

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. CAGS applicants must possess a graduate degree.

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 unless the applicant is applying to the CAGS program or chooses the option of successful completion (grade of B+ or better) of HCA 501, Principles and Foundations of Health Care Administration as a non-degree student (**not for international students who must enroll full-time**).

Non-Degree Students (U.S. Citizens only). Non-degree students enroll in the Principles and Foundations of Health Care Administration course before being formally admitted into the Program. This option is not available to CAGS applicants. To be admitted into the Program, students must:

- Attain a grade of B+ or better in the course;
- Demonstrate the expected standards of quantitative skill and 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 non-degree students should consult with the Program Director prior to enrollment. Non-degree 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.**

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 essay, resume, check-off sheet and Certification of Finances Form (for non-US citizens only).
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 or educational agencies:

1. The results of the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) taken within the past five years unless the applicant is applying to the CAGS program or chooses the option of successful completion (grade of B+ or better) of HCA 501, Principles and Foundations of Health Care Administration, in lieu of the GRE or GMAT (**not for international students who must enroll full-time**). There is no minimum required score. **Copies of student score reports are not acceptable.** The SHS 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. GMAT, Educational Testing Service, Box 966, Princeton, New Jersey 08540, telephone 609.771.7730.
2. Official academic transcripts from **all undergraduate and graduate academic institutions attended** whether or not a degree was awarded, and whenever courses were completed or if courses are not specific to the program for which you are applying or whether courses appear on another transcript. Applicants who are completing an undergraduate degree in the year of application must submit grades from the most recently completed academic term.

3. Official scores 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, regardless of language of schooling or citizenship. Copies of student score reports are not acceptable. A minimum score of 570 (paper test) or 230 (computer test) is required.
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 agency as specified by the School for Health Studies.

No application can be acted upon unless all items under the general admission requirements, as well as those listed for each of the various concentrations, are received.

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 students may apply only for September entry, and due to stricter immigration regulations, they should apply at least six months in advance of the application deadline for the September start term.*** U.S. students may begin in the fall, spring, or summer semesters. The HCA Admissions Committee meets periodically to review applications. ***All materials should be received, not post-marked, by the deadline.*** Completed applications should be received no later than:

- June 1 for Fall (September) semester
- November 1 for Spring (January) semester

Non-degree 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. 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.

For more information regarding Admission, please see the Frequently Asked Questions (FAQ) sheet for Admission at <http://www.simmons.edu/shs/admission/faq.shtml>. For the HCA FAQ, please see <http://www.simmons.edu/shs/academics/hca/faq.shtml>.