Frequently Asked Questions

How long is the program?

The MHA is 40.5 credit hours. Time to degree completion degree depends on how many classes are taken each semester. Full-time enrollment for a graduate student is 6 credit hours per semester or more. Part-time status is 3 credit hours or less.

Is the program completely online?

The program is 100% online, which allows you to earn your degree anytime and anywhere. It offers online ITS Help Desk technical support and faculty members are also available to provide online guidance.

Where can I find a list of the classes?

The UWF Graduate Catalog has the most up-to-date list of classes.

What kind of online resources are available to teach me about the university and its online programs?

The University of West Florida Online Campus has several online resources available to students. Also, peruse the University of West Florida’s home page to familiarize yourself with what university information is available to you online.

Is the MHA program accredited?

There are two types of accreditation: institutional and programmatic (or specialized).

Institutional accreditation helps to assure potential students that a school is a sound institution and has met certain standards in terms of administration, resources, faculty and facilities. UWF is accredited by SACSCOC.

Programmatic (or specialized) accreditation examines specific schools or programs within an educational institution. CAHME is the accrediting entity for Healthcare Administration. The UWF MHA is not accredited by CAHME, but has plans to move in that direction.

How much will it cost to attend Graduate School at the University of West Florida?
Current information on tuition and fee costs can be found in the Tuition and Fees section of the UWF Graduate Catalog.

For the 2016-2017 catalog year, Florida in-state tuition per credit hour is $384.60. The 2016-2017 MHA program is 40.5 credit hours in length. For a full discussion of tuition costs please review this website.

**How do I find out which courses are being offered next semester?**

You may search for UWF classes through the main UWF Course Search.

**Who can answer my questions regarding graduate admissions?**

You may contact the Graduate School for any questions you may have regarding graduate admissions.

Phone: (850) 473-7716 or toll-free at (866) 931-4872
Email: graduate@uwf.edu

**Where do I apply?**

Apply for graduate admission online with the UWF Graduate School.

**Where do I send my college transcripts and graduate admission test scores?**

UWF Graduate School
Attention: Graduate Admissions
11000 University Parkway
Building 11
Pensacola, FL 32514

**What are the application deadlines?**
The deadlines are June 1 for the Fall semester, October 1 for the Spring semester, and March 1 for the Summer semester.

**What is the application process, and how long does it take to get an admission decision?**
Once the application, processing fee, and transcripts are received, we can start evaluating the file. After the initial evaluation in the Graduate School is complete, the application materials are sent to the department for an admission decision. We do not wait for required test scores before sending the file to the department. The department meets as a committee to review admission files. Most
applicants can expect to receive an admission decision within about a month from the time all application materials are received. Applicants are welcome to review their Admission Status app in MyUWF or call or email the Graduate School at any time to inquire about their application status.

What are the admission requirements?
The University requires*:
• Submission of the Graduate admission application and the $30 application processing fee
• Official transcript from every college or university attended
*International applicants may have additional requirements.

Departmental Requirements:
• Submission of graduate admission tests: GRE, MAT, or GMAT
• Submission of three recommendation forms (PDF)
• Undergraduate cumulative GPA of 3.0
• Undergraduate senior year/major GPA of 3.0
• Submission of letter of intent
• Updated resume

What are the minimum test score requirements?
There is no university minimum for graduate admission tests. Scores are reviewed on a graduated scale and considered holistically with the entire application.

Does the GRE/GMAT/MAT have to be taken at the time of applying?
It is recommended that the graduate admission test be taken no later than April for the fall semester, August for the spring semester, or January for the summer semester.

If coursework from all colleges shows up on the transcript for one college, can I just submit the transcript from the one college?
No. We require an official transcript from every institution ever attended regardless of whether or not a degree was earned.

What if the applicant's GPA is below a 3.0?
For master's programs, the University requires a minimum cumulative GPA of 3.0 on a 4-point scale, or a 3.0 on a 4-point scale on the last 60 hours of coursework in the baccalaureate degree.

Applicants who do not meet the minimum GPA requirements for regular admission may be admitted on a conditional basis. In order to be considered for conditional admission, applicants must submit all required admission materials. Applicants admitted on a conditional basis are permitted to register for up to 12 semester hours as identified by the department. Admission on a conditional basis is not routine. The applicant should contact the department to find out how frequently they offer conditional admission and if that applicant’s GPA is one they might consider.
Can I make changes to my application after I have submitted it?
Yes, applicants have 30 days after they submit their application to change their program of interest or semester of entry. If it is past 30 days, applicants will need to submit a new application to make the change. Applicants normally have longer than 30 days to change other information on their application such as departmental documents (ex: letter of intent, letters of recommendation) or their previously attended institution list.

What is the basic way to qualify for Florida residency for tuition purposes?
Independent applicants must submit information for two of the following documents: Florida driver license, Florida vehicle registration, or Florida voter registration. The information must be at least one-year-old to qualify. The original issue date, not the renewal date, should be used. We can accept residency information in person at the Graduate School in Building 11 on the UWF main campus, by email at gradadmissions@uwf.edu, or by fax at (850) 473-7714. Copies of documents are not necessary, just the information from the document is needed.

What is non-degree seeking status, and how is it different from degree-seeking status?
Non-degree students are students who are taking courses but are not working toward a degree. Applicants interested only in a certificate program or taking courses for personal interest can apply as a non-degree seeking student. Non-degree applicants complete a non-degree seeking application and are NOT required to submit the application processing fee, transcripts, test scores, or departmental requirements. Residency is required for non-degree seeking applicants. Non-degree seeking applicants are also usually cleared to register for classes within 2 business days. Non-degree students can, at the department's discretion, also transfer up to 12 credit hours of non-degree coursework toward an applicable degree program if they decide to become degree-seeking in that program. Non-degree students do not qualify for financial aid, so these students must pay for their courses out of pocket.

Can I change my program once I'm a graduate student?
Students in a program with multiple specializations may change specializations by submitting a Graduate Major Track Change form. Students wishing to change departments entirely must submit a new graduate admission application, pay another application processing fee, and reprove Florida residency, if claiming it.
Example: Changing from Psychology-General to Psychology-Counseling =Track Change form
Changing from Psychology-General to Social Work=New graduate admission application, processing fee, and departmental documents

How many semesters can I go without being enrolled before I have to reapply?
Students who have not enrolled for more than three semesters but fewer than five years must submit a Graduate Readmission Application if they wish to reenroll in their same graduate program. Students who have not enrolled for more than five years must submit a new graduate application, application processing fee, and transcripts if they attended another institution during non-enrollment at UWF. These students should also check with the department to see if they need to resubmit
department materials. Students who want to enroll in a different program must submit a new graduate admission application.

**Does the new Post-9/11 GI Bill cover graduate courses?**
For all questions regarding the GI Bill, please contact the Office of Veterans’ Affairs. You may call them at (850) 474-2262.

**How many hours is full-time status and part-time status?**
Full-time enrollment for a graduate student is 6 credit hours per semester or more. Part-time status is 3 credit hours or less. For the purpose of government loans, graduate students need only be enrolled in 6 credit hours.