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.

Recommendations: Two (2) recommendations required.

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.

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) 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/).

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Required</td>
<td>18 credits from the following (with advisor approval)</td>
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<tr>
<td>HSML 6202</td>
<td>Introduction to Health Services Delivery</td>
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<tr>
<td>HSML 6203</td>
<td>Introduction to Health Management</td>
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<tr>
<td>HSML 6204</td>
<td>Quality and Performance Improvement</td>
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<tr>
<td>HSML 6206</td>
<td>Quantitative Methods and Epidemiology in Health Services</td>
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<td>HSML 6207</td>
<td>Health Services Information Applications</td>
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<tr>
<td>HSML 6208</td>
<td>Medical Informatics</td>
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<td>HSML 6209</td>
<td>Health Services Finance</td>
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<td>HSML 6210</td>
<td>Health Services Financial Applications</td>
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<td>HSML 6211</td>
<td>Health Economics</td>
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<tr>
<td>HSML 6212</td>
<td>Community Health Management and Advocacy</td>
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<tr>
<td>HSML 6213</td>
<td>Health Services, Marketing, and Planning</td>
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<tr>
<td>HSML 6215</td>
<td>Health Law for Managers</td>
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<tr>
<td>HSML 6216</td>
<td>Human Resources Management and Organizational Behavior</td>
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<tr>
<td>HSML 6218</td>
<td>Seminar: Health Services Management and Leadership</td>
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Other courses may be used to fulfill the requirement with
advisor approval.

Graduation Requirements

1. The program director/advisor must preapprove 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.

Graduate Certificate in Health Administration Generalist