

Certificate in Health Services Financial Management (39 credits) Checklist

36 CREDITS REQUIRED	COMPLETE/ INCOMPLETE	GRADE
HH/HLST 2300 6.00 OR AP/ADMS 2320 3.00 and AP/ADMS 3330 3.00		
AP/ADMS 2500 3.00		
AP/ADMS 2510 3.00		
AP/ADMS 2610 3.00		
AP/ADMS 3525 3.00 OR HH/HLST 3260 3.0		
AP/ADMS 3526 3.00 OR HH/HLST 3265 3.0		
AP/ADMS 4525 3.00		
AP/ADMS 4526 3.00 OR a 4000-level HLST elective		
AP/ECON 1000 3.00		
AP/ECON 1010 3.00		
AP/ECON 3510 3.00		
HH/HLST 4330 3.00		

Notes:

1. Students should consult the [School of Administrative Studies](#) as to the recommended sequencing of courses. Departmental level advising is recommended for this certificate.
2. To obtain a professional certificate offered by the:
 - **School of Administrative Studies, Faculty of Liberal Arts & Professional Studies:** at least 18 credits of the ADMS course credits that satisfy certificate requirements must be in addition to those used to satisfy a degree. Students may acquire more than one certificate provided that at least 18 credits in each certificate are unique to the specific certificate.
 - **School of Health Policy & Management, Faculty of Health:** students must take at least 12 credits outside their Bachelor of Health Studies program.
3. **Graduating with a certificate:** except where otherwise stated, a minimum cumulative grade point average of 4.00 is required to satisfy certificate requirements. Students must also submit application to graduate from a certificate program. Applications should be obtained from and filed with the unit administering the certificate program. Transcript notation that the requirements for a certificate have been completed will be made once the Registrar's Office has received notice from the unit administering the program. Certificates will not be conferred until candidates have successfully completed an undergraduate degree program if they are simultaneously enrolled in a degree and a certificate program. The Faculty does not award certificates retroactively. Refer to the Academic Standards section for details of the undergraduate certificate minimum standards.