



SAINT VINCENT COLLEGE

Master of Science in Health Services Leadership Admission and Academic Regulations

ADMISSION

(The following regulations are the minimum requirements for admission to the program)

1. Possess an earned Bachelor's degree from an accredited institution. Official transcripts must be submitted from each institution attended.
2. Have a minimum grade point average of 3.0. Students with an undergraduate grade point average below a 3.0 must complete the Graduate Management Aptitude Test with a minimum total score of 500 and a minimum analytical writing assessment score of 4.0.
3. Students should have foundational coursework in mathematics (sufficient to begin a course in statistics and research methods).
4. Submission of curriculum vitae or resume.
5. Two recommendations. It is preferred that recommenders are supervisors, instructors, or individuals in leadership roles that can attest to the quality of the applicant. All reference letters should clearly state the relationship between the individual providing the reference and the applicant.
6. Personal statement of 500 words or less describing applicant's professional experience and why they wish to pursue the degree.
7. Submit completed application for Graduate Admission for Health Services Leadership.
8. Submit application fee of \$25.

** A TOEFL score of 550 or higher is required for applicants for whom English is not their native language.

NON-DEGREE STUDENT

A person may register for up to 9 credits of graduate study as a non-degree student by completing a non-degree student application and submitting official transcripts to the Office of Graduate & Continuing Education. The non-degree student must follow the same policies as the degree seeking graduate student. Non-degree students are ineligible for financial aid.

If a non-degree student wishes to become a candidate for the graduate program, the applicant must officially apply to the program following all application procedures outlined above.

TRANSFER CREDITS

No more than nine credits hours of graduate coursework may be applied toward a master's degree at Saint Vincent College. Each requested transfer course is reviewed on an individual basis to ensure that it meets the same standards as the Saint Vincent course offering. Courses must have been completed within seven years and grades below B- will not be considered for transfer.

PROBATION

Students will be placed on probation whenever their grade point average falls below 3.0 or when the student has accumulated six credit hours of course work with C grades or lower (including + or - grades). A student on probation is subject to dismissal at any time and each student on probation will be reviewed by the Graduate Study Committee. The Graduate Study Committee shall seek the advice of the Program Director and may recommend dismissal or continuation.

APPEAL OF DISMISSAL

A student who is dismissed has a right of appeal. The appeal shall be filed with the Academic Dean. The College's Graduate Study Committee reviews all appeals of dismissals and may recommend readmission to the Academic Dean.

REPETITION OF COURSES

With permission of the Program Director, a student who has received a C (including C= or C-) or an F in a course may retake it once. The original grade remains on the student's transcript; however, the last grade earned will replace the first grade in the computation of the grade point average.

CONTINUING ACTIVITY

Students are expected to be continuously active in their graduate program. A student who has not registered for at least once course within a 12-month period will be dropped from the program. The student must apply for readmission before he or she will be permitted to enroll in courses. Readmission is not automatic. Payment of any past-due charges will be required before readmission.

DEGREE REQUIREMENTS

- Admission as a degree-seeking student.
- All course work must be completed within six calendar years from the date of initial enrollment.
- All other program requirements listed in the program of study (e.g. written or oral examinations, practicum, thesis, assessment requirements, etc.) must be satisfactorily completed.
- A cumulative grade point average of 3.0 must be attained in all graduate programs.
- No more than six hours of C grade (including + or -) will be accepted toward a degree.
- No more than nine credit hours in graduate transfer credit may be applied. (Special consideration may be given by the Academic Dean.)
- An application for a degree must be filed with the Registrar by the announced deadline and a graduate fee paid.
- All charges and fees owed to Saint Vincent College must be settled before the degree will be granted.

Direct all questions regarding admission to Lisa D. Glessner, Coordinator of Graduate & Continuing Education, Office of Graduate & Continuing Education, Saint Vincent College,
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