

2026 - Candidacy Status Eligibility Survey

INTRODUCTION AND INSTRUCTIONS

Welcome to the AUPHA Undergraduate Certification Candidacy Status Eligibility Report. You have received this report because your program has indicated its intent to stand for Undergraduate Certification Candidacy Status. If you believe you have received this report in error, please contact Anna Dieme at adieme@aupha.org.

Completion of this report is one of the first steps programs take as part of their initial certification with AUPHA. As part of this survey, you will self-evaluate whether your program currently meets each of the eligibility criterion and provide some additional information related to competencies and content in your program's courses. Evidence should focus exclusively on information related to the specific program for which certification is sought. For any criteria your program does not currently meet, you will provide a plan of action to ensure that the criterion is met by your intended self-study year. More information about the criteria can be found on the AUPHA website.

This report is due to AUPHA by March 19, 2026.

HOW TO USE, SAVE AND SUBMIT THE REPORT:

Progressing through the report

The first page of the report is basic program contact information. The second page allows navigation by criterion as opposed to simply using the **Prev** and **Next** buttons to move between pages. The navigation page will also allow you to invite others to assist in the completion of the report. **Do not click on the back button on your browser to navigate through pages, this will generate an error.**

Saving the Report

The report is quite long. You are able to save the report in order to complete at another time. You should also occasionally save the report to protect from accidentally losing information. Every page that requires an entry has a "Save and continue later" bar at the bottom. To save, click on the "Save and continue later" bar. You will be asked to enter your email address. You will receive an email from Alchemer that contains a link that will take you back to your survey.

Submitting the Report

The final page of the survey contains the submit button. Only click on the button if your survey is complete. You can use the Back and Next buttons to review and edit answers. **If you accidentally submit your report before it is complete or you need to edit an answer, please contact Anna Dieme at adieme@aupha.org and he can send you a link to edit your report.**

ABOUT THE PROGRAM

1. University
Name

2. School/College Name

3. Department Name

4. Program Name

5. Main Campus Address

6. In what academic setting is your program housed?

- ☐ Allied Health
- ☐ Business
- ☐ Health Administration/Affairs
- ☐ Medicine
- ☐ Public Administration
- ☐ Public Health
- ☐ Political Science
- ☐ Other - Write In (Required)

7. Name (with suffix and honorifics/degrees) of Program Leader

VALIDATION %s format expected

8. Program Leader

Email

9. Candidacy status lasts for up to 3 years from initial approval, which means that your program does not immediately have to enter a review cycle. Please mark below the cycle your program is currently considering for its review.

(Please keep in mind: your program is not confirmed for the review cycle you select below. AUPHA asks programs to confirm their intent to stand prior to each review cycle according to timelines found here. AUPHA also sets a cap on the number of programs that can go through each cycle.)

- ☐ 2027-2028 (self study-year runs fall 2026 to spring 2027, AUPHA requests programs intent to stand in January 2027)
- ☐ 2028-2029 (self study-year runs fall 2027 to spring 2028, AUPHA requests programs intent to stand in January 2028)
- ☐ 2029-2030 (self study-year runs fall 2028 to spring 2029, AUPHA requests programs intent to stand in January 2029)

ELIGIBILITY CRITERION A

Programs in the United States must be located in a college or university accredited by a regional agency recognized by the Council for Higher Education Accreditation. Programs outside of the United States and its territories must be located in a college or university that is accredited by the appropriate accrediting body for that country.

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Does your program currently meet eligibility criterion A? *

- ☐ Yes
- ☐ No

LOGIC Hidden unless: Question "Does your program currently meet eligibility criterion A?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

10. A1. Indicate the name of the regional accrediting agency or other appropriate accrediting body.

LOGIC Hidden unless: Question "Does your program currently meet eligibility criterion A?" is one of the following answers ("Yes")

A2. What was the date of the last accreditation?

LOGIC Hidden unless: Question "Does your program currently meet eligibility criterion A?" is one of the following answers ("Yes")

A3. Indicate the length of the last accreditation awarded:

- ☐ 5 Years
- ☐ 7 Years
- ☐ 10 Years
- ☐ Other - Write In (Required)

LOGIC Hidden unless: Question "Does your program currently meet eligibility criterion A?" is one of the following answers ("Yes")

A4. Please indicate any specialized accreditation you have at the program, school, college, or university level:

- ☐ AACSB
- ☐ ACBSP
- ☐ CEPH
- ☐ EQUIS
- ☐ NASPAA
- ☐ Other - Write In

ELIGIBILITY CRITERION B

Page description:

The Program must be officially approved by the governing body of its college/university and be listed in the college catalog as a course of study leading to a baccalaureate degree.

LOGIC Show/hide trigger exists.

Does your program currently meet eligibility criterion B? *

☐ Yes

☐ No

LOGIC Hidden unless: Question "Does your program currently meet eligibility criterion B?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

B1. In what year was the program established?

B2. Identify the governing body responsible for approving the degree.

B3. State the name of the bachelor's degree program for which certification is sought. Indicate the name of the degree and the abbreviation used (e.g., Bachelors of Health Administration, BHA).

B4. Provide a URL for the online university catalog.

B5. Provide a URL for the program webpage.

ELIGIBILITY CRITERION C

The program must have graduated its first cohort of students prior to the self-study year.

LOGIC Show/hide trigger exists.

Does your program currently meet Eligibility Criterion C? *

- ☐ Yes
- ☐ No

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion C?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

C1. Year the first cohort graduated or anticipated year of first cohort graduation.

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion C?" is one of the following answers ("Yes")

C2. Number of students in first cohort.

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion C?" is one of the following answers ("Yes")

C3. Total number of students graduated to date.

ELIGIBILITY CRITERION D

Programs with 150 or less students enrolled must have a minimum of two fulltime qualified faculty members whose primary appointments are in the health services management program and who hold academic rank (at the level of Assistant, Associate, or Full Professor).

Qualified faculty are those that hold a terminal degree in the field, including but not limited to a PhD, DHA, or EdD. In lieu of a terminal degree, faculty may also be considered qualified by holding a professional degree in the field (MD, JD, Masters) as well as having professional experience that is substantial both in duration and level of responsibility.

Programs with more than 150 students enrolled must have an additional faculty member meeting the above criteria for every 100 additional students over 150.

Programs with multiple physical sites (campuses), must ensure 2 qualified faculty are responsible for each site.

Considerations:

- 1. Multiple qualified faculty may be combined to justify 2 FTE where there are joint graduate and undergraduate programs with shared faculty.**
- 2. No more than 3 qualified faculty may be used to support one FTE.**

In programs offered at multiple physical sites (campuses), there must be 2 qualified faculty responsible for each site.

Terminally-degreed faculty members are those faculty that hold the highest academic degree in their given field. This includes all earned doctorates, medical doctorates, and juris doctorate degrees. While terminally-degreed faculty are strongly preferred and, in most cases, expected, a faculty member holding a master's level degree may be appropriate in certain circumstances. In such circumstances, it is the program's responsibility to document the faculty member's qualifications as it pertains to both professional experience and teaching ability. In all cases, at least one faculty member must hold a doctorate.

LOGIC Show/hide trigger exists.

Does your program currently meet Eligibility Criterion D? *

☐ Yes

☐ No

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion D?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

D1. Number of students pursuing a major currently enrolled in your program

Full Time

Part Time

D2. Number of students pursuing a minor in your program. If not applicable, please enter N/A.

Full Time

Part Time

D3. What is the primary mode of delivery for your program (online, in-person, hybrid)?

- ☐ Online
- ☐ In-Person
- ☐ Hybrid

D4. Specify the primary physical location for your program (campus name and address).

D5a. Does your program operate at additional physical sites other than the one listed above? If so, please provide the address of all additional sites (campuses) where your program is delivered.

D5b. Which faculty members are primarily responsible for the program at each address? (If there are multiple addresses, please name each along with the names of the faculty members responsible for that location.)

D6. Provide a link to each faculty member's webpage listing their credentials, or upload PDF versions of the CV for each faculty member (full time, part time, or adjunct) who teaches required or elective courses in the program.

Provide Links Here

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VALIDATION Accepts up to 10 files. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 10 MB

Each upload box below will allow you to upload 10 CV's. If you need to upload additional files you may do so below. CV's should be named as follows: lastname.pdf Note: To save time you may want to create a single PDF containing all faculty CVs in alphabetical order by last name.

Browse...

VALIDATION Accepts up to 10 files. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 10 MB

If more space is needed, upload PDF versions of the CV for each faculty member (full time, part time, or adjunct) that teach in the program for required and elective courses. Each upload box below will allow you to upload 10 CV's. If you need to upload additional files you may do so below. CV's should be named as follows: lastname.pdf

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Browse...

VALIDATION Accepts 1 file. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 2 MB

D7. Complete the [Faculty Overview worksheet](#) and upload below.

Browse...

ELIGIBILITY CRITERION E

All students enrolled in the program must receive not less than 25% of the instruction within the health administration program (both core and elective courses) from full time university faculty.

LOGIC Show/hide trigger exists.

Does your program currently meet Eligibility Criterion E? *

- ☐ Yes
- ☐ No

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion E?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

VALIDATION Max word count = 1500

E1. If you wish to make any commentary on the number of employed vs. adjunct faculty teaching in your program, or plans for future hires, you may do so in the space below, but a response is not required. (max 1500 words)

VALIDATION Accepts 1 file. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 2 MB

E2. Complete the [Courses By Faculty Worksheet](#) and upload below.

Browse...

VALIDATION Accepts 1 file. Max file size: 2 MB

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion E?" is one of the following answers ("No")

E3. Optional: If the program does not meet this criterion, please provide a rationale for why it should be granted eligibility. This rationale will be reviewed by the Undergraduate Program Committee, which in rare instances may accept the program's rationale for eligibility and grant an exception.



VALIDATION Accepts 1 file. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 500 KB

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion E?" is one of the following answers ("No")

E4. Optional: Please upload any supporting documentation for the rationale provided in E3.

Browse...

ELIGIBILITY CRITERION F

The program must require each student to complete a faculty supervised internship (preferably face to face, though virtual options may be included) of a minimum 120 hours (or more as specified by the program).

For cases in which a student has a compelling case for not completing the internship (e.g. extenuating circumstances, significant prior professional experience in the field of health administration, etc.), programs may adopt an alternate applied learning experience that is equivalent in length to the program's internship requirement. The alternate applied learning experience must be faculty-supervised and can take place in any field across health and social services.

LOGIC Show/hide trigger exists.

Does your program currently meet Eligibility Criterion F? *

- ☐ Yes
- ☐ No

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion F?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

LOGIC Show/hide trigger exists.

F1. Does your program require an internship of all students?

- ☐ Required for all
- ☐ Required for some, but not all
- ☐ No internship is currently required of students

VALIDATION Max word count = 300

LOGIC Hidden unless: Question "F1. Does your program require an internship of all students?" is one of the following answers ("Required for all", "Required for some, but not all")

F2. Describe how the internship requirement is communicated to potential students and provide URLs of where this appears in the catalog or program website. (300 word max)

LOGIC Hidden unless: Question "F1. Does your program require an internship of all students?" is one of the following answers ("Required for all", "Required for some, but not all")

F3. What is the length of the required internship (in hours)?

LOGIC Hidden unless: Question "F1. Does your program require an internship of all students?" is one of the following answers ("Required for some, but not all", "No internship is currently required of students")

F4. In cases where students demonstrate a compelling case for not completing the internship (e.g., extenuating circumstances, significant prior professional experience in the field of health administration, etc.), or in cases where no internship is currently required of students, is there an alternate applied learning experience requirement in place? Describe the process by which the internship requirement is waived in favor of the alternate applied learning experience. What criteria does the program use to excuse students from the internship requirement and direct them to the alternate applied learning experience?

LOGIC Hidden unless: Question "F1. Does your program require an internship of all students?" is one of the following answers ("Required for some, but not all", "No internship is currently required of students")

F5. What is the length of the alternate applied learning experience (in hours)?

LOGIC Hidden unless: Question "F1. Does your program require an internship of all students?" is one of the following answers ("Required for all", "Required for some, but not all")

F6. Is the internship completed under the guidance of a healthcare organization (HCO) preceptor?

- ☐ Yes
- ☐ No
- ☐ Other - Write In (Required)

LOGIC Hidden unless: Question "F1. Does your program require an internship of all students?" is one of the following answers ("Required for all", "Required for some, but not all")

F7. Describe how the internship is supervised.

LOGIC Hidden unless: Question "F1. Does your program require an internship of all students?" is one of the following answers ("Required for some, but not all", "No internship is currently required of students")

F8. If applicable: Describe how the alternate applied learning experience is supervised.

VALIDATION Accepts up to 5 files. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 2 MB

F9. If available, upload the course syllabus for the internship/alternate applied learning experience. The upload box below will allow you to upload multiple files.

Browse...

ELIGIBILITY CRITERION G

The program may not unlawfully discriminate based upon race, ethnic origin, creed, gender or disability in any of its activities and must be in full compliance with relevant laws as well as university policies regarding affirmative action and equal opportunity. Institutions with religious affiliations may adopt policies related to such affiliations provided adequate notice of such policies is given to all applicants, students, faculty, and employees.

While AUPHA recognizes that not all international programs may have an EEO statement as required by US law, the expectation is that all programs undergoing review have a statement related to equal opportunity and access for all faculty, staff, and students.

LOGIC Show/hide trigger exists.

Does your program currently meet Eligibility Criterion G? *

☐ Yes

☐ No

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion G?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion G?" is one of the following answers ("Yes")

G1A. Provide a link to the University's EEO statement (if available online) or upload the statement.

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion G?" is one of the following answers ("Yes")

Provide a link to the University's EEO statement (if available online):

VALIDATION Accepts 1 file. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 2 MB

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion G?" is one of the following answers ("Yes")

Upload the statement if no link is available.

Browse...

ELIGIBILITY CRITERION H

The program must demonstrate an assessment plan that includes both program level outcomes and student competencies.

LOGIC Show/hide trigger exists.

Does your program currently meet Eligibility Criterion H? *

- ☐ Yes
- ☐ No

LOGIC Hidden unless: Question "Does your program currently meet Eligibility Criterion H?" is one of the following answers ("No")

Please explain your response. Include plans the program has in place to ensure this criterion is met by the intended self-study year.

H1a. Provide a description of the process the program uses to make changes to its competency model (based on assessment data). Who is responsible for assessing when changes are needed? Who is responsible for identifying and implementing competency changes?

H1b. Provide a list of measures on which data collection takes place as well as the sources of data. Data sources for student level competencies assessment might include, but are not limited to:

- Assignments
- Exam Grades
- Student self-assessments
- Instructor assessments
- Preceptor assessments

A large, empty rectangular box with a black border, intended for providing additional information or examples related to the data sources for student level competencies assessment.

H2a Provide a description of the process the program uses to make program-level changes. How is the program assessed? Who is responsible for assessing when changes are needed? Who is responsible for identifying and implementing program level changes?

A large, empty rectangular box with a black border, intended for providing a description of the process the program uses to make program-level changes, including assessment and implementation details.

H2b Provide a list of measures on which data collection takes place as well as the sources of data. Data sources for program-level outcomes might include, but are not limited to:

- Exit interviews
- Student program survey
- Alumni surveys
- Student evaluations of teaching
- Advisory board assessments/reviews
- College University assessment/reviews



SUPPLEMENTAL INFORMATION FOR ELIGIBILITY REPORT

If there is any supplemental information you would like to provide for the Candidacy Eligibility Report, you may do so below.

VALIDATION Accepts up to 10 files. **Allowed types:** png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4. Max file size: 2 MB

You may upload supplemental materials below. Please name the file according to the criterion to which it relates. You may upload up to 10 files.

Browse...

Thank You!

Thank you for submitting your Candidacy Status Eligibility Report. AUPHA will review your report and contact you with any questions. Contact Anna Dieme adieme@aupha.org if you have any questions.