

HEALTH CARE ADMINISTRATION, COMPREHENSIVE MAJOR

(Code 660-054)

University Requirements

GRADUATION REQUIREMENTS FOR BACCALAUREATE DEGREE

Credit Requirements

Minimum total for graduation ¹	120
Upper division credits (courses numbered 300 and higher)	39
Liberal Education Core (http://catalog.uwec.edu/undergraduate/graduation-requirements/#header1)	36
Academic Concentrations (http://catalog.uwec.edu/undergraduate/graduation-requirements/#header16)	
Grade Point Requirements (http://catalog.uwec.edu/undergraduate/graduation-requirements/#header14) ²	
Total	2.00 average
Resident	2.00 average
Major	2.00 average
Minor	2.00 average
Certificate	2.00 average
University Residency Requirements (http://catalog.uwec.edu/undergraduate/graduation-requirements/#header15)	
Minimum total	30
Senior year	23
Major, Standard, upper division in residence	12
Major, Comprehensive, upper division in residence	21
Certificate	25 percent of credits

Procedures Required for Graduation

Obtain admission to the degree program and/or the College offering it.

Apply for graduation on CampS.

¹ Certain programs exceed this minimum.

² See special requirements in each College.

Applicability of Credits Toward Graduation

Junior College or Two-Year College Credits. A maximum of 72 semester credits earned in a junior college or two-year college will be accepted as degree credits at UW-Eau Claire.

Extension Credits. Credits earned in credit outreach courses offered by UW-Eau Claire are treated as resident credits. Credits earned in extension courses offered by other units of the University of Wisconsin System are treated as transfer credits. All other (non-UW) extension and correspondence credits are normally limited to one-fourth of the total required for graduation from any curriculum.

WTCS Credits. A maximum of 72 semester credits earned in college parallel programs at Madison Area Technical College, Milwaukee Area Technical College, Nicolet Area Technical College, or Chippewa Valley Technical College may be accepted as degree credits at UW-Eau Claire. A set number

of general education courses will be accepted from other technical schools. Occupational and technical courses may also be considered for transfer if the quality and content of the course work from the technical college is judged to be comparable to course work at UW-Eau Claire. Refer to the Transfer Credit Wizard (https://my.uwec.edu/psp/PUBLIC/EMPLOYEE/HRMS/c/EAU_SS_CUSTOM.EAU_TRNCRDWZ.GBL) or contact the UW-Eau Claire Admissions Office for information about the current transfer policy.

USAFI Credit. UW-Eau Claire will accept up to 32 semester credits for work done through the United States Armed Forces Institute, under the provision for non-UW correspondence credit (see Extension Credits above).

Activity Credit (band, chorus, drama, KINS 100-184 courses) Students may count toward graduation no more than one credit of KINS 110-184 courses. Students may count toward graduation no more than four credits earned in any single activity course and no more than 12 credits resulting from any combination of activity courses (excluding KINS 110-184 courses).

Other Restricted Credits. For other University restrictions, see the following: Cooperative Education; Credit by Examination; Satisfactory/Unsatisfactory Registration; Transfer of Credits. College or departmental restrictions may also be placed on Independent Study (399-499 courses), Directed Study (395-495), and other types of credits.

APPLICABILITY OF CREDITS TOWARD GRADUATION

	Credit Restrictions
Satisfactory/Unsatisfactory	
Total degree credit	maximum 12
Major, Standard	maximum 1 course
Major, Comprehensive	maximum 2 courses
Minor	maximum 1 course
Credit by Examination	
Total degree credit	maximum ¼ of total
Major or minor	maximum ½ of total
Two-Year College Credits	
Total degree credit	maximum 72 credits
Activity credit (band, chorus, drama, KINS 100-184)	
Total KINS 100-184	maximum 1 credit
Total Band, chorus, drama	maximum 12 credits
Single course band, chorus, drama	maximum 4 credits
Extension credits	
UW-System	no maximum
Other extension/correspondence	maximum ¼ of total
USAFI	
USAFI	maximum 32 credits

Liberal Education Core

The University of Wisconsin-Eau Claire measures learning outcomes to ensure that its graduates have achieved a liberal education and prepared themselves to contribute to a complex society. Upon graduation, each undergraduate will have met the five learning goals of our liberal education core and the 12 learning outcomes they comprise.

LIBERAL EDUCATION CORE REQUIREMENTS	a minimum of 36 credits
Knowledge Goal	
Knowledge Outcome 1 (K1): Natural Sciences (http://catalog.uwec.edu/undergraduate/attribute-k1/)	Two (2) learning experiences
One experience in laboratory science must be selected from either K1 or K2.	
Knowledge Outcome 2 (K2): Social Sciences (http://catalog.uwec.edu/undergraduate/attribute-k2/)	Two (2) learning experiences
One experience in laboratory science must be selected from either K1 or K2.	
Knowledge Outcome 3 (K3): Humanities (http://catalog.uwec.edu/undergraduate/attribute-k3/)	Two (2) learning experiences
Knowledge Outcome 4 (K4): Fine Arts (http://catalog.uwec.edu/undergraduate/attribute-k4/)	One (1) learning experience
Skills Goal	
Skills Outcome 1 (S1): Written and Oral Communication (http://catalog.uwec.edu/undergraduate/attribute-S1/)	Two (2) learning experiences
One S1 must meet the University Writing Requirement (http://catalog.uwec.edu/undergraduate/graduation-requirements/#header10)	
Skills Outcome 2 (S2): Mathematics (http://catalog.uwec.edu/undergraduate/attribute-S2/)	One (1) learning experience
One S2 to meet the University Mathematics Requirement (http://catalog.uwec.edu/undergraduate/graduation-requirements/#header11)	
Skills Outcome 3 (S3): Creativity (http://catalog.uwec.edu/undergraduate/attribute-S3/)	One (1) learning experience
Responsibility Goal	
Responsibility Outcome 1 (R1): Equity, Diversity, and Inclusivity (http://catalog.uwec.edu/undergraduate/attribute-R1/)	Two (2) learning experiences
One R1 must satisfy Design for Diversity (http://catalog.uwec.edu/undergraduate/attribute-DDIV/#header13)	
Responsibility Outcome 2 (R2): Global Perspectives (http://catalog.uwec.edu/undergraduate/attribute-R2/)	One (1) learning experience
Responsibility Outcome 3 (R3): Civic and Environmental Issues (http://catalog.uwec.edu/undergraduate/attribute-R3/)	One (1) learning experience
Integration Goal	

Integration Outcome 1 (I1): Integration (<http://catalog.uwec.edu/undergraduate/attribute-I1/>) Two (2) learning experiences

Service-Learning Goal
 Service-Learning (<http://catalog.uwec.edu/undergraduate/attribute-SL/#header13>) 30 hours

College Degree Requirements Bachelor of Business Administration Degree Requirements

Credits for Graduation
 All candidates for the BBA degree need a minimum of 120 credits to graduate, to include a minimum of 48 semester credits in courses other than those offered by the College of Business. The Health Care Administration major is exempt from the 48-credit requirement.

Student Professional Development Program
 All students pursuing a major in the College of Business must complete the Student Professional Development Workshops. All students pursuing a minor in the Department of Management and Marketing must complete the Student Professional Development Workshops. The program is designed to equip students with the skills needed to present themselves in a professional manner during their job search and to other professionals once they enter their chosen careers. Students are highly encouraged to complete the workshops prior to the end of their third semester on campus. The workshops are prerequisites for a number of 300-level courses in the College of Business Core and need to be completed prior to registration for those courses.

The program consists of four workshops: The Business Professional, Professional Image, Professional Etiquette, Professional Networking Event. For more information, visit the College of Business website (<http://www.uwec.edu/academics/college-business/academic-resources/student-professional-development-program/>).

Grade Point Requirements
 Candidates for the BBA degree must earn a minimum GPA of 2.00 in their major and in courses taken in residence. (See the special requirements for the Comprehensive Major in Accounting (<https://catalog.uwec.edu/undergraduate/business/accounting-finance/accounting-comprehensive-major-bba/>) and Health Care Administration (<https://catalog.uwec.edu/undergraduate/business/management-marketing/health-care-administration-comprehensive-major-bba/>.) If a minor is required, or is to be listed as an official minor, the candidate must earn a minimum GPA of 2.00 in the minor.

- No course may be taken on a Satisfactory/Unsatisfactory basis as part of a major, minor, or certificate described by one of the departments in the College of Business.
- Business courses may be taken on a Satisfactory/Unsatisfactory basis only concurrent with or following completion of the student's major or business minor.

Admission Requirements Admission to the Health Care Administration Program

Students intending to major in Health Care Administration should indicate their area of interest when they apply to the University so they may be admitted as "Pre-Health Care Administration." Students may declare "Pre-Health Care Administration" at any time, but must formally apply for acceptance into the Health Care Administration program. The deadlines for filing applications to the

Health Care Administration program are posted each semester in October and March, following group information/application meetings.

Enrollment in this program is limited and competitive. Students who are not admitted may reapply for a future cohort year assignment, or may consider an alternative course of study.

In order to be considered for admission to the Health Care Administration Program, the student must:

1. be declared as Pre-Health Care Administration.
2. complete all application materials (essay, application, proposed degree plan with desired administrative residency cohort year).
3. have a resident and total GPA of at least 2.75.

Other data that may be utilized by the HCAD Admissions Committee include high school rank in class, previous collegiate records, and standardized tests such as ACT or SAT.

Administrative Residency

Following satisfactory completion of all required campus-based courses, including Liberal Education, the student is eligible for enrollment in the Administrative Residency.

The administrative residency, consisting of 50 weeks in an affiliated health care institution, is started at the beginning of the summer session. Students are enrolled at UW-Eau Claire for the courses taken while at affiliated institutions and pay full fees to the University. Students in the administrative residency receive a provider-sponsored stipend.

Positions for administrative residency experience are highly competitive. The University does not guarantee placement in the administrative residency but does aid the student in every way possible. Since academic achievement plays a part in selection of students for the administrative residency, resident and total GPAs above the 2.75 minimum are recommended. Application to administrative residency positions occurs one year prior to the administrative residency starting date.

Administrative Residency Cohort

At the time of admission to the program, students are assigned to the administrative residency cohort for a specific year. Application to specific administrative residency sites occurs the year prior to placement, and there is a competitive application process for administrative residency sites among admitted students. More information about this process may be found on the Health Care Administration program website (<https://www.uwec.edu/academics/college-business/departments-programs/management-marketing/academic-offerings/majors-minors/health-care-administration/>). Even if placed at an administrative residency site, students must meet academic standing requirements and have completed all non-administrative residency course work before being allowed to move forward. If the student's degree plan changes such that more time is required to complete non-administrative residency course requirements, students may be reassigned to a future cohort.

Student Background Check and Health Requirements

State law requires background checks on all students placed at the clinical administrative residency sites. All students accepted into the program must complete the Wisconsin Department of Health and Family Services Background Information Disclosure, as well as a release for a Wisconsin Department of Justice Criminal Background Check. Non-resident students must also have background checks completed in their state of residence. Additional information regarding the Wisconsin Caregiver Program can be

obtained from the Wisconsin Department of Health Services website (<https://www.dhs.wisconsin.gov/caregiver/>).

Within 90 days prior to beginning the administrative residency experience, the student must have a physical exam to provide evidence that the student is free from infectious disease and evidence of a TB skin test. A chest X-ray is required if the TB skin test is positive. It is also recommended that students be vaccinated annually against influenza. Students are not permitted to participate in clinical course work unless all immunizations, TB tests, and background checks are current.

All expenses associated with background checks and health requirements are borne by the student unless the Student Health Service specifically indicates otherwise. Students are not covered by health or accident insurance by UW-Eau Claire, the administrative residency facility, or the administrative residency institution. In addition, workers' compensation insurance does not cover students while engaged in clinical practice. For example, if a student suffers a needle stick or is hurt while in their administrative residency, they will need personal health insurance to cover medical bills.

Readmission to the Health Care Administration Program

Students who withdraw from the program and wish to return for completion must send a letter requesting readmission to the Management and Marketing department at least three months in advance of the desired readmission date.

Applicants must meet the current admission requirements of the Health Care Administration program. Consideration will be given to the length of absence, the student's ability to achieve, and availability of space in the student's desired administrative residency cohort. If readmission to the program is granted, the remaining program will be planned as considered best for the student and according to the current curriculum.

Termination from Program

A student may be terminated from the Health Care Administration program for any of the following reasons:

1. Failure to maintain good academic standing.
2. Failure to demonstrate the potential for consistently safe, responsible, and ethical professional practice.
3. Likelihood that a student's condition, presentation, or prior experience will adversely affect the student, other persons, the University, an agency or site used for administrative residency, or the patients or residents served.

If a student demonstrates deficiencies during the administrative residency experience that the faculty or administrative residency supervisor determine to be clearly unsafe or unprofessional behavior, the student will be immediately removed from the administrative residency situation.

A student who has been notified of termination from the program may appeal for reinstatement. This policy applies to termination from the Health Care Administration program only. A student's status within the University remains subject to University academic standing policies.

Major Requirements

(Code 660-054)

The Health Care Administration program at UW-Eau Claire offers bright and committed students the opportunity to work with faculty who are dedicated to preparing leaders in a wide variety of health care organizations and to the individual development of each student. The goal is to prepare

students to make a positive difference in the lives of others by joining efficient management practices with dedication to service.

This program focuses on the post-acute care continuum of health care institutions and services. For students who want to enter the acute care sector (hospitals), this program has proven an excellent preparation for the graduate education required.

All Health Care Administration students complete a 12-month administrative residency experience at one of the many affiliated health care facilities in Wisconsin, Minnesota, Illinois, and Iowa. Graduates are thereby ready upon graduation to begin performing as leaders and managers in health care. The Health Care Administration program is HSE-accredited by the National Association of Long Term Care Administrator Boards (NAB). Graduates of the Health Care Administration Program are eligible to take the Wisconsin, Minnesota, and 22 other states' licensure examinations for Nursing Home Administrators (NHA). Most other states accept graduates from this program for licensure on an individual review basis.

Transferring Students. Any student anticipating transferring to UW-Eau Claire for the Health Care Administration Program is urged to consult the university Admissions Office as early as possible for information about GPA and course requirements for admission and for the degree requirements. Official review of the student's academic record is made by the Admissions Office. Transfer students may declare Pre-Health Care Administration when transferring, or may apply for acceptance into the Health Care Administration program prior to transferring to the university.

Costs. Health Care Administration is a professional discipline, and students enrolled in the program must anticipate some additional costs that are directly related to the Health Care Administration program. These include textbooks, health requirements, technology costs (e.g., laptop and internet access), and transportation and lodging associated with the administrative residency experience and learning modules.

Scholarships. Several scholarships are available to students in the Health Care Administration major. Additional information may be obtained from the College of Business website (<http://www.uwec.edu/academics/college-business/academics-resources/scholarships/>) or by visiting the Scholarship section of the Admissions website (<https://www.uwec.edu/admissions/scholarships/>).

Health Care Administration Major Proficiency Requirements

Proficiency requirements include basic prerequisite courses and/or competencies for the major. These are not counted as credits in the major.

Code	Title	Credits
BIOL 151	Biology of Humans	4
BIOL 196	Human Nutrition	3
ECON 103	Principles of Microeconomics	3
ECON 104	Principles of Macroeconomics	3
MATH 246	Elementary Statistics	4
PSYC 100	Introduction to Psychology	3
Total Credits		20

Requirements of the Health Care Administration Major ¹

Code	Title	Credits
Core Courses Related to Administration		28 Credits
ACCT 201	Introduction to Accounting	3

BCOM 206	Business Writing	2
BCOM 207	Business Presentations	2
BSAD 300	Equity, Diversity, and Inclusion in the Workplace	1
BSAD 305	Legal and Regulatory Environment	3
HCAD 375	Health Care Reimbursement and Financial Management	3
IS 240	Information Systems in Business	3
MGMT 340	Organizational Behavior	3
MGMT 349	Human Resource Management	3
MKTG 330	Principles of Marketing	3
Core Courses Related to Health Care		17 credits
ECON 280	Health Economics	3
NRSNG 220	The Language of Health Care	1
HCAD 101	Introduction to Health Care Administration	1
HCAD 201	Overview of the U.S. Health Care System	3
HCAD 222	Multidisciplinary Perspectives on Aging	3
HCAD 301	Foundations of Quality Management in Health Service	3
HCAD 302	Leadership and Management Practices in Health Services	3
Health Care Administration Administrative Residency ²		31 credits
Summer Session		
HCAD 400	Administrative Residency I	3
HCAD 420	Health Care Management Competencies	3
Fall Semester		
HCAD 401	Administrative Residency II	6
HCAD 403	Resident Service and Supports in Health Care	1
HCAD 404	Quality Management Applications in Health Care	1
HCAD 405	Human Resources Management in Health Services	1
HCAD 421	Leadership and Prof Development in Health Services	3
Winterim		
HCAD 413	Health Care Rules and Regulations	1
Spring Semester		
HCAD 402	Administrative Residency III	6
HCAD 406	Data Driven Health Care Decision Making	1
HCAD 407	Financial Management in Health Care	1
HCAD 408	Marketing and Public Relations in Health Services	1
HCAD 422	Organizational Leadership Practices in Health Care	3
High Impact Practices Assessment ³		

- ¹ Health Care Administration majors must meet the following minimum grade and GPA requirements:
 - Students must earn a C or higher in BCOM 206 and BCOM 207 .
 - Students must complete all required courses for the major with a grade of C- or above.
 - Overall GPA must be at least 2.75.
 - No course required for the degree in health care administration may be taken on a satisfactory/unsatisfactory basis (except for HCAD 400 and HCAD 401).
- ² The university service-learning requirement is satisfied within the required administrative residency experience.
- ³ Health Care Administration majors must complete the High Impact Practices (HIP) assessment during their last semester.

Program Learning Outcomes

Students completing this program will be expected to meet the following learning outcomes:

1. Students possess the knowledge and skills necessary to ensure that resident rights, quality of care, and quality of life can be maximized by assessing, planning, implementing, and evaluating resident services
2. Students possess the knowledge and skills necessary to ensure they can facilitate a comprehensive human resources program that recognizes the need for effective engaged employees to successfully deliver resident centered care.
3. Students possess the knowledge and skills necessary to ensure they can facilitate a comprehensive fiscal management program to achieve the organization's financial performance objectives and to provide ongoing resident services.
4. Students will possess the knowledge and skills necessary to ensure they are providing an environment and atmosphere that promotes, protects, and provides resident centered care and quality of life.
5. Students will possess the knowledge and skills necessary to ensure innovation and strategic direction in alignment with organizational mission, vision, values, and purpose; effectively managing resources to ensure maximum performance and impact; integrating skills needed for daily management of the facility; implementing systems and nurturing relationships to ensure success in a complex and dynamic industry.