

**Bachelor of Science in Health Administration**

**Student Handbook**

College of Professional Sciences

Xavier University

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Approved by the Health Services Administration Department

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# INTRODUCTION

The Bachelor of Science in Health Administration (BSHA) Student Handbook outlines policies and procedures specific to this program and describes the minimum program level requirements that apply to all BSHA students. In addition to the policies found in this handbook, each student is expected to read and adhere to the requirements, policies, and procedures of Xavier University as described in the Xavier University Student Handbook (<https://www.xavier.edu/handbook/index>), including Privacy Rights (<https://www.xavier.edu/handbook/family-educational-rights-and-privacy-act-ferpa/index>) ), Title IX (<https://www.xavier.edu/titleix/index> ), and Registration Policies and Procedures (<https://www.xavier.edu/academic-advising/academic-advising-resources/advising-policies-and-procedures/index> ), which can be found on Xavier University’s website.

This document is not meant to be all inclusive. In the event of a conflict between the BSHA Student Handbook and the Xavier University Undergraduate Policies and Regulations, the policies and regulations deemed by the BSHA Program Director to be of a higher standard or more restrictive shall take precedence. The University and the Program reserve the right to revise these policies and guidelines with or without prior notice, and to depart from the policies and guidelines in individual circumstances where it is deemed by advisable to do so by the BSHA Program Director.

# SECTION 1: Vision and Mission Values of the BSHA Program

# Vision

# Our graduates shape the future of the health sector.

# Mission

# The Undergraduate Program in Health Administration at Xavier University prepares students with the knowledge and skills to be informed, ethical, service-oriented professionals who excel at entry-level health positions.

# Values

The following are the values to which students, faculty and staff are committed:

* Respect - positive regard and consideration for others.
* Accountability - responsibility for one’s actions, behavior and decisions.
* Integrity - consistently adhering to moral and ethical principles.
* Equity - fairness and justice for all.
* Open communications – a willingness to
	+ share information in an equitable way;
	+ enter into dialogue in which both listening and speaking are valued;
	+ create an interpersonal climate in which people have freedom to express opinions, thoughts and feelings without fear.

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# SECTION 2: Academics

# Course Attendance Policy

Attendance at all class meetings is expected. If a student is unable to attend a class, the responsibility of missed class content is the sole responsibility of the student. Tests and written assignments will include content covered in class and in the assigned readings.

**Attendance Procedure**

1. The instructor will document student attendance.
2. Students will be documented as present if they are in class and on time.
3. Excused absences include:
* The wedding or funeral of a close family member
* A required activity for another class or university sponsored event, with a memo from the professor or university sponsor provided to the professor at least one week ahead of the absence
* A documented medical event, with dated, timed and signed documentation (all other Protected Health Information may be redacted)
* A documented legal event, with dated, timed and signed documentation (all other confidential information may be redacted)
* Religious holidays not otherwise taken as holidays by the university

Students have one week from the date of their return to class to submit documentation for excused absences to the instructor. Failure to submit documentation within one week will result in the absence being unexcused.

1. Final decisions regarding attendance are at the discretion of the instructor for the course. Courses with teams, projects and community service may have additional specifications.

*You are allowed a specified number of unexcused absences without penalty.*

* One unexcused absence for courses that meet once per week
* Two unexcused absences for courses that meet twice per week
* Three unexcused absences for courses that meet three times per week

Students are advised to save these “free” days for unavoidable weather, minor illness and personal events.

Penalty: Unexcused absences, greater than the number specified above**,** will result in the reduction of the student’s final grade of 1.5% for each unexcused absence.

# Internship Requirement

The internship requirement is 400 hours with a health-related organization. This is the equivalent of 10 weeks of full-time employment. The BSHA Program Director will make the final determination of an internship meeting the definition of health-related. Students are expected to confirm that their internship requirements will be satisfied prior to accepting the role.

The responsibility for finding an internship rests with the student. However, the department will assist in the process. All students take the 1-credit hour HESA 370: Professional Development course. This course will help students learn how to identify and apply for internships. Also, faculty are available to assist students with networking contacts, and the department works to establish ongoing relationships with healthcare organizations interested in hiring interns. While many internships are paid, there are also many good internships that do not pay.

All students are required to take HESA 371: Internship course to full-fill their internship requirement. Students may elect to take HESA 372: Internship II. This course requires an additional 180 hours of an internship, shadowing, or volunteer experience in a health-related organization. It is expected the student will have the internship, shadowing, or volunteer experience secured prior to the start of the course. The instructor may request the student to withdraw if this expectation is not met.

# Study Abroad and Immersion Opportunities

In addition to Xavier’s wide range of study aboard opportunities, the Interprofessional Population Health Immersion program is a BSHA and School of Education collaboration, with faculty from both areas leading programs during the summer through the Center for International Education Abroad. Through this program, students can take advantage of opportunities to study abroad and learn about how other countries manage health. It is a two-week program, and the countries visited vary by year. Talk to your advisor if you are interested in learning more.

Learn more about Xavier’s study abroad and immersion opportunities at: <https://www.xavier.edu/study-abroad/index>.

# Class Participation

Class participation is considered particularly important in the BSHA program. The field of health administration is communication-intensive, and we therefore want students to gain comfort with speaking in groups. Also, we believe that a class environment with active participation results in better learning.

Participation will count for a percentage of your final grade determined by your instructor. Typically, this will be between 5% and 20% depending on the nature of the course and instructor’s preference.

Active participation includes:

**In-seat courses**

* Being on time to class
* Being awake and alert in class, not focused on other things (i.e. other homework or activities)
* Asking questions
* Offering your perspectives
* Sharing information
* Being active in small group activities
* Showing respect to your classmates, guests, and faculty
* Being dressed appropriately (*business casual*) for guest speakers, presentations, and other class events as instructed by your instructor

**Online courses and online portion of hybrid courses**

* Being active in the course: There should be evidence that you have been on the course site multiple times per week.
* Asking questions: This includes required discussion boards, but also includes asking your professor questions. You cannot raise your hand and ask questions, but you can email them. Faculty want to help you understand the material. Faculty should not get to the end of the class and have no record of questions from you.
* Offering your perspectives and sharing information: Your input is key to this class. If your discussion board posts to other students are bare minimum and offer little insight (and show little thought/effort), you are not doing your part. Email your professors if you want to share your thoughts directly.

If you are engaged in class, it should be easy to earn these points. Just make sure you are speaking in every class at least once, and that you are clearly active in the online part of the course.

The determination of participation points is at the discretion of the instructor.

# Academic Advising Policy

All students are required to meet with their assigned academic advisor once per fall and spring semesters for academic advising. These meetings will take place prior to priority registration opening for the following semester. The advisor will contact students regarding logistics and timing of scheduling appointments.

Students are expected to come prepared for their academic advising meeting. This means:

* Reviewing their Degree Works before the meeting, and bringing a printed copy or laptop to access during the meeting
* Having identified courses they plan to take for review by their advisor
* Having prepared any questions about course selection, the course plan, or other topics

Failure to meet with your academic advisor will result in a hold being placed on your academic record, such that you will not be able to register for classes. The hold will not be removed until you meet with your academic advisor.

While the department requires that all students attend an advising meeting, the responsibility for ensuring that all requirements for graduation are met and that students are taking the appropriate classes lies with the student. Academic advising assists in this process, but does not take away the responsibility from the student.

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# Academic Standing Policy

Purpose of the Policy

The Health Services Administration field is rigorous and we want to ensure student success after graduation; thus, our program maintains high standards for our students. The Academic Standing Policy has been constructed to identify students who are unlikely to be successful in the Health Services Administration major, and to transition them to other majors where they can be more successful. It has been structured to identify such students early in their curriculum, when possible (i.e. after introductory courses), such that they avoid completing a large number of HESA courses and have a better chance to remain on track to graduate from Xavier University on their intended time schedule.

Policies of this nature are common among undergraduate programs in Health Administration, and are often seen in programs certified by the Association of University Programs in Health Administration.

In order to remain in good standing with and graduate as an undergraduate major from the Department of Health Services Administration, student must meet the following criteria.

Overall GPA

* Students must maintain an overall GPA of 2.0 or above, as per the general university requirements for undergraduate students.

Business Minor GPA (applicable to students who started in the major prior to August 2025)

* Students must meet criteria for minor courses as designated by the Williams College of Business. This means that students must attain an overall GPA of at least 2.0 in their business minor classes.

Major GPA

* Students must maintain an overall combined major – inclusive of all HESA courses taken - GPA of 2.67. This GPA is made up of all courses taken in the major, and equates to a B- average for all major courses.

Introductory/Specific Course Grades

* Students must achieve a grade of B- or higher in HESA 101, and HESA 370 and a C or better in HESA 110. Grades lower than this standard will result in a student not receiving credit for that course requirement towards their Health Administration degree, and the student will have to retake the course.

Retaking Introductory Courses

* If a student receives a B- or below in HESA 101, or HESA 370, or a C or below in HESA 110 they may retake that course two times as per the general university policy.
* The course must be retaken at Xavier University.
* If a student fails to meet department grade standards after retaking a course two times, they will be dismissed from the major.
* If being dismissed, students will meet with the BSHSA Program Director and determine placement into another major or program.

Falling Below Major GPA Standards

* If a student falls below the major GPA standard of 2.67, they will have two consecutive semesters, excluding summer semesters, to bring their major GPA back above the standard. Failure to do so may result in dismissal from the major at the BSHSA Program Director’s discretion.
* The student will be considered on departmental probation until they have brought their major GPA back to or above the department standard.
* If a student takes a semester off (i.e. they are below the major standard after spring semester and take the following fall off), the two semesters granted to bring their GPA up will begin the semester they return and enroll in classes.
* If being dismissed, students will meet with the BSHSA Program Director and determine into which major or program they would like to be placed.

Appealing Departmental Probation

* Students may appeal department probation.
* If a student wishes to appeal, they should start by scheduling a meeting with the Program Director of the Undergraduate Program in Health Services Administration.
* If the Program Director is the professor for a course that relates to their probation appeal, they should start with scheduling a meeting with the Health Services Administration Department Chair.
* The student should come to the meeting prepared with materials that support their appeal (i.e. tests, exams, homework assignments, papers, etc.).
* The Program Director or Chair will meet with the student. The Director and Chair will make a decision about each student appeal.
* If a student is not satisfied with the outcome of the appeal process, they may then appeal to the Dean of the College of Professional Sciences. The decision of the Dean will be considered final.

# Student Dress Policy

Healthcare administration is a highly visible profession. Healthcare administrators are leaders and need to look the part. From the outset, BSHSA students need to “dress for success” as appropriate.

While there is not a dress code for BSHA, it is important that students think about their appearance. We expect students to show up for class, department events, and external experiences (i.e. internships, healthcare jobs, volunteer experiences, and experiential learning opportunities) dressed appropriately. This may be casual attire, but students should be presentable.

In some instances, business casual attire is required. Such instances include guest speakers in class, department events, class presentations (when you are presenting), and events in healthcare organizations. For internships and other experiences students engage in within healthcare organizations, please follow the dress code of the organization.

Business casual dress includes:

* Slacks or khakis, not wrinkled!
* Dress shirt or solid color polo shirt, not wrinkled
* Jacket (though not required of business casual)
* Tie (though not required of business casual)
* Dress shoes (not tennis shoes)
* Skirts (dress, not casual)
* Blouses