COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
CSU BAKERSFIELD™

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MSHCA Guide

PROSPECTIVE STUDENT GUIDE

MASTER OF HEALTH CARE ADMINISTRATION (MSHCA)

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

Fall Semester Admissions

Prospective Student Guide

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MSHCA Application Period & Contact Info

Fall 2026:
October 01, 2025 - June 30, 2026

- Apply through: https://www2.calstate.edu/apply
  - Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by June 30, 2026.
  - If you cannot provide all the documents above by the stated deadline, please apply for the next term.

Fall 2027:
October 01, 2026 - June 30, 2027

- Apply through: https://www2.calstate.edu/apply
  - Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by June 30, 2027.
  - If you cannot provide all the documents above by the stated deadline, please apply for the next term.

MSHCA Director
Dr. Anthony Pallitto, Ph.D.
Email: apallitto@csub.edu
Phone: 661-654-4033
Office: BDC 106A

Graduate Programs Advisor
Luis Hernandez, M.P.A., MBA
Email: MSHCA@csub.edu
Office BDC 120A

International Admissions Office
Email: internationaladmission@csub.edu
Phone: (661) 654-6113
Office: ENT 102
Website: https://www.csub.edu/isp/contact-international-students

Financial Aid Office
Email: finaid@csub.edu
Phone: (661) 654-3016
Office: SA 114
Website: www.csub.edu/financial-aid

MSHCA Mission Statement & Competencies

HCA Mission Statement
The purpose of the Master of Science in Health Care Administration Program (MSHCA) is to prepare evidence based, reflective practitioners for management and administration in health care organizations and to advance the following principle:

All health care organizations, professional groups and private and public purchasers should adopt as their explicit purpose to continually reduce the burden of illness, injury and disability and to improve the health functioning of the people of the United States. (US Guiding Principle for Health Care from President Clinton's Advisory Council)

Professional and Academic Standards
Consistent with established university academic and professional standards, students must develop and demonstrate integrity in all activities to inspire public confidence and trust. Students and applicants found by formal review of the department, to be lacking in academic integrity or in professional ethical standards of behavior may be denied admission, placed on probation, suspended or dismissed from the programs. Such departmental actions are, of course, subject to university review and appeal.

Competencies
Competency 1: Students will develop competency in broad integrative knowledge.

- Examples of aspects to be assessed might include the knowledge, skills, and abilities associated with scientific processes, the history and practice of the discipline, effects of other institutional influences (political, economic, social), and applicable theories. A demonstration of skills in team processes and personal interactions is just as important.

Competency 2: Students will develop competency in the specialized knowledge of health care administration.

- Examples of aspects to be assessed might include knowledge of health care systems, the effects of political and economic processes, strategical and operational management, health care and organizational theories, and the ability to recognize and resolve ethical dilemmas.

Competency 3: Students will develop competency in critical thinking.

- Examples of aspects to be assessed are the ability to interpret and apply theory, structure problems, organize and defend an argument, analyze ethical dilemmas, communicate orally, evaluate information, develop focused, coherent, and grammatically correct written communications, and develop action plans and change strategies to promote health for a diverse public.

Competency 4: Students will demonstrate competency in applying their learning.

- Examples of aspects to be assessed include the ability to develop, conduct and report social science research, analyze case studies, develop strategic plans, perform CQI, and successfully complete an internship or practicum that includes a form or operational or project management.

Application Requirements & Classification

The application process is as follows:

1. Complete the online application at https://www2.calstate.edu/apply.
   - Upload your resume as part of the online application.
   - Upload your statement of purpose as part of the online application.
     - The statement of purpose should be no more than two pages.
     - Discuss your background and why you are pursuing a Master of Health Care Administration (MSHCA).
2. Provide two letters of recommendation (*Academic or Professional*) if your overall GPA is below a 3.0.
   - The letters of recommendation can be emailed directly to MSHCA@csub.edu or mailed to the address below.
3. *Provide one official transcript from each college or university attended.
   - You do not have to provide transcripts if you graduated or are graduating from CSUB.
   - Any transcript from a college/university outside of the USA will require a course-by-course analysis. This can be done with a company such as: https://www.wes.org/ww, Please contact WES directly for instructions and costs.
4. International Students, please refer to the next page for additional requirements.

*Request official transcripts to MSHCA@csub.edu or Mail official transcripts to the following address:

ATTN: BPA Graduate Programs Office
College of Business & Public Administration
Mail Stop: 20 BDC/ 120A
9001 Stockdale Hwy.
Bakersfield, CA 93311-1022

Students are fully admitted into the MSHCA under one of the following classifications:

- **CLASSIFIED** Admission - Requires an overall undergraduate GPA of 3.0 or above.
- **CONDITIONAL** Admission - For students with an overall undergraduate GPA under 3.0. Conditional consideration is generally offered to baccalaureate students with GPA 2.75-2.99; However, Conditional admission is also considered for those applicants with significant professional career experience.

International Student Requirements

After submitting your online application through Cal State Apply, International Admission will email you items 1 and 2 from the list below.

1. **Affidavit of Financial Support**
   - All international students must complete the CSUB Financial Affidavit.
   - If you are on a government scholarship, complete this form. List your government as your sponsor. Your government does not need to sign.
   - If you are on an athletic scholarship, list CSUB Athletics as your sponsor. CSUB athletics must not sign but provide your scholarship/award letter.

2. **International Student Insurance Agreement Form**
   - All students must fill this out, even if your government or athletic scholarship covers your insurance. If you have dependents, they will be charged for health insurance.

3. **Bank Statement and/or Proof of Financial Support:**
   - Bank statements in English reflect and certify $34,000 in your or your sponsor's account (no older than six months).
   - For students sponsored by a government, please provide your "Admissions Purposes Financial Guarantee."
   - For students sponsored by Athletics, please provide your scholarship letter.

4. **English Proficiency Requirements: <u>One</u>** from below:
   - TOEFL - score of 79 or above. Scores can be sent electronically to CSUB via school code 4110
   - IELTS - score of 6.5 or above
   - Duolingo English Test – Minimum score of 105 for GRAD
   - PTE minimum score of 58

5. **Clear Copy of Your Passport**
   - A clear copy of the picture page of your unexpired Passport

Once you have obtained documents 1 through 5, UPLOAD them through this link: https://www.csub.edu/isp/document-upload, or MAIL them to:

ATTN: International Admissions
California State University Bakersfield
9001 Stockdale Highway
Mail Stop: 71 ENT
Bakersfield, CA 93311 United States of America

MSHCA Admission Decision Timeline

Admission decisions are made by the MSHCA Director and are distributed to students at the email address provided during the application process.

Fall 2026 Admission Timelines

Application completed by:	**Program admission decision by:**
March 31, 2026	April 30, 2026
April 28, 2026	May 28, 2026
June 3, 2026	July 3, 2026
June 30, 2026 (deadline)	August 1, 2026

Academic Roadmaps

2-Year Fall Classified Admission	
Year One	**Year Two**
Fall Semester: • PPA 4010 • HCA 5140 • HCA 5260	Fall Semester: • HCA 6610 • HCA 6030 • Elective **or** Internship
Spring Semester: • HCA 5050 • HCA 5360 • HCA 6180	Spring Semester: • HCA 6620 • HCA 6980 • Elective **or** Internship
Summer Semester is **optional**, and those interested in taking summer courses should discuss their roadmap with the MSHCA Director or Graduate Programs Coordinator	

2-Year Fall Conditional Admission	
Year One	**Year Two**
Fall Semester: • PPA 4010 • HCA 5140 • HCA 5260	Fall Semester: • HCA 6610 • HCA 6030 • Elective
Spring Semester: • HCA 5050 • HCA 5360 • HCA 6180	Spring Semester: • HCA 6620 • HCA 6980 • Elective **and/or** Internship
Summer Semester is **optional**, and those interested in taking summer courses should discuss their roadmap with the MSHCA Director or Graduate Programs Coordinator	

MSHCA Curriculum

The minimum number of units for this CSU Graduate Program is 30-36 semester units. In the **MS-HCA Program,** applicants with 3 to 5 years of middle management or administrative experience or a related terminal degree are evaluated at admission regarding satisfaction of the internship requirement. The internship requirement but not the units is also considered satisfied by at least one year of experience (at the discretion of the Program Director). This decision regarding the internship is made at admission or during establishment of the Program of Study. When a student is designated as needing to fulfill the requirement but subsequently is employed for at least 6 months in health care, the Director will re-evaluate and may determine the requirement satisfied.

Requirements for the MSHCA Program (27 units)

PPA 4010: Analytical Methods in Admin. (3 units)
HCA 5050: Manage Financial Dlvry Hlth Care (3 units)
HCA 5140: History & Context in U.S. Hlth Care (3 units)
HCA 5260: Marketing in Hlth& HR (3 units)
HCA 5360: CQI in Hlth & HR (3 units)
HCA 6030: Research Methods in Administration (3 units)
HCA 6180: Health Policy & Research (3 units)
PPA 6110: Public Finance & Budgeting (3 units)
HCA 6620: Legal & Ethical Issues in Hlth Care (3 units)

Applied Research Project/Thesis (3 units)

HCA 6980 – Candidates for the MSHCA degree must complete a culminating activity in accordance with Title V of the California Administrative Code.

HCA 6860 Internship (3 units)

Graduate students who do not have two years of supervisory experience in the health care sector will be required to take a health care sector internship.

Electives (3-6 units) to complete the program unit requirements must be approved by the Director of the Program and may be taken in any semester.

Grade Point Average (GPA)

- All graduate students are required to maintain a cumulative 3.0 grade point average in all graduate course work.

Internship or Practicum

The purpose of the internship is two-fold: first, an opportunity for the student to apply learning in a health care organization; and secondly to provide an opportunity for the student to observe management in action. To that end the internship (HCA 6860) or practicum course (HCA 5361) for 3 units is included and graded as credit/no credit. The internship is satisfied through the following:

- Adheres to the professional attire and behavior of the organization
- A minimum of 200 service hours
- Leadership and completion of a management project
- Attendance at management level meetings to observe and support managers making decisions
- Integration of budget information for the unit
- Other duties as assigned
- Participation in an exit interview assessing performance strengths and limitations
- Develops and submits to the Program Director a reflective paper, 3-5 pages assessing the internship

The student participates with the Program Director in developing a syllabus for the course and registers for the course before the internship begins. The placement agency may have additional requirements for the student, for example, fingerprinting or health tests or an exam.

Advance planning is necessary and should begin during the second semester the student is in the program. While it is difficult to align internship experiences with the semester system efforts toward that end are expected.

In Kern County and in particular the Bakersfield community internships are rarely paid. However, internships satisfy the applied service requirement for the program.

When an internship is unpaid---pro bono---the student has an opportunity to apply for a paid stipend offered through a donation by The Girish and Patel Foundation. These stipends are competitive and limited. The student completes an application; the decision is made by the PPA Department; and the award provided at the end of the completed internship.

Culminating Experience

The CSU system requires a culminating experience for graduate education. The MS HCA program requires students to complete an applied research project as a prerequisite to graduation and awarding of the degree. Admission to the course HCA 6980 is controlled through the use of an application form. See Appendix. The completed form is taken to the Advising Office for entry into your semester courses. **NOTE: You are not able to register yourself for this course.**

Tuition and Fees Per Semester

Tuition is expected to increase by 6% annually for the next five years, starting with the 2025-2026 academic year.

For more information, please visit the Financial Aid Office at www.csub.edu/financial-aid or contact Financial Aid at 661-654-3016.

2025-2026 Academic Year Graduate Student Fees per Semester:

Item Fee	0 to 6.0 Units	6.1 and Above
Graduate Tuition/Fee	$2,340.00	$4,032.00
ASB Fee	237.20	237.20
Health Facility Fee	3.00	3.00
Health Service Fee	200.50	200.50
Instructional Related Fee	91.25	91.25
Runner Card Fee	6.00	6.00
Student Union/SRC Fees	460.05	460.05
Campus Programming Fee	25.00	25.00
Student Representation Fee	2.00	2.00
TOTAL FEES	$3,365.00	$5,057.00

If you are **not a resident of California**, *you must add $444.00 for each unit you take* to your tuition total.

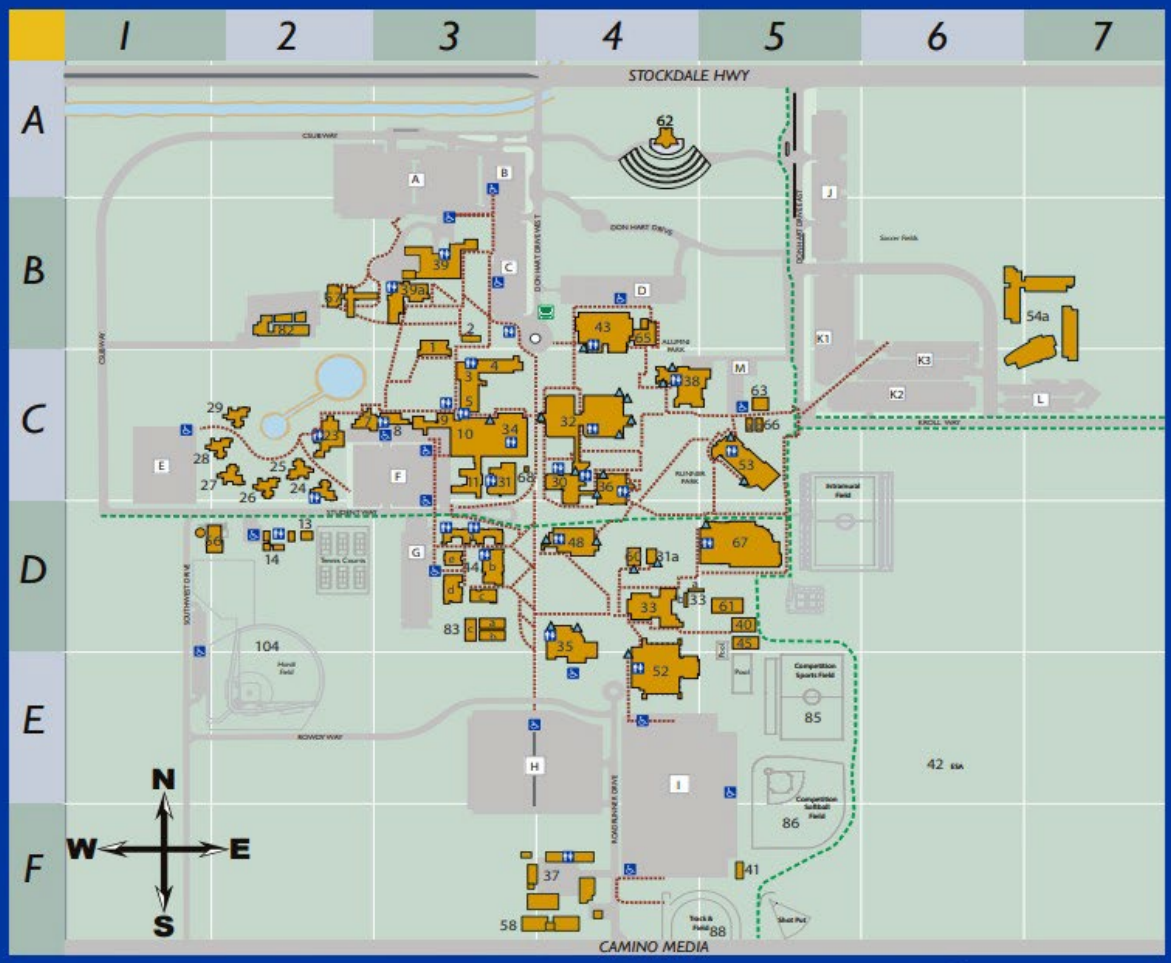
Example Non-Resident Tuition for a graduate who wishes to register for three classes (9 units):

- Total California Resident Tuition and Mandatory Fees: $5,057.00
- Multiply the number of units (9) by $444 Non-Resident Fee = $3,996.00
- Add the three amounts together for a total = $9,053.00

Students may be exempt from non-resident classification if they are a teacher, military service member, California high school graduate who has attended a California high school at least three years, or a dependent child of California residents. If so, you must apply for an exemption every semester through Enrollment Services.

Campus Map

Interactive map: https://maps.csub.edu/



Name of Building (bldg#)	Grid Location
Administration (#9)	C3
Administration East (#5)	C3
Administration West (#8)	C3
Amphitheater (#62)	A4
Business Development Center	
Offices (#44a)	D3
Classrooms (#44b)	D3
Extended University (#44c)	D3
Rayburn S. Dezember Leadership Development Center (#44d)	D3
Office of the President (#44e)	D3
Child Care (#14)	D2
Classroom Bldg (#1)	B3
Competition Sports Field	E5
Competition Softball Field	E5
Competition Track and Field	F4
Computing/Telecom Center (#65)	B4
Dobry (#26)	C2
Doré Theatre and Todd Madigan Art Gallery (#39)	B3
Dorothy Donohue Hall (#32)	C4
Education (#34)	C3
Emergency Operation Center (EOC) (#31a)	D4
Engineering Complex(#83)	D3
Engineering Complex I (a)	D3
Engineering Complex II (b)	D3
Engineering Complex III (c)	D3

Name of Building (bldg#)	Grid Location
Entwood (#25)	C2
Environmental Studies Area (ESA) (#42)	E6
Facilities/Corporation Yard (#37)	F4
Fine Arts (#2)	B3
Grab n Go (#68)	C3
Greenhouses a&b(#66)	C5
Handball Courts (#40)	D5
Hardt Field (#104)	E2
Humanitie Complex (#57)	B2
Icardo Center (#52)	E4
J. Antonino Sports Center (#61)	D5
J.R. Hillman Aquatic Center (#45)	D5
Kegley Center (#23)	C2
Lecture Bldg (#3)	C3
Lorien (#24)	C2
Modular East III (63)	C5
Modular West (#13)	D2
Music Building (#39a)	B3
Numenor (#28)	C2
Nursing Clinical Simulation Center (#31a)	D4
Outdoor P.E. Storage (#41)	F5
P.E. Modular A (#33a)	D5
P.E. Modular B (#33b)	D5
Performing Arts (#4)	C3
Physical Education (#33)	D4
Plant Operations (#11)	C3

Name of Building (bldg#)	Grid Location
Printshop (#11)	C3
Rivendell (#27)	C2
Rohan (#29)	C2
Romberg Nursing Center (#31)	C3
Runner Cafe (#38)	C4
Runner Bookstore (#53)	C5
Satellite Plant (#56)	D2
Science I (#30)	C4
Science II (#36)	C4
Science III (#48)	D4
Student Health Services (#35)	D4
Student Housing East (#54a)	B7
Student Recreation Center (#67)	D5
Student Services (#10)	C3
Student Union/Bookstore (#53)	C5
Testing Center (#31a)	D4
University Advancement (#7)	C2
University Police (#60)	D4
Visual Arts (#82)	B2
Walter Stiern Library (#43)	B4
Well Core Repository (#58)	F3

Legend

- Accessible Entrance
- Accessible Restrooms
- Disabled Parking
- Accessible Route
- Bike Path
- Bus Stop

CSU Bakersfield