



## ACHE-SETC Undergraduate Board Observer Application

1. Applicant must be a Student Associate of the ACHE national organization and have a residence (temporary or permanent) in the southeast Texas area. Preference will be given to applicants who have been Student Associates of ACHE for at least six months prior to applying, and membership dues paid in-full for the current year.
2. Must be enrolled as a full-time\* student studying within a recognized healthcare administration ('HA')\*\* undergraduate program, whereby the curriculum contains a minimum of 30 upper division credit hours in healthcare administration, health services management, or health care management discipline. The college or university must have a physical presence (main or satellite campus) in southeast Texas and be regionally accredited. Students enrolled in online HA programs whereby the college or university doesn't have a physical presence in southeast Texas and doesn't possess regional accreditation are ineligible.

\* What constitutes a full-time student can vary by institution, since the Department of Education permits academic institutions to set these criteria.

\*\*HA is used broadly to refer to academic programs of study that are preparing students to assume business/operational roles within healthcare and related industries.

3. Must have successfully completed a minimum of 25% of the upper division coursework, excluding prerequisites or transfer credit.
4. Currently enrolled in a HA program in which the college or university must be regionally accredited.
5. Academic program must be a member of ACHE's Higher Education Network (HEN).
6. Must have a cumulative GPA of at least 3.0 on a 4.0 scale prior to applying.
7. Participated/attended in at least two **ACHE-SETC** sponsored events within the past year.

### Gathering and Verifying Relevant Applicant Information to Confirm Eligibility

Board Observer Applicant responsible for providing the following...

- a. Completed ACHE-SETC Student Board Observer application.
- b. Completed Personal Statement.
  1. Typewritten personal statement that shares why you chose to pursue an academic degree that focuses on the business/operational side of healthcare and related industries; addresses how serving as an ACHE SETC Board Observer will benefit you, and what role ACHE (national and SETC) has played in your career thus far.
  2. Personal statement is to be limited to 1-page, double spaced, Times New Roman, 12 font size, and black lettering. There should be a cover page that includes the following information: "ACHE-SETC Board Observer Applicant" followed by your name, school, and date when the statement was completed. If you use reference materials to complete your statement, the sources should be properly in-text cited within the statement and the source information included on a separate page. There is no prescribed format for in-text citing and list of sources on a reference page; however, it must be clear to the reader where the information came from and who originally authored the content.
  3. The content within the personal statement is to be an original work and should reflect a singular effort on the part of the Applicant.
- c. Proof of full-time academic status
- d. Proof of Student Associate membership and the length of time as a Student Associate
- e. Proof that Student Associate dues are paid in-full through the current year
- f. Proof of cumulative grade point average (CGPA)

g. Current resume or curriculum vitae

ACHE-SETC responsible for the following...

- a. Verifying the College or University is regionally accredited by one of the following accrediting agencies:
  1. Northwest Commission on Colleges and Universities
  2. Higher Learning Commission
  3. Western Association of Schools and Colleges
  4. Southern Association of Colleges and Schools
  5. Middle States Commission on Higher Education
  6. New England Association of Schools and Colleges
- b. Verify that the undergraduate program of study is a member of the ACHE Higher Education Network
- c. Applicant has participated in at least 2 ACHE-SETC hosted event within the past year



**UNDERGRADUATE ACHE-SETC STUDENT BOARD  
OBSERVER**

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**APPLICATION**

**Please type in all information requested on the application.**

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Work Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**II. ACADEMIC**

School: \_\_\_\_\_

Is your academic program a member of the ACHE-Higher Education Network: Yes \_\_\_ No \_\_\_

Degree Program (Bachelors in HSM, HCM, HCA): \_\_\_\_\_

Expected Graduation Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Full-Time Student: Yes \_\_\_ No \_\_\_ How many hours? \_\_\_ Quarter Hours? \_\_\_ or Semester Hours? \_\_\_

Cumulative GPA: \_\_\_\_\_ on a 4.0 scale

**Student Associate** of ACHE National Organization for at least 60 days prior to the date of this application: Yes: \_\_\_ No: \_\_\_

Please identify at least two ACHE sponsored event you attended/participated within the past year. If you have attended/participated in more than two ACHE-sponsored events over the past year, please include them.

Event/Dates:

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**III. PERSONAL STATEMENT**

Typewritten personal statement that shares why you chose to pursue an academic degree that focuses on the business/operational side of healthcare and related industries; addresses how serving as an ACHE-SETC Board Observer will benefit you, and what role ACHE (national and SETC) has played in your career thus far.

Personal statement is to be limited to 1-page, double spaced, Times New Roman, 12 font size, and black lettering. There should be a cover page that includes the following information: "ACHE-SETC Academic Scholarship" followed by your name, school, and date when the statement was completed. If you use reference materials to complete your statement, the sources should be properly in-text cited within the statement and the source information included on a separate page. There is no prescribed format for in-text citing and list of sources on a reference page; however, it must be clear to the reader where the information came from and who originally authored the content.

#### **IV. GUIDELINES**

The content within the personal statement is to be an original work and should reflect a singular effort on the part of the Applicant. Any information that is being used from various reference materials need to be properly cited, so as to give credit to the originators of the work.