GRADUATE CERTIFICATE IN HEALTH ADMINISTRATION GENERALIST

Program Director: R. Bonar

The objective of the health administration generalist certificate is to meet the needs of the professional public health provider. Graduates with this certificate become health sector leaders, innovators, and managers who are dedicated to advancing the health of our local, national, and global communities. All current Milken Institute School of Public Health (SPH) graduate students and SPH alumni have a unique opportunity to add the health administration generalist graduate certificate to their degree.

Visit the program website (https://publichealth.gwu.edu/programs/health-administration-generalist-certificate/) for additional information.

ADMISSIONS

Deadlines:	Fall – March 15 (Applications must be complete by December 15 for priority scholarship consideration.)
	Spring – October 1
	Individuals interested in applying to this program should submit their application and supporting documents through SOPHAS, a general online application for schools of public health, or through HAMPCAS, an online application for healthcare management professions. A graduated fee is charged for these applications, depending on the number of accredited schools to which you apply.
Standardized test scores:	GRE general test (institutional code 5268).
	Applicants who already have a conferred graduate degree (i.e. M.A., M.S., J.D.) are exempt.
Recommenda required:	Two (2) recommendations
Prior academic records:	Transcripts are required from all colleges and universities attended, whether or not credit was earned, the program was completed, or the credit appears as transfer credit on another transcript. Transcripts must be forwarded to SOPHAS or HAMPCAS in their original sealed envelopes directly from the institution.
	Official transcripts from institutions outside the United States must be accompanied by an official transcript evaluation from an accredited independent evaluating agency. Please be sure you request a detailed evaluation that includes all course titles, credit hours, grade-point average (GPA), United States degree equivalency, and date of degree conferral. Please refer to the National Association of Credential Evaluation Services for a list of acceptable foreign credential evaluation services (https://www.naces.org/members (https://www.naces.org/members/)).
Statement of purpose:	In no more than 1500 words, state your purpose in undertaking graduate study in your chosen field. Include your academic objectives, research interests, and career plans. Also discuss your related qualifications, including collegiate, professional, and community activities, and any other substantial accomplishments not already mentioned in the application.
	The Committee reviews your Statement of Purpose to determine your motivation for pursuing a career in public health.
Additional requirements	Prerequisite coursework in introductory statistics and accounting at the undergraduate level is required.
International applicants only:	Please review International Applicant Information (https://graduate.admissions.gwu.edu/international-student-application-requirements (https://graduate.admissions.gwu.edu/international-student-application-requirements/)) carefully for details on required documents, earlier deadlines for applicants requiring an I-20 GW, and English language requirements. Detailed documentation needed for this program is available here (https://publichealth.gwu.edu/admissions/graduate-admissions (https://publichealth.gwu.edu/admissions/graduate-admissions/)).
	PLEASE NOTE that all programs in the Milken Institute School of Public Health require the following minimum English language test scores for admission:
	- Academic IELTS: an overall band score of 7.0 with no individual band score below 6.0.
	- TOEFL: 100 on Internet-based.

Supporting documents not submitted online should be mailed to:

Office of Admissions
Suite 200
Milken Institute School of Public Health
950 New Hampshire Ave. NW
Washington, DC 20052

Contact for questions:
GWSPHadmit@gwu.edu ~ 202.994.2160 (phone)
http://publichealth.gwu.edu/admissions (http://publichealth.gwu.edu/admissions/)
9:00 am – 5:00 pm, Monday through Friday

REQUIREMENTS

The following requirements must be fulfilled: 18 credits in required courses; substitutions may be allowed with the advisor's approval.

Code	Title	Credits
Required		
18 credits from the following (with advisor approval)		

HSML 6202	Introduction to Health Services Delivery
HSML 6203	Introduction to Health Management
HSML 6204	Quality and Performance Improvement
HSML 6206	Quanitative Methods and Epidemiology in Health Services
HSML 6207	Health Services Information Applications
HSML 6208	Medical Informatics
HSML 6209	Health Services Finance
HSML 6210	Health Services Financial Applications
HSML 6211	Health Economics
HSML 6212	Community Health Management and Advocacy
HSML 6213	Health Services, Marketing, and Planning
HSML 6215	Health Law for Managers
HSML 6216	Human Resources Management and Organizational Behavior
HSML 6218	Seminar: Health Services Management and Leadership

Other courses may be used to fulfill the requirement with advisor approval.

Graduation Requirements

1. The program director/advisor must pre-approve all course selections and course sequencing by developing a "program of study" prior to the student's initial registration. Graduate certificate students meet with their advisor each semester before registration. All changes in this program of study must be pre-approved by the program director/advisor.
2. Course Requirements: Since most graduate certificate students are currently enrolled in an MPH program or have previously earned a graduate degree, most course credits are selected from the program-specific course list. Under no circumstances may a certificate student enroll in fewer than 9 credits of program-specific courses.
3. Grade Point Requirement: A 3.0 (*B* average) overall grade-point average or above is required for the award of the certificate.
4. Time Limit Requirement: The certificate must be completed within two years.
5. Transfer Credit Policy: The program director/advisor may approve up to 4 graduate credits that have not been applied to a previous graduate degree to be transferred to the graduate certificate. The course(s) must be relevant to the graduate certificate. Credits must have been earned in the last three years with a grade of 3.0 or above.
6. Transfer to Degree Program Policy: Students can transfer as many credits as meet program requirements to a Master of Health Administration (MHA) degree program from the Health Administration Generalist Graduate Certificate. Students wishing to transfer to the MHA may apply to do so via the online change of concentration petition after completion of three or more courses and a cumulative GPA of 3.0 or above. A grade of *B* or above is required for a course to be eligible for transfer. Students interested in applying to the MHA degree program should meet with the program director regarding program-specific admission requirements. Transfer credits must have been completed within the past three years.