

2023 Undergraduate Certification Eligibility Report

INTRODUCTION AND INSTRUCTIONS

Sample Only

Welcome to the 2023 AUPHA Undergraduate Certification Eligibility Report. Completion of this report is the first steps for all programs that intend to stand for AUPHA certification/recertification during the 2022 cycle. The purpose of this report is to establish eligibility through AUPHA's seven basic eligibility criteria (A-G). More information about the criteria can be found on the AUPHA website.

This Eligibility Report and all documentation should be based upon the most recently completed academic year (Fall 2021 to Spring 2022). Evidence should focus exclusively on information related to the specific program for which certification is sought. Please note that due to the COVID-19 pandemic, Eligibility Criterion F has been temporarily modified to allow for needed flexibility in a digital environment. **The modifications are present in this report and your program will be assessed using these modified criteria.**

HOW TO COMPLETE 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.
- ***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 Survey Gizmo 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 Chris Sanyer at csanyer@aupha.org and she can send you a link to edit your report.**

Please contact Mark Ryan at mryan@aupha.org if you have questions or concerns about your Eligibility Report.

ABOUT THE PROGRAM

University Name

School/College Name

Department Name

Program Name

Main Campus Address

In what academic setting is your program housed?

- ☐ Allied Health
- ☐ Business
- ☐ Health Administration/Affairs
- ☐ Medicine
- ☐ Public Administration
- ☐ Public Health
- ☐ Other

Name (with suffix and degrees) of Program Leader

Program Leader Email

Certification Status

- ☐ New Certification
- ☐ Re-Certification

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.

A. Indicate the name of the regional accrediting agency or other appropriate accrediting body, the date of the last accreditation and the length of accreditation awarded.

Name of Regional Accrediting or
Other Agency

Date of last
accreditation

Length of last
Accreditation

ELIGIBILITY CRITERION B

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.

B1. Year Program was 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. Specify the campus name and address of any additional sites where your program is delivered other than your primary campus (Campus 1)

Campus 2:

Campus 3:

Campus 4:

Campus 5:

Campus 6:

Campus 7:

B5. Provide a URL for the online university catalog.

B6. Provide a URL for the program webpage.

B7. If not already addressed in the materials linked above, please provide a general description of your program, its history, and its role in the university and the community. (1500 words max)

ELIGIBILITY CRITERION C

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

C1. Year the first cohort graduated.

C2. Number of students in first cohort.

C3. Total number of students graduated to date.

ELIGIBILITY CRITERION D

Programs with 150 or fewer students enrolled (inclusion of both Full-time and Part-time) must have a minimum of two full-time terminally-degreed 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). Programs with more than 150 students enrolled must have an additional faculty member meeting the above criteria for every 100 additional students over 150.

Considerations:

- Where there are joint graduate and undergraduate programs where the faculty is shared between the programs, multiple qualified faculty may be combined to justify 2 FTE. Not more than 3 qualified faculty may be used to support one FTE.
- In programs offered at multiple sites, there must be 2 qualified faculty responsible for each site. One may be the program chair located off-site so long as that person has primary responsibility for the program. The second qualified faculty member responsible for the program must be on-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.

D1. Number of students pursuing a major enrolled in your program during the self-study year

Full Time

Part Time

D2. Number of students pursuing a minor in your program during the self-study year. If not applicable, please enter N/A.

Full Time

Part Time

1. D3a. 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

Note: To save time you may want to create a single PDF containing all faculty CVs in alphabetical order by last name.

Browse...

2. D3b. 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

Browse...

3. D3c. 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

Browse...

4. 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 program from full-time university faculty.

E. 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)

5. Complete the Courses by Faculty worksheet and upload below.

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ELIGIBILITY CRITERION F

The program must require each student to complete a faculty-supervised internship of not less than 120 hours, or an alternative, applied learning experience that is equivalent to the 120 hours of faculty-supervised internship, in any field across health and social services.

Considerations:

- **Faculty-supervised means that, at a minimum, the program has an organized reporting system in place for students to report back to a faculty member.**
- **Please note, this criterion has been temporarily modified this cycle to account for the COVID-19 pandemic.**

F1. Length of internship (in hours)

F2. Is the internship/alternative learning experience required of all students? (If you indicate that it is required for some but not all, you will be asked to describe the conditions under which you allow a student to waive this requirement in Criterion 24)

- ☐ Required for All
- ☐ Required for Some but not All

F3. Describe how the internship/alternative learning requirement is communicated to potential students and provide URLs of where this appears in the catalog or program website. (300 word max)

F4. Upload the course syllabus for the internship/alternative experience.

Browse...

F5. Describe how the experience is supervised.

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.

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

G1B. If a link to the University's EEO statement is not available, upload the statement.

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Supplemental Information for Electronic Self-Study

This is your chance to upload any supplemental information that you may wish to include for any of the criteria contained within the Eligibility Report. The upload below will accept up to 10 files. Please label each file with the number of the criterion that the file pertains to.

Upload supplemental information here:

Browse...