

# Admission

## Admission Requirements

The Graduate Program in Health Care Administration seeks highly qualified women and men who represent a diversity of backgrounds and interests. Candidates for admission must offer assurance of capacity for graduate work, as well as professional aptitude. Applicants are expected to have substantial experience in health care or be working in health care. Students are required to have access to the web and be able to use standard software packages for word processing, spreadsheets and presentations.

An applicant for admission should hold an undergraduate degree from an accredited college or university and have achieved an average of B or better in the major field of study. Applicants should have a basic knowledge of statistics. The applicant must submit a completed application form including a personal statement; three professional or academic recommendations; official academic transcripts from all undergraduate and graduate institutions attended; and the results of either the Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT), taken within the past five years.

There is no minimum required score. Copies of the student score reports are not acceptable. The GSHS code is 3761. Further information can be obtained by directly contacting: GRE, Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, or by telephone, 609-771-7906, or [www.gre.org](http://www.gre.org). GMAT, Educational Testing Service, Box 966, Princeton, New Jersey 08540, telephone 609-771-7730.

**Applicants whose first language is not English**, must submit official scores of the Test of English as a Foreign Language (TOEFL) taken within the past two years. The required minimum TOEFL score is 570 (paper test) or 230 (computer test). **Copies of student score reports are not acceptable.**

Students who have studied abroad must submit academic documents in the native language as well as official English translations. Additionally, academic records may need to be evaluated by an agency, as specified by The School for Health Studies.

**Special Students (U.S. Citizens only).** Special students enroll in the Principles and Foundations of Health Care Administration course before being formally admitted into the Program. To be admitted into the Program, students must:

- Attain a grade of B+ or better in the course;
- Demonstrate the expected standards of written communication;
- Show professional behavior in the classroom and within the larger Simmons community

Students meeting these requirements may be admitted to the Program with a waiver of the GRE/GMAT requirement. In such cases, course performance is considered a part of the application; however, it does not guarantee acceptance into the Program. Students desiring to enter as Special Students should consult with the Program Director prior to enrollment. Special students are not required to submit an application to the Office of Admission of SHS until they are midway through the Principles and Foundations course. **However, students must apply by the specified deadline and be accepted in order to continue their enrollment.**

**Non-traditional Students.** Individual consideration will be given to applicants who do not completely meet the specific requirements for admission. A few individuals with considerable experience within the health care system and no undergraduate degree are accepted.

## Application Procedure

Applicants are responsible for mailing the application packet in one unit (except academic transcripts) to The School for Health Studies by the specified deadline date to avoid delays in application review and notification. All documents submitted become the property of Simmons College and cannot be returned to the applicant. The packet includes:

1. A completed application form, including personal statement and check-off sheet;
2. Three professional or academic recommendations (in signed and sealed envelopes);
3. A nonrefundable \$50 application fee, made payable to Simmons College.

In addition, the following should be sent directly to The School for Health Studies by the testing agencies:

1. The results of either the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT), taken within the past five years;
2. Official academic transcripts from all undergraduate and graduate academic institutions attended (sealed and signed) whether or not a degree was earned;
3. Official score of the Test of English as a Foreign Language (TOEFL) taken within the past two years for all applicants whose first language is not English. A minimum score of 570 (paper test) or 230 (computer test) is required. **Copies of student score reports are not acceptable;**
4. Applicants who have studied abroad must submit academic documents in the native language as well as official English translations. Additionally, academic records may need to be evaluated by an outside agency, as specified by The SHS.

### Application Deadlines

Applicants for regular admission are urged to file their applications and supporting documents **well in advance** of the term for which they are applying, in order to ensure proper consideration of their credentials.

International applicants must start the application process at least six months before the start of the academic term they are considering. The HCA Admissions Committee meets periodically to review applications. Students may begin in the fall or spring semesters. Completed applications should be received no later than:

June 1 for Fall (September) semester

November 1 for Spring (January) semester

Special students who wish to apply as regular students should submit applications by

December 1 for Spring (January) semester

July 1 for Fall (September) semester

March 1 for Summer session

### Enrollment Deposit

Accepted students must submit a non-refundable deposit of \$250 by July 1 for fall entry and December 1 for Spring entry. Special students accepted to the HCA program must submit a non-refundable deposit of \$100 by January 1 for spring entry and August 1 for fall entry. This deposit is applied to the first term bill.

### Deferred Entrance

An accepted student may request in writing to the Assistant Dean/Director of Admission of SHS a deferral of the entrance date for a maximum of one year. The student must indicate what he/she will do in the interim. If granted a deferral, a non-refundable enrollment deposit of \$250 is required to ensure enrollment. International students will be considered on an individual basis, due to immigration issues.

### Transfer Credit

Students who enter the Program with prior credits from another institution may petition the Program Director to transfer a maximum of six credits provided:

- The applicant had earned a B or better,
- The credits were not used for a degree that was conferred, and
- They were completed within five years of the petition.

This petition must be approved by the Program Director and the Dean of The School for Health Studies.

### Waivers

Students who enter the Program with a strong background in a particular content area may petition the Program Director for a course waiver. Such waivers require demonstration of mastery of the course content. Students receiving course waivers must still complete the required number of credit hours by taking additional elective credits to replace the waived course.