

# CLAYTON STATE UNIVERSITY

## Master of Health Administration

[MHA Home](#)
[Application Information](#)
[Degree Requirements](#)
[Courses](#)
[2-Year Projected Schedule](#)
[Thesis and Comprehensive Examination](#)
[Payment Information](#)
[Academic Policies](#)
[Contact Information](#)
[Frequently Asked Questions](#)
[School of Graduate Studies](#)

### Application Information

#### Application for Admission

The completed application for admission for the School of Graduate Studies and a nonrefundable \$50.00 (U.S. currency) processing fee payable to Clayton State University should be submitted electronically to the School of Graduate Studies by the appropriate deadline specified below. Only checks drawn on U.S. banks and money orders that can be cashed at U.S. banks are acceptable. An application will not be processed without the application fee, and there are no provisions to waive or postpone this fee. **The final deadlines for applications and supporting documents for graduate applicants with United States citizenship or permanent resident status are:**

Admit Term	Preferred Deadline	Final Deadline
Fall	June 15	July 15
Spring	October 15	November 15
Summer	March 15	April 15

Full application materials received by the preferred deadline will be given priority review. Those received after the final deadline for a given admit term will be recorded for the next available term. These deadlines are for admission to the Graduate School. Specific degree programs may have earlier deadlines.

The final deadlines for applications and supporting documents for international graduate students are:

Admit Term	Application and Document Deadline
Fall	May 1
Spring	September 1
Summer	February 1

### Application Materials

Application for admission to the School of Graduate Studies includes the following items:

1. Completed [application for admission to Graduate Studies](#) at Clayton State with a non-refundable \$50 application fee.
2. A baccalaureate degree from an accredited college or university with a minimum 3.0 grade point average on a 4.0 scale
3. Official acceptable scores on either the GRE or GMAT. The GRE or GMAT requirement may be waived for applicants who have earned an advanced degree from a regionally accrediting program (including but not limited to Ph.D., Ed.D., M.D., D.D.S., D.M.D., D.C., N.D. Note the MBBS is not considered an advanced degree and requires the GRE scores). The GRE institution code for Clayton State University is 5145. Clayton State University's institution code for the GMAT is BD3-SV-70.
4. International applicants whose native language is not English must have earned a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer based TOEFL test. The TOEFL may be waived for any applicant who has graduated from a college or university in the United States accredited in a manner accepted by Clayton State University or who is a U.S. citizen.
5. Provisional Admission: A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission of up to one semester under conditions specified at the time of admission by the Graduate School. Students who fail to make progress under provisional admission may be withdrawn from graduate studies.

In addition to the materials submitted for admission to the School of Graduate Studies, applicants applying for admission to the MHA degree program must submit the following materials:

1. Completed application for admission to the MHA degree program at Clayton State with a non-refundable \$25 application fee
2. A statement of purpose for seeking the MHA. This brief autobiographical essay, no more than 2 typewritten pages single spaced, should describe the applicant's pertinent personal and professional experience and education, as well as his or her interests and goals in pursuing the MHA degree.
3. Three letters of recommendation ([printable form](#)) which comment on the potential for success in an academic program.
4. Provisional Admission: A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission, if space in the program is available, of up to one semester under conditions specified at the time of admission by the Admissions' Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

## How to Apply

Complete applications for admission into the Clayton State University Master of Health Administration Program include the following:

### *Graduate Studies Admissions*

1. Completed Clayton State University [Graduate Studies application](#) form and a \$50 application fee. The fee is non-refundable and may not be applied to any other university fees.
2. **Official transcripts** of *ALL* undergraduate and graduate work previously undertaken. Two copies of each official transcript containing the university seal must be mailed directly from all institutions where undergraduate and graduate work was previously undertaken.
3. **Official Scores from the Graduate Record Exam.** Official scores should be mailed directly from the Educational Testing Service (ETS). The GRE code assignment for Clayton State University is 5145. GRE results should have been within the past 5 years, but may be accepted up to 10 years on a case by case basis with valid scores from an accredited college or university.
4. **TOEFL scores for international applicants** whose native language is not English. The TOEFL may be waived for any applicant who has graduated from a college or university in the United States accredited in a manner accepted by Clayton State University or who is a U.S. citizen..

### *Specific MHA Admissions*

5. [A MHA application form](#).
6. **Three letters of recommendation ([printable form](#)).** Three letters of recommendation which comment on the potential for success in an academic program must accompany the application. Letters should be placed in sealed envelopes and contain the signature of the person writing the recommendation across the seal.
7. A **statement of purpose** for seeking a Master of Health Administration degree. This brief autobiographical essay, no more than 2 typewritten pages single spaced, should describe the applicant's pertinent personal and professional experience and education, as well as his or her interests and goals in pursuing the MHA degree.

#### **The above items (All Materials) should be mailed to:**

Clayton State University  
Graduate Studies Office  
215 University Center  
2000 Clayton State Boulevard  
Morrow, GA 30260-0285