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 36

Academic Concentrations

Grade Point Requirements 2

<table>
<thead>
<tr>
<th>Total</th>
<th>2.00 average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>2.00 average</td>
</tr>
<tr>
<td>Major</td>
<td>2.00 average</td>
</tr>
<tr>
<td>Minor</td>
<td>2.00 average</td>
</tr>
<tr>
<td>Certificate</td>
<td>2.00 average</td>
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</tbody>
</table>

University Residency Requirements

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 |

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 four learning goals of our liberal education core and the 11 learning outcomes they comprise.
**LIBERAL EDUCATION CORE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Knowledge Goal</th>
<th>Knowledge Outcome 1 (K1): Natural Sciences</th>
<th>Two (2) learning experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One experience in laboratory science must be selected from either K1 or K2.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge Outcome 2 (K2): Social Sciences</td>
<td>Two (2) learning experiences</td>
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<tr>
<td></td>
<td>One experience in laboratory science must be selected from either K1 or K2.</td>
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<tr>
<td></td>
<td>Knowledge Outcome 3 (K3): Humanities</td>
<td>Two (2) learning experiences</td>
</tr>
<tr>
<td></td>
<td>Knowledge Outcome 4 (K4): Fine Arts</td>
<td>One (1) learning experience</td>
</tr>
<tr>
<td>Skills Goal</td>
<td>Skills Outcome 1 (S1): Written and Oral Communication</td>
<td>Two (2) learning experiences</td>
</tr>
<tr>
<td></td>
<td>One S1 must meet the University Writing Requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skills Outcome 2 (S2): Mathematics</td>
<td>One (1) learning experience</td>
</tr>
<tr>
<td></td>
<td>One S2 to meet the University Mathematics Requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skills Outcome 3 (S3): Creativity</td>
<td>One (1) learning experience</td>
</tr>
<tr>
<td>Responsibility Goal</td>
<td>Responsibility Outcome 1 (R1): Equity, Diversity, and Inclusivity</td>
<td>Two (2) learning experiences</td>
</tr>
<tr>
<td></td>
<td>One R1 must satisfy Design for Diversity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Responsibility Outcome 2 (R2): Global Perspectives</td>
<td>One (1) learning experiences</td>
</tr>
<tr>
<td></td>
<td>Responsibility Outcome 3 (R3): Civic and Environmental Issues</td>
<td>One (1) learning experiences</td>
</tr>
<tr>
<td>Integration Goal</td>
<td>Integration Outcome 1 (I1): Integration</td>
<td>Two (2) learning experiences</td>
</tr>
<tr>
<td>Service-Learning Goal</td>
<td>Service-Learning</td>
<td>30 hours</td>
</tr>
</tbody>
</table>

**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 and Health Care Administration.) 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.

**Practicum**

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

The practicum, 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 practicum receive a provider-sponsored stipend.

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

**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. 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 practicum 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.

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.

**Practicum Cohort**

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

**Transferring Students**

Any student anticipating transfer 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 as described above prior to transferring to the university.

**Student Background Check and Health Requirements**

State law requires background checks on all students placed at the clinical practicum sites. All students accepted into the program must complete the Wisconsin Department of Health and Health 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 practicum 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 practicum facility, or the practicum 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 practicum, 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 practicum 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 practicum, or the patients or residents served.

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

**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 practicum experience and learning modules.

**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 practicum 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.

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/academic-resources/scholarships) or by visiting the Financial Aid website (http://www.uwec.edu/finaid/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.

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

NOTE: The university service-learning requirement is satisfied within the required practicum experience.

Requirements of the Health Care Administration major

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 Diversity in the Workplace 1
BSAD 305 Legal and Regulatory Environment 2
HCAD 375 Fundamentals of Health Care Finance 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
NRSG 220 The Language of Health Care 1
HCAD 101 Introduction to Health Services Administration
HCAD 201 Overview of the U.S. Health Care System: A Policy Perspective 3
HCAD 222 Multidisciplinary Perspectives on Aging 3
HCAD 301 Foundations of Quality Management Systems in Health Service 3

HCAD 302 Leadership and Management Practices in Health Services

Health Care Administration Practicum 31 credits

Summer Session
HCAD 400 Fundamental Field Experience Skills I 3
HCAD 420 Fund Health Care Management Competencies 3

Fall Semester
HCAD 401 Fundamental Field Experience Skills II 6
HCAD 403 Resident Service Management 1
HCAD 404 Quality Management in Health Care 1
HCAD 405 Health Services Human Resources Management 1
HCAD 421 Health Care Admin Prof Development 3

Winterim
HCAD 413 Health Care Rules and Regulations 1

Spring Semester
HCAD 402 Fundamental Field Experience Skills III 6
HCAD 406 Information Use and Systems 1
HCAD 407 Financial Management in Health Care 1
HCAD 408 Marketing and Public Relations in Health Services 1
HCAD 422 Strategic Health Care Leadership Practices 3

Minimum grade and GPA requirement
• 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).

HIP Assessment
Health Care Administration majors must complete the High Impact Practices (HIP) assessment during their last semester.