

# Bay Path University: MS Healthcare Administration Program

## Student's Acknowledgement of Program Expectations

Welcome to the Master of Science in Healthcare Administration (MHA) program at Bay Path University! Please review the expectations of graduate students below. Signing and returning this form affirms your knowledge and understanding of program policies as you prepare to enroll in classes.

### Academic Standards & Degree Progress

- **Academic Standing:** Students must earn a **grade of B or better** in all courses to maintain sound academic standing.
  - Earning a B- requires retaking the course (at standard tuition rate) to earn a B or higher.
  - Earning a C+ or below in any course results in automatic administrative withdrawal from the University.
- **Degree Audit:** Review your degree audit each semester to ensure accuracy and to stay on track with your plan of study.
- **University Policies:** All students are responsible for adhering to university policies set forth in the Graduate Catalog. Please review them carefully, so you are aware of what you need to do.
- **Academic Integrity:** All students are expected to maintain the highest standards of academic honesty, submitting original work in accordance with university academic integrity policies.
- **Commencement Eligibility:** To participate in May Commencement, you must be actively enrolled, maintain passing grades during that commencement spring semester, and be on track to complete all degree requirements by the end of the summer semester.

### Communication & Engagement

- **BPU Email:** Check your Bay Path Google email **daily** while enrolled in active courses, and at least 4 times per week during breaks, to ensure you don't miss time-sensitive updates.
- **MHA Canvas Community:** Once you are registered for your first courses at Bay Path, you will be enrolled in the MHA Canvas Community. This is where you will go for essential program news, announcements, and resources. Check this weekly to ensure you do not miss anything.

### Financial Aid

- Monitor your financial aid status. Low grades, changing degree programs, dropping courses late, adding courses outside of your degree, etc., may have financial aid implications. Federal financial aid guidelines limit the number of classes a student can complete within a program.

### Professional Conduct

- **HIPAA & Confidentiality:** Professionalism, ethical conduct, and confidentiality are critical components in healthcare leadership and in this program. All students must uphold HIPAA privacy standards. Any facility, patient, provider or other data discussed for educational purposes must be fully de-identified. Unauthorized disclosure outside class environments is strictly prohibited and violations may be subject to disciplinary consequences.

### Disclosures

- Third-party organizations or vendor materials referenced in coursework serve purely as educational case studies and do not constitute an official endorsement by the university.
- Requirements in the MHA program, policies, financial aid, and other areas are subject to modification due to changes as stipulated by Bay Path University and the accrediting agencies.

**By signing below, I acknowledge that I have read, understood, and agree to follow the program policies and expectations outlined above for the Bay Path University MHA program.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_