required for the degree. Thesis, Project, or Graduate Synthesis (HCA 6901) credit may not exceed 4 units.

A grade point average of 3.0 must be maintained in all 48 quarter units taken to satisfy the degree requirements. Students who fail to maintain progress by falling below a 3.0 GPA in their graduate courses for two consecutive quarters will be academically disqualified by the university. All graduate degree requirements must be completed within five years.

Students accumulating more than 8 units of work graded "I" may not register for courses applicable to the degree until the "I" grades are removed.

**Capstone Experience**
Students have a choice of completing the program with a Departmental Thesis or University Thesis, Project, or Comprehensive Exam. Students who wish to take the Comprehensive Examination must enroll in HCA 6901 Graduate Synthesis (4 units). Students completing HCA 6901 are eligible to take the Comprehensive Exam, which is a proctored essay exam. Students who fail the Comprehensive Exam may retake HCA 6901 and the exam one more time, or they may choose to enroll in HCA 6909 Departmental Thesis or HCA 6910 University Thesis, or HCA 6899 Project. They may not do all three.

Students who wish to take HCA 6909 Departmental Thesis (4 units) or HCA 6910 University Thesis (4 units) should be aware of the procedural differences between a departmental and university thesis. The university thesis requires a two-faculty member committee and submission of the thesis to the university for final approval and binding. Two bound copies are required (one for the department and one for the university library). The university thesis deadline dates are listed in the catalog each year. The University Thesis Committee meets when called by the student or the faculty. Students completing the departmental
thesis may either sign up individually with a faculty advisor or meet in a scheduled graduate course. A departmental thesis is directed by one faculty member. Two copies of the departmental thesis are required for the department.

Most students complete the program by enrolling in HCA 6899. Students who wish to complete a project should enroll in HCA 6899 Project (4 units). HCA 6899 Project (4 units) serves as the capstone experience in the degree program. HCA 6899 must be taken as the last 4 units in the program. Students must satisfy the University Writing Skills Test requirement before they will be allowed to enroll in HCA 6899. A project has a strong practical action-oriented component accompanied by a written document. A project is directed by one faculty member. Two copies of the written component of the project are required for the department.

Grades of “SP” (Satisfactory Progress) may be given for a thesis that is not completed at the end of the quarter. The “SP” grade must be removed within five years or it will become an “F.” Grades of “RP” (Report in Progress) may be given for a project that is not completed at the end of the quarter. The “RP” grade indicates that work is in progress, but that a final grade cannot be assigned until additional work is completed. The “RP” grade must be removed within four quarters or it will become an "F".

5. List of New Course, Course Modification, and Course Discontinuance Requests, if any, submitted along with this proposal: None

6. RESOURCE IMPLICATIONS of the proposed revision, if any: None

7. Relationship of Revised Program to requirements for teaching credentials, accreditation and/or licensing, if any: None

8. CONSULTATION with other affected departments and program committee:
   
a) The following department(s) has (have) been consulted and raise no objections:
   All Departments in the College of Letters, Arts, and Social Sciences as well as the University community via SharePoint and were consulted and there were no objections.

b) The following department(s) has (have) been consulted and raise concerns: None

Department:
Concern:

9. Certification of DEPARTMENT APPROVAL by the chair and faculty.

   Chair: Toni Fogarty                        Date: 4/20/10

10. Certification of COLLEGE APPROVAL by the dean and college curriculum committee.

   Dean/Associate Dean: Gale Young        Date: 4/20/10