

HEALTH CARE MANAGEMENT

GRADUATE (MHA/MHI) STUDENT HANDBOOK



SCHOOL OF ALLIED HEALTH

Main office 618/453-7211
Fax618/453-7020
Website..... <http://sah.siu.edu/>

GRADUATE PROGRAM WEBSITES

MHA: sah.siu.edu/graduate/mha/

MHI: sah.siu.edu/graduate/mhi/

UNIVERSITY QUICK LIST

Bursar bursar.siu.edu or 618/453-2221
Financial Aidfao.siu.edu or 618/453-4334
International Admissionscie.siu.edu or 618/453-5774
Recordsregistrar.siu.edu or 618/453-2999
Transitional Programsregistrar.siu.edu/students/withdrawal.html or 618/453-7041
Graduate Admissions gradschool.siu.edu or 618-536-7791

Note: The contents of this Student Handbook are subject to change at any time by the HCM Program Director, or designee, with or without pre or post written/verbal notification.

Graduate Programs

Welcome to the Master of Health Administration/Health Informatics Graduate Programs!

Student Responsibilities:

For the student to achieve their ultimate academic goal, those in the MHA and/or MHI program of study will:

- Come prepared to each advisement appointment with questions or material for discussion, make regular email and telephone contact with the academic advisor each semester, and respond and take action as required/instructor by the academic advisor and/or MHA/MHI program director,
- Be knowledgeable of, and take responsibility for, their academic progress and status including: grades, academic history, academic schedule/enrollment, following program expectations, and scholastic standing,
- Learn and comprehend the University, College, School and MHA/MHI Program policies, procedures and requirements for major or minor graduation,
- Accept responsibility for their own actions and decisions,
- Understand progressing to graduation is ultimate the student's responsibility,
- Plan ahead as not every MHA/MHI class is offered every semester. Graduate students should map out their required courses when beginning their degree to determine their course completion. The Allied Health Specialist/Academic Advisor can assist MHA/MHI students with this, but ultimately it is the student's responsibility to know what the requirements are for completion of their degree and to follow the program's expectations and deadlines. Students who do not do this effectively may incur issues related to the inability to get enrolled in classes and/or delays in graduation.
- Ideally, advisement is conducted in person; however, email or phone appointments are available. Students should schedule their advisement meeting early in order to avoid possible delays in graduation.

MHA/MHI POLICIES AND EXPECTATIONS

1. **Email Address:** All MHA/MHI students are required to use their siu.edu email address. You will receive all email communications (including, but not limited to, information from SIU, your professors, advisors and career services, etc) at the **siu.edu** address. One will be assigned to each student. Students are expected to check their SIU email frequently (at least daily).
2. **Course Sequencing:** The Allied Health Specialist/Academic Advisor will assist, but proper scheduling of courses is ultimately the student's responsibility. MHA/MHI students who do not enroll in the classes in the proper sequence may experience delays in graduation. Students should always consult with the Allied Health Specialist/Academic Advisor prior to dropping any course as it may have an impact on completion of the course and graduation date. On campus or online course scheduling is subject to change without or without notification.
3. **Grade Point Average:** All students in the graduates programs must maintain a minimum GPA of 3.0/4.0 within the MHA/MHI for graduation. Students receiving a grade lower than a B twice in any individual core MHA/MHI course or those who fall below a 3.0/4.0 GPA for two subsequent semesters are immediately dropped from the graduate program(s) due to poor academic performance.
4. **Course Repeat Policy:** All MHA/MHI required courses may be repeated for a grade only once. MHA/MHI students receiving a letter grade below a "B" twice in any required MHA/MHI course will be removed from the program(s) due to poor academic performance, with the exception of internship/residency which if failed once, cannot be repeated. Students failing the internship/residency the first time are removed from the program(s) due to poor academic performance.
5. **Poor Academic Performance:** Students removed from the MHA/MHI programs due to poor academic performance, **are NOT allowed to be readmitted** to the MHA/MHI programs at a later date.
6. **Student Conduct and Academic Dishonesty Policy:** Adherence to the University's student conduct and academic dishonesty policy is required. This policy can be found online at www.siu.edu.
7. **Graduate School Requirements:** All graduate students must complete the requirements as outlined by the Graduate School. Students should initiate a discussion with these requirements with the Allied Health Specialist/Academic Advisor.

8. The MHA/MHI programs are accredited by the **Higher Learning Commission (HLC)**. All program policies, procedures, and curriculum **are subject to change without or without notification**.
9. **Online (MHI/MHA) required** core courses **are restricted** to students in the 100% **online program only**. On-campus MHA/MHI required core courses **are restricted** to students in the **on-campus programs only**. Students are prohibited from moving between the delivery formats.
10. Consult the Graduate Catalog requirements for the MHA/MHI to determine what courses are required for your degree(s). Students should discuss this with the Allied Health Specialist/Academic Advisor. It is the student's responsibility to access, read, and comply with all policies provided in the Graduate Catalog.

TRANSFER COURSES FOR CREDIT

MHA/MHI courses are created specific to our program goals. Therefore, our courses in graduate degrees rarely match exactly in terms of content with other institutions. Students may request a potential transfer course be reviewed as an equivalent to one of our MHA/MHI courses, but they do so understanding the course from the other institution must equal that of our course content for transfer course considerations. Courses will only be reviewed during the spring and fall semesters. NO review is allowed during the summer. Requests not following the deadlines or guidelines will not be reviewed or considered. Students should discuss this with the Allied Health Specialist/Academic Advisor.

INTERNSHIP/RESIDENCY

The internship is an optional offering for the MHA/MHI and may be selected rather than the graduate project. Graduate students interested in the internship/residency option must declare this within the first semester they begin the MHA/MHI courses due to the legal documents that must be completed between the university and the internship/residency site. Failure to declare the internship/residency option as stated may result in the student being unable to choose the internship/residency rather than the graduate project unless they are willing to delay their expected graduation. All internships/residencies will be under the direct supervision of experienced preceptors and the internship/residency coordinator and cannot begin until all the legal documents have been completed. Students should discuss this with the Allied Health Specialist/Academic Advisor.

For those MHA/MHI students who choose the internship/residency option, they are expected to identify and secure their own site, but the internship/residency coordinator will assist in the process if necessary. The program reserves the right to place a student at a specific site not of the student's choosing, which will be coordinated by the internship/residency coordinator, if warranted by the MHA/MHI program director. Students understand they may complete the internship/residency at sites that are in other

geographical areas requiring travel and possible temporary relocation of living arrangements. Securing housing and other living arrangements as well as all expenses related is the student's responsibility.

Graduate students participating in internships/residencies must provide immunization records and may be required to undergo a criminal background check, drug screening, and facility orientation, etc. Other forms or processes may be required per the preceptor, internship/residency site, internship/residency coordinator and/or university. MHA/MHI students are responsible for adhering to the internship's/residency's policies, (including dress code), at the student's personal expense. MHA/MHI students who do not satisfactorily pass the background check and drug screening may find it difficult to secure an internship/residency in the field of healthcare and may be removed from the MHA/MHI program unless they then choose the graduate project option.

With assistance from the internship/residency coordinator, students will initiate and complete the processes involved with internship site selection and applicable university approval processes. Internship/residency hours cannot begin until all approvals have been obtained from the faculty member overseeing the internship/residency processes, the internship/ residency site, and the university. Any contact hours students participate in prior to the internship being appropriately approved cannot be counted toward the required contact or credit hours. MHA/MHI students understand that facility preceptors may dismiss them from their internship/residency for failure to comply with facility rules and guidelines, poor performance, or a variety of other issues. The internship/residency option cannot be repeated if failed, so students being dismissed from their internship/residency by their preceptor would earn a failing grade for the internship/residency course and therefore, would not graduate with the MHA/MHI degree unless they successfully complete the graduate project option. For other information about the required internship/residency, students should discuss with the Allied Health Specialist/Academic Advisor.

MHA/MHI POLICY ACKNOWLEDGEMENT

My signature acknowledges that I have read, understand, and agree to the policies outlined in this student handbook.

My format of study for the MHA/MHI core courses is (check one):

On Campus

Online

Student Signature: _____

DAWG TAG# _____

Date: _____

Advisor Signature: _____

Date: _____