**New York City College of Technology**
**Department of Health Sciences**
**Health Services Administration Program**

**Name:** _____

**Home Address:** _____

               **Street**                     **City**      **State**      **Zip Code**

**Email Address:** _____

**Phone:** _____    **CUNY EMPLID Number:**_____

**Part A:** For entry into the Health Services Administration program you will need to have obtained (please mark appropriate category):

_____ I have an Associate's degree from a clinical healthcare program of study with a minimum grade point average of 2.5, and an appropriate licensure or certification in hand or pending (also complete Parts B &C).

**OR**

_____ I am a graduate of one of the following specific degree programs that articulate with the HSA program (also complete Parts B &C).

A complete list of articulation agreements is available at: <u>Articulation Agreements</u>

**Please Note:**

Students who enter a CUNY college in Fall 2013 or thereafter, either as first-time freshmen or as transfer students from another CUNY college or from a non-CUNY college, will be automatically enrolled in the Pathways curriculum.

Students who first enrolled in CUNY before Fall 2013, stop for more than one semester, and re- enroll in Fall 2013 or later will be required to follow the Pathways Curriculum.

_____
                                        Signature

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**Part B: Education:** List all colleges attended. It is the student's responsibility to arrange forwarding of official transcripts to the college. Attach unofficial transcripts to this application.

1. Institution: _____

   Start Date: _____ End Date: _____ Graduated (Y/N): _____

   Degree Earned/GPA/Credits: _____

2. Institution: _____

   Start Date: _____ End Date: _____ Graduated (Y/N): _____

   Degree Earned/GPA/Credits: _____

3. Institution: _____

   Start Date: _____ End Date: _____ Graduated (Y/N): _____

   Degree Earned/GPA/Credits: _____

**PART C: Clinical License / Certification:** It is the student's responsibility to provide verification.

License or Certification and ID number: _____

Issuing agency or organization: _____

Date Obtained: _____

**OR**

Date of Certification Exam: _____

Other: _____

## Part D: Overview of the Health Services Administration Degree

The Bachelor of Science (BS) in Health Services Administration prepares you to enter the challenging and fast-growing profession of health service management. Health care services administration integrates all aspects of health care with administrators often being responsible for the management of facilities and equipment budgets as well as hundreds of employees. The US Department of Labor's Bureau of Labor Statistics advises that employment in this field is expected grow at faster than average rate of 16% per year.

The program helps you master the skills needed to take advantage of significant employment opportunities as a supervisor, manager or entry level administrator within hospitals, outpatient care centers, healthcare agencies, nursing homes, insurance companies, medical/dental clinics, and managed care organizations. If you are interested in continuing your academic career development, the program also provides an excellent foundation for graduate school studies in such distinctive fields as health and business administration, public health and the clinical professions.

Students in the Health Service Administration program study in small classes under the guidance of faculty members skilled in administration, finance, research methods, law, and information technology. Classes with an HSA prefix are conveniently scheduled in the evenings and Saturdays. Students make use of 'state of the art' instruction methods and materials and have the availability of the college's significant technological and information resources.

To varying degrees, HSA courses utilize an online mix format. Students will participate in self-directed learning assignments that apply material learned in the lectures. These assignments reinforce classroom learning and further develop important project and time management skills. Assignments have a rigorous submission schedule and students are expected to complete their work on time. In support of their work, students will need to acquire Microsoft Office including Word, PowerPoint and Excel.

Progression in the Health Services Administration Program - as per Health Services Administration program policy:
- A minimum grade of "C" must be earned in each course designated with the prefix HSA.
- No HSA course may be repeated more than once.
- No more than two HSA courses may be repeated during the entire course of study.
- Students must show progression (i.e. maintaining a 2.5 GPA, with no multiple W, WF or WU grades in any courses).
- For students with professional credentials, you must receive your professional license or certification within your first term of attendance within the program.

If a student fails to meet any of the above requirements, he/she will be required to withdraw from the HSA curriculum.

Students in a Bachelor of Science program are required to earn a minimum of 60 credits in liberal arts and sciences. In addition, the program-specific requirements for Health Services Administration include up to 42 professional credits from a combination of associate degree credits and upper level professional electives and 18 credits of required courses in the major.

To graduate from the HSA program, you will need to meet all of the following requirements:
- Be in good academic standing.
- Completion of a minimum of 120 credits of which 60 credits need to be liberal arts (arts and sciences).
- Completion of all general education requirements.
- Completion of the writing intensive course requirements.
- Completion of all HSA required discipline and program specific liberal arts courses.
- For transfer students: completion of a minimum of 30 credits in residence at NYCCT.

_____
Signature & Date