

LONG-TERM CARE ADMINISTRATION CERTIFICATE (POST- BACHELOR'S)

Advanced Certificate Program - online only

This certificate program, which is registered with the New York State Education Department, will provide students with the knowledge and skills needed to succeed in a career in longterm care administration. The courses meet the educational requirements for licensure of nursing home administrators in New York state.

Required Courses

Code	Title	Credits
HAPH-616	HR Mgt in Health Care Organizations	3
HAPH-653	Legal and Ethical Issues in Health Care	3
HAPH-650	Corporate Finance in Healthcare	4
HAPH-605	Aging American Society	3
HAPH-668	Nursing Home Administration	3
Total Credits		16

Good Academic Standing

A student's academic standing is determined by the cumulative quality point average (G.P.A.). Graduate students are expected to maintain a cumulative G.P.A. of 3.0 or above. A student who has less than a 3.0 cumulative G.P.A. at any time is placed on academic probation for one semester. At the end of the probation semester, the student's file is reviewed by the program's student progress committee. If the student's cumulative G.P.A. is a minimum of 3.0, the student is automatically removed from probation. If a student does not achieve the 3.0 G.P.A., the program student progress committee will either dismiss the student from the program immediately or continue the student on probation for one more semester. If a minimum of 3.0 is not then achieved, dismissal is automatic.

A student who maintains a minimum of a 3.0 average but receives more than two grades of C or lower will be reviewed by the program graduate committee for a recommendation regarding continuation in the program. An appeal to any of the above may be made by following the grievance procedures found in the D'Youville University calendar and resource guide.

Grades Below B Policy

All grades of B or higher are applicable to the Long Term Care Administration Certificate Program at D'Youville University. Up to six credits of grades lower than a B (B-, C+ or C) may be applied to the graduate degree. This policy applies to most 500-600-level courses for each graduate program. Grades of C- or lower are not applicable to the Long Term Care Administration Certificate program.

Appeals

To appeal a decision rendered by the Center for Doctoral Studies and Research faculty/administration that has academic consequences, you must follow the appeal procedures which are available in the student manual.

Admission Requirements

The admission requirements common to all certificate programs are listed here. Requirements that are specific to a given certificate program are included under each program's listing. Action on an application begins when the application, application fee and the official transcripts have been received. In addition to the application procedure, all candidates must demonstrate evidence of capability to succeed in a graduate program as shown by one of the following (all grade point averages (G.P.A.) are based on a 4.0 system):

1. A cumulative undergraduate G.P.A. of at least 3.0
2. A cumulative undergraduate G.P.A. of at least 2.7 with a 3.0 or better in the second half of undergraduate work
3. A cumulative undergraduate G.P.A. of at least 2.7 with a 3.0 or better in the major field.

Program Admission Requirements

1. Complete the online graduate application.
2. Provide official transcripts from ALL prior colleges.
3. Possess at least two years of relevant work experience and/ or a related degree.
4. Hold a baccalaureate degree from an accredited college in a health care discipline.