The Department of Health Care Policy and Management is pleased to announce that the application for the Master of Science in Health Care Policy and Management is now available.

We are accepting applicants for FALL 2013 start. The application deadline is JULY 1, 2013. This MAY BE the last admissions cycle for the Master of Science in Health Care Policy and Management. We may be working with the College of Business to develop a Healthcare MBA, and the Master of Science in Health Care Policy and Management may eventually be phased out. If you are interested in the Master of Science in Health Care Policy and Management (MS HCPM), you should apply by JULY 1, 2013.

Anyone who previously tried to submit an application and could not because a start term was not available, the application is now accessible and you may finish your application. Anyone who is accepted into the program will have five years to complete the program.

If you are a current non-matric student, remember you can only take 12 credits TOTAL. You must apply to either the Advanced Certificate or Master’s in Health Care Policy and Management in order to continue taking courses.

Carefully read our admissions requirements (see below). ALL PAPERWORK must be received in order for us to evaluate your application. Incomplete applications may not be processed. The sooner you submit your application, the sooner we can get it processed and through the admissions committee.

**ADMISSIONS REQUIREMENTS:**

Applicants for admission into our Master of Science program must meet the following admissions criteria and submit completed applications by the application deadline for consideration:

1. Prior to applying, applicants must have successful completed a baccalaureate degree from an accredited college or university. An official transcript from EVERY college you ever attended (yes, even if it was one summer class somewhere). If you took classes at Stony Brook, we can print that transcript for you - do not request a Stony Brook transcript. If you graduated from Stony Brook but had previously attended another college(s), you MUST request a transcript from your previous college(s). We are no longer able to get copies of these old transfer credits/transcripts.
   a) Strong record of academic achievement (preference given to a grade point average (GPA) of at least 3.0 on a 4.0 scale) at the undergraduate level.
   b) Graduate coursework and achievements will also be considered when available.
   c) Official transcripts from all post-secondary institutions must be included with the application.
   d) Foreign degrees must be evaluated to ensure they meet the equivalency of an American bachelor’s or master’s degree. (Visit www.wes.org for directions.) Official transcripts and an official evaluation from WES must be submitted.

2. If appropriate, copy of license/registration if you are required to be licensed in your field (ie: nursing, physical therapist, etc.).
3. Three online recommendations (requiring the email addresses of three recommenders); instructions are within the application.

4. a) Have taken the Graduate Record Examination (GRE) or equivalent examination within the last five years. The Stony Brook code when taking the GREs is 2548. GMATs, LSATs, MCATs may be accepted in lieu of GREs.
   - GREs must be taken before the July 1, 2013, deadline and official GRE scores received in order for us to consider your application.
   - Applicants who receive a 3.0 or less on the writing section of the GREs will be required to complete an essay writing diagnostic during the term they are accepted. Completion of this assessment and training tool is required prior to registration for any other MS HCPM courses.
   OR
   b) Students who have successfully completed a United States accredited graduate program prior to applying for MS HCPM may be accepted without having taken the GRE’s or equivalent test.

5. a) Evidence of not less than one year of documentable, verifiable full-time paid work experience in a health-related field prior to the application deadline must be included with the application. Work experience obtained while an undergraduate student will not be considered.
   - If, by the time you apply and your file is reviewed for admissions, the applicant is in a full-time job for less than a year but anticipates having a full year of health-related work experience by the time of matriculation (fall semester for the year you are applying), a letter of support from the employer must accompany the application.
   - Volunteer work and/or employment obtained prior to completion of a baccalaureate degree does not meet this admissions requirement.
   - Work “off the books” cannot be considered, that is you must have been officially employed and be able to document this employment with official tax forms from the IRS (or the equivalent if the employment was not in the USA).
   - Some health care work experience must be within the past five years.
   OR
   b) Have successfully completed one year of post-baccalaureate full-time accredited clinical training (proof required).

6. If English is not your first language, TOEFLs may be required. Check with the department and our web page for additional information.

7. Foreign transcripts must have a WES evaluation (course-by-course evaluation and must show GPA). Transcripts are required from foreign universities so applicants should inquire about WES’s ICAP services (http://www.wes.org/students/index.asp).

8. Two essays (see application) that are complete and well written; each essay is a MINIMUM of 350 words in length (that means they must be longer than 350 words – each essay); essays that are too short will not be considered. TYPE YOUR NAME AT THE TOP OF EACH
ESSAY. When writing your essay, make sure you address the essay question. Show that you have researched our program and how it will benefit you.

All applicants to the MS HCPM program (especially if they are unsure if they meet admissions requirements for the master’s degree) are encouraged to apply to one of our advanced certificate programs (distance learning/online or traditional/in class with an opportunity to take some online courses).

If you are applying to BOTH the Certificate and the Master’s programs, you must complete TWO SEPARATE applications. You must pay two separate application fees. You do not need to submit two sets of transcripts. You must answer different essays for each application.

Students may be permitted to transfer in six graduate credits from an accredited American university. Transfer credits will not be evaluated until a student has been accepted into the MS HCPM. Any transfer credits must have been taken within the previous five years and must not have been used toward any other degrees/certificates. Transferring of credits is at the discretion of the department. Transfer credits may never be used for core courses. Transfer credits cannot be used toward the Advanced Certificate.

If you have not yet paid your application fee, please do so immediately. Your application is not submitted until the application fee is paid.

If you know of anyone else who may be interested in applying for the Master of Science in Health Care Policy and Management, now is the time to apply. Please forward this information to any of your family, friends, and colleagues who may be interested in completing our degree.

If you have any questions or concerns, please contact:

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Health Care Policy and Management