

# HEALTHCARE ADMINISTRATION GRADUATE CERTIFICATE

## Administration

The Department of Interprofessional Health Sciences and Health Administration offers four graduate certificates: Graduate Certificate in Healthcare Administration, Graduate Certificate in Global Health Management, Graduate Certificate in Population Health, and Graduate Certificate in Practice Management.

If a current student enrolls in a graduate certificate in Global Health Management, Population Health Management, or Practice Management, before they complete the MHA degree, they will receive credit for 1 previously completed MHA course if applicable to that Certificate. If an MHA student has already completed more than one of the certificate's required courses, they would be encouraged to take substitute courses. If an MHA student is currently enrolled in the program, they will not need to complete a Certificate application.

If an MHA graduate wishes to enroll for a certificate the graduate would need to apply for the Certificate and no courses would be transferred in, but they would be eligible for substitute courses. Students who complete the Graduate Certificate in Healthcare Administration with a 3.0 or higher can apply all credits towards the M.H.A. degree if they wish to continue their education.

## Admissions Requirements for Graduate Certificate in Healthcare Administration

Applicants for the Certificate in Healthcare Administration must meet the same admission requirements as applicants for the M.H.A. degree:

- graduate of an accredited college with a bachelor's degree;
- statement of goals and career interests;
- completion of an application for admission along with official transcripts from all undergraduate courses and, if applicable, graduate courses. Applicants with international degrees must have their academic records evaluated by a member agency of the National Association of Credential Evaluation Services (NACES) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO);
- minimum cumulative GPA of 3.0 on a 4.0 scale in the coursework of the most recently conferred undergraduate or graduate degree (note: applicants with a cumulative GPA of 2.8-2.99 who have a minimum of 2 years post-degree healthcare management experience are also encouraged to apply);
- curriculum vitae or resume; and
- If English is not the native language, a student must submit a Test of English as a Foreign Language (TOEFL) Score Report documenting an internet-based score of 90 or above. The International English Language Testing System (IELTS) can also be accepted documenting a score in the 6.5 band or above. Exception to this requirement may be granted if the applicant is a U.S. resident and a graduate of a U.S. college within the previous two years.

## Application Deadlines

Applicants for the Certificate in Healthcare Administration may apply online at the Seton Hall University website: [www.shu.edu](http://www.shu.edu). Applications are processed on a "rolling admissions" basis, with deadlines for the on-campus format of August 1 for the fall term and December 1 for the spring term and for the online format July 15 for the fall term.

## M.H.A. Academic Credit for Certificate Course Work

The Certificate in Healthcare Administration is awarded for the successful completion of 15 graduate credits as designated. Students in the certificate program are subject to the same academic policies of the School of Health and Medical Sciences as degree students.

If a student enrolls in a graduate certificate in Global Health Management, Population Health Management, or Practice Management, before they complete their MHA degree, they will receive credit for one previously completed MHA course if applicable for the certificate. These graduate credits can be applied toward the M.H.A. degree provided the student achieves a B or better and attains a 3.0 cumulative GPA or higher in the certificate program and satisfied the admission requirements for the M.H.A. program. If an MHA student has already completed more than one of the certificate's required courses while in the MHA program, they would be encouraged to take substitutions.

Incoming students who select a Graduate Certificate in Global Health Management, Population Health, or Practice Management would be able to apply all required program courses, if the student is accepted into the MHA degree program before completion of the certificate.

If an MHA graduate wishes to enroll for a certificate, the graduate would need to apply to the certificate, and only MHA graduates within the past few years may transfer in one course applicable to the certificate. Enrollees would be eligible to take substitute courses.

## Certificate Curriculum

The Graduate Certificate in Healthcare Administration is earned by successfully completing the following **required** coursework.

Code	Title	Hours
HCAD 6005	Financial-Managerial Acct-Cost	3
HCAD 7513	Healthcare Management	3
HCAD 7519	Population Health Management	3
HCAD 7521	21st Cent Healthcare System	2
HCAD 7522	Healthcare Policy	2
HCAD 8523	Ethics in Healthcare Admin	2
<b>Total Hours</b>		<b>15</b>