DEPARTMENT OF HEALTH SERVICES ADMINISTRATION
SCHOOL OF HEALTH RELATED PROFESSIONS
UNIVERSITY OF ALABAMA AT BIRMINGHAM
BIRMINGHAM, ALABAMA

Revised 7/2005
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OVERVIEW OF PROGRAM

Organizationally, the BSHS program is located in the Department of Health Services Administration, School of Health Related Professions. Other programs and operational units are shown on the department organizational chart. Physical facilities for the program are located in the Susan Mott Webb Nutrition Sciences Building, 1675 University Boulevard. Classes and most laboratory experiences are conducted in the Webb Building or in the adjacent Learning Resource Center and the Richard M. Scrushy Building. Medical Center and campus maps are available at www.health.uab.edu/map.

PROGRAM AND CURRICULUM

BSHS PROGRAM

The Bachelor of Science in Health Sciences (BSHS) (formerly the BS in Allied Health Program) was established at UAB in 1982. The program prepares graduates for mid-level management positions in all types of health care organizations, including hospitals, ambulatory care centers, long term care facilities, and home health care agencies. More than 500 individuals have graduated from the program to date, and approximately
75 students are currently enrolled. The BSHS becomes the terminal degree for some individuals, and permits entry to graduate degree programs for others. Career opportunities for BSHS graduates exist in long term care, managed care, ambulatory care, corporate health programs, public health, medical equipment and supply firms, and in consultant or vendor companies serving the health care industry.

Admission to the **Clinical Manager (CM) Track** is restricted to graduates of certificate and/or associate degree programs who are credentialed or licensed in a health professions discipline. Graduates of this track are qualified for positions in which their clinical knowledge base is applied in a management context.

Undergraduate students who plan to seek admission to health administration, health informatics, occupational therapy, physical therapy, or other graduate level health professions programs may apply for admission to the **Pre-professional Degree (PD) Track**.* Prerequisites for admission to identified graduate programs can be incorporated into the program of study for this track in the BS in Health Sciences degree.

Individuals certified as paramedics may apply for admission to the **Advanced Emergency Medical Services (EMS) Specialization Track**. Students in this track are required to complete the state baccalaureate core curriculum, courses in anatomy and physiology, and specified courses in the BSHS core prior to enrolling in specialization track courses.

**MISSION AND GOALS**
The mission of the BSHS Program is to:

- Deliver high-quality market-relevant learning opportunities for individuals to develop the knowledge and skills required of mid-level managers in health care organizations.
- Provide an avenue to a baccalaureate degree for technically prepared health professionals.
- Prepare undergraduates to pursue graduate degrees in the health professions.
- Provide service courses to meet the general management and elective course needs of other programs in the Department and the School of Health Related Professions.

The BSHS Program goals are as follows:

1. To deliver an academically sound program of study that develops the knowledge and skills required of managers and professional staff in health care organizations.
2. To make the program accessible to working health professionals.
3. To recruit and retain qualified students.
4. To employ teaching formats and instructional media appropriate to achieve desired learning outcomes.
5. To establish and maintain professional networking relationships among faculty, students, and alumni.
6. To provide a supportive and stimulating environment for faculty to achieve excellence in teaching and scholarly activities.

**BSHS Program Curriculum**

Students in the BS in Health Sciences Program complete specific courses according to a planned and structured program of study. Students fulfill both core degree requirements and major/professional curriculum requirements in a logical sequence. The sequence is intended to facilitate success in the overall degree requirements.

Through the core curriculum, students develop global perspectives, acquire knowledge, and enhance cognitive skills that they apply in the professional curriculum and in their careers. Students develop their ability to acquire and evaluate new knowledge and perspectives critically, and to communicate their ideas to others effectively. The core curriculum enables students to learn about ethnic, cultural, and social groups other than their own. Exposure to diversity in the academic setting enhances performance in a multicultural work setting. Graduates should demonstrate achievement of the following professional curriculum goals:

- Communicate effectively in speaking and writing
- Solve problems by generating, evaluating, and selecting alternative solutions
- Acquire and synthesize knowledge from diverse sources
- Apply various analytical tools
- Pursue knowledge throughout their careers
- Demonstrate ethical reasoning by analyzing, evaluating, and defending decisions regarding ethical issues

**UAB Core Curriculum Requirements** - 41 hours

*Area I. Written Composition* (6 hours) (EH 101, 102)

*Area II. Humanities & Fine Arts* (12 hours)
- Literature - 3
- Arts - 3
- Public Speaking - 3
- Elective - 3 (must be literature unless 6 hour history sequence)

*Area III. Natural Science & Mathematics* (11 hours)
- Pre-calculus (MA 105) or Finite Mathematics (MA 110)
- Electives (8)

*Area IV. History, Social, & Behavioral Science* (12 hours)
- History - 3
- Electives - 9 (3 in history unless 6 hour literature sequence)

*Area V. Pre-Professional, Major, and Elective Courses*
- Accounting I
  - Licensed or certified health professionals may apply up to 23 hours credit for technical health care professions courses.
NOTE: Students in the Pre-professional Degree Track should contact the academic adviser for determine specific additional pre-requisites courses.

**BSHS Professional Curriculum**

*Health Care Organization, Financing, & Reimbursement*
- AHS 330 Health Care Systems (3, Powell)
- AHS 416 Financial Management in Health Care Organizations (3, Robertson)
- AHS 482 Current Issues Seminar (3, Powell)

*Management & Leadership*
- AHS 401 Organizational Studies in Health Care (4, Paustian)
- AHS 403 Operations Management in Health Care Organizations (4, Paustian)
- AHS 405 Human Resources Management in Health Care Organizations (4, Paustian)
- AHS 407 Strategic Management in Health Care Organizations (3, Robertson)
- AHS 481 Management Internship (3-6, Slovensky)

*Ethics, Law, & Regulation*
- AHS 318 Law for Health Care Professionals (3, Hamer)
- AHS 411 Bio/Psycho/Social Issues of Aging (3, Perkins)
- AHS 415 Ethics for the Health Professional (3, Powell)

*Evaluation and Outcomes*
- AHS 360 Statistics for Managers (3, Luo)
- HIM 425 Epidemiology (3, Houser)
- AHS 460 Research Methods (3, Robertson)
- AHS 450 Quality Improvement for Health Professionals (3, Spath)

*Information Resources*
- AHS 320 Microcomputer Applications for Health Care Managers (3, Paustian)
- AHS 435 Survey of Clinical & Administrative Information Systems (3, Paustian)

*Electives and Independent Study*
- AHS 300 Survey of Health Professions (2, Paustian)
- AHS 350 Medical Terminology (3, Slovensky)
- AHS 421 Independent Study (3, Robertson)

Electives*

See Appendix D for BSHS 2003-2004 projected course schedule.

*NOTE: Students in the Pre-professional Degree Track should contact their adviser to determine recommended electives.*
ACADEMIC AND OPERATIONAL POLICIES

1.0 Conduct

The faculty expect acceptable academic achievement and mature professional behavior from every student enrolled in the BSHS program. Complaints of unprofessional behavior that cannot be resolved by the individuals involved will be addressed in a conference between the student, program director, instructor, and/or program faculty or authorized committee. A meeting of these parties will be scheduled by the instructor or program director to decide whether there is reasonable cause to take any disciplinary action. The student will be notified of the time and place for the meeting by letter.

Student grievances and appeals procedures are published in the UAB Catalog of Undergraduate Programs. Additional information about the appeals process is available from the judicial officer, Room 101, Hill University Center. Acceptable behavior includes, but is not necessarily limited to, the following statements.

1.1 Students shall demonstrate integrity in all program assignments.

1.1.1 Each individual student is responsible for their own learning. Although participation in group projects and teamwork is a common requirement in the BSHS program, individual assignments (i.e., examinations, homework, take-home tests, etc.) are to be completed by the individual student without assistance from classmates, colleagues, or other persons. Students shall refrain from giving or receiving unauthorized assistance in individual assignments. If you are unclear about requirements for any assignment, contact the course instructor.

1.1.2 No reference books, journals, audiovisuals, lab equipment or other instructional materials may be removed without the knowledge of the faculty or staff. Some materials may be checked out but must be returned within five (5) days to avoid incurring a penalty.

1.1.3 Students must not submit the work of another person or the work of a group as their own. Confirmed cases of plagiarism (i.e., passing off ideas, writings of another as your own in assignments and papers) shall result in the assignment of a failing grade (F) in the course in which such misconduct occurs.

1.1.4 Cheating on any examination, whether online or in the classroom, will result in a failing grade (F) in the course in which such misconduct occurs.

1.1.5 Students should recognize unethical conduct or violations of the BSSH Honor Code and report relevant information to the Program Director.
1.2 Students shall demonstrate dependability in program assignments.

1.2.1 Class Attendance - Students are expected to be prompt and regular in attendance at all on campus class meetings i.e., lectures, laboratories, examinations, field trips, and internship assignments. Students taking online courses are expected to communicate with the instructor by email and/or the course bulletin board. Students should be prepared for and participate in all classes.

1.2.2 Students should complete all assignments in a timely manner. Students enrolled in on-line sections are not exempted from assignment due dates specified in the course syllabus. If late assignment submissions are accepted, a 20% penalty will be assessed if an assignment is submitted late and an additional 20% penalty will be applied for each additional 24-hour period the assignment is late.

1.2.3 Students should submit assignments accurately and in the appropriate format. All papers must be word processed and submitted via Web-CT. Graded projects, papers, exams, and other materials will not be returned to the student. Grading criteria and grades assigned will be posted on the Web-CT course site. Students should maintain a backup copy of all assignments until final course grades have been posted.

1.3 Students shall demonstrate responsibility for their own actions in didactic and internship courses.

1.3.1 Students should accept constructive criticism, and participate in developing action plans aimed at improving performance.

1.3.2 Students should refrain from personal habits that distract from or disrupt classroom and/or internship experiences. Cell phones, beepers, and pagers should be turned off or in silent mode during class.

2.0 Academic Issues

2.1 Academic Regulations – Students are expected to read and comply with all academic regulations as published in the UAB Catalog, the SHRP Catalog, and the UAB Class Schedule. In particular, students should note the following policies:

2.2 Because of the nature of professional instruction, it is difficult to make up missed assignments and exams. If serious circumstances, such as illness, make absence unavoidable, the student is responsible for making arrangements to re-schedule any missed assignments or exams within one week after the original due date.

2.3 Quizzes and examinations will be administered through the Web-CT course sites, and will be given only on the scheduled dates at specified times.
Scheduled examinations may be taken on an alternate date only if appropriate arrangements are made prior to the time of the examination. **Students in both in-class and online sections are required to come on campus for final examinations unless an alternate site and proctor have been prior approved.**

2.4 Make-up exams for unexcused absences will be conducted at the discretion of the course instructor. In the event of illness or family emergency, the student must obtain a signed statement from a physician or other relevant documentation and submit it to the instructor.

2.5 Alternate test options are permitted only with prior approval from the course instructor. Students who are geographically distant from the campus or who have conflicting work schedules may request testing under an approved proctor. The student is responsible for identifying a proctor and submitting the Proposed Proctor Form (Appendix D) well in advance of the scheduled exam to allow time for the faculty to evaluate the proctor.

3.0 **Internship Assignments**

Students are provided with supervised "real world" learning experiences to apply professional knowledge and job skills in health care organizations. While in these organizations, students may have access to patient records and other sensitive information. All students are expected to adhere to confidentiality policies and procedures as published in the health care organization.

3.1 Students are responsible for transportation to internship sites.

3.2 Students are responsible for meals and lodging expenses incurred during internships.

3.3 Internship sites will be selected and assigned to the student at the discretion of the faculty.

3.4 Address employees and other individuals at the internship site by their title (Dr., Mr., Ms.) until requested to do otherwise.

3.5 If a student is absent during a scheduled internship assignment, they must notify both the program director and the internship preceptor. It is the student's responsibility to arrange with the internship preceptor the date and time to complete assignments missed due to an unavoidable absence. The missed time must be made up before the student will be assigned a final internship course grade.

4.0 **Dress**

4.1 Neat, casual dress is acceptable for class; shorts and abbreviated tops are not acceptable.
4.2 When at internship sites, students are expected to appear in suitable business attire. Students must adhere to the dress code of the health care organization.

5.0 Scholastic Requirements

The faculty expect high scholastic achievement. Students are expected to perform well in didactic classes and in management internships in health care facilities.

5.1 Program of Study: Many courses in the HS curriculum have designated prerequisites. Students may not take courses out of sequence without permission from the program director. The program of study is documented following transcript evaluation and initial academic advising. Students will be provided with a curriculum plan when they begin professional courses.

5.2 Curriculum Progression: The minimum level of achievement for progression to the next course in sequential courses is a course grade of "C." A student making a grade of "D" or "F" in any professional course shall be automatically dismissed from the program. See the current UAB Catalog and School of Health Related Professions Catalog for additional policies related to scholastic requirements.

5.3 Grading: Faculty in each course are responsible for grading assignments, papers, exams and projects. Grading criteria are published in each course syllabus.

6.0 On-Line Course Policies

6.1 Students should attend an orientation to Web-CT prior to beginning their first online course. Generally, this orientation is held the first night of class or at a date specified in the registration information.

6.2 Students registering for the online section should attend the first scheduled class meeting to meet the instructor and other students and to review course requirements, unless prior arrangements have been made.

6.3 Students are responsible for maintaining current virus scan software on their personal computers. Files should be scanned before uploading onto the Web-CT course site or sent as e-mail attachments. Files containing a virus will be deleted to protect the integrity of the system. **No credit will be given for assignments that cannot be evaluated due to presence of a virus.**

6.4 Student names must be included on each paper document and within the text file of all documents submitted electronically. Students
should keep a backup copy of all files transmitted to the instructor and all papers submitted in hard copy until final course grades have been recorded.

6.5 Students registering for the online sections of courses must have access to a personal computer with the following functionality:

- 800 MHz, 128 MB RAM (256 recommended)
- Windows 2000/XP
- Internet access and browser - version 6 or higher of Internet Explorer [NOTE: Students using AOL/CompuServe for Internet access should minimize the default browser and launch Internet Explorer to view WebCT courses.]
- Personal e-mail service
- MS Office 2003 Professional – Word, Excel, PowerPoint, Access
- Adobe Acrobat/Acrobat Reader
- RealPlayer
- Microsoft Media Player

NOTE: Some software can be downloaded free of charge. Operating system upgrades and Microsoft Office 2003 Professional can be purchased at the UAB Bookstore. An agreement with Microsoft allows currently enrolled students to purchase Office 2003 for $9.75. Read more about this here: http://uabblazerbooks.collegestoreonline.com/ <http://www.uab.edu/it/techdocs/mca/students.html>

6.6 Students who experience technological problems while accessing course materials should contact Pam Paustian at (205) 790-5616 or by e-mail at Paustian@uab.edu. Solutions to common problems and other helpful information are available via the “Help with WebCT” icon present in all courses.

6.7 To access courses, students should go to http://courses.uab.edu, and then login to MyWebCT. All courses to which you have been given access should be listed. **User IDs** and **passwords** are established with the UAB Blazer ID (alias). Check “Login Help” for assistance in establishing a Blazer ID or go to http://www.dpo.uab.edu and choose use Register Blazer ID link. Students having trouble logging in, OR who do not have the proper courses listed, should contact Pam Paustian at (205) 790-5616 or by e-mail at Paustian@uab.edu.

6.8 Each student registered in an online section of a course should review the course syllabus and assignments prior to the first scheduled in-class section meeting. If any personal or work activities conflict with requirements on the course calendar, please inform the instructor immediately.
6.9 At a minimum, students should monitor the bulletin board and private
e-mail on the course site twice per week – the day before the
scheduled on-campus class meeting and the day after the scheduled
on-campus class meeting.

7.0 Alternative Credit Policies

Courses in the professional curriculum for the BSHS Program are designed around
competencies or skills expected of an entry-level practitioner in specific areas of
professional competence identified by the accrediting agent. Additional information
about alternative credit is available from the Academic Programs and Policy Office
by calling (205) 934-5504.

7.1 Challenge Examination – Students who have previously mastered knowledge
and skills taught in a course may petition to earn credit for the course by
examination. The Request for Challenge Examination Form is available from the
Academic Programs and Policy Office.

7.1.1 Restrictions

7.1.1.1 Students petitioning for credit by examination must be enrolled in
the School of Health Related Professions, have a cumulative GPA > 2.5,
and must have met all prerequisites for the course(s) for which credit is
sought.

7.1.1.2 A score > 70%, or the score equivalent to a grade of "C" for the
course, must be earned. Credit by examination will be awarded
and posted on the student transcript as "Pass."

7.1.1.3 Students who have previously attempted the course through
traditional means may not petition for credit by examination.

7.1.1.4 An applicant who does not pass the challenge examination with
a grade of “C” or higher is required to register for the course.

7.1.1.5 No more than 45 semester hours of alternative credit from any
combination of allowed alternatives (Advanced Placement,
College Level Examination Program, International
Baccalaureate Credit, Credit by Examination, Credit by Portfolio,
Noncollegiate Courses, Credit for Military Experience) may be
applied toward the BS degree. Alternative credits may not be
used to fulfill residency requirements.

7.2 Credit by Portfolio – Students who have mastered course objectives through
experiential learning or through other means, such as military courses, may
petition for credit through evidence of learning documented in a portfolio.
Students should contact the UAB Office of Academic Programs and Policy for information.

7.2.1 Restrictions - Students petitioning for credit for prior learning must be enrolled in the BSHS Program, and must have met all prerequisites for all courses under assessment.

If a course consists of lecture and laboratory and/or clinical components, students should address all components in developing a portfolio. A student may petition for credit for any or all components of a course, or use other mechanisms to earn credit for those components not included in the portfolio; i.e., challenge exam, independent study, or traditional classroom experience. A minimum grade of “C” (or Pass) must be earned in all components before credit is awarded for the course.

Credit will be posted on the student’s transcript using the relevant course numbers and titles, but credit will be awarded as “Pass” only. AHS 481 Management Internship and AHS 482 Current Issues Seminar are not open to petition for credit for prior learning.

8.0 Test Policies And Procedures

The BSHS faculty are committed to assuring the integrity of grades assigned in Health Science courses (AHS prefix). Although all courses are available online and computer-based testing is common practice, faculty may require the student to take midterm and final examinations on-site in HS classrooms or under the supervision of an approved proctor at an alternative site.

8.1 Honor Code – Students must read and attest to the BSHS Honor Pledge prior to beginning a quiz or examination. Breaking the UAB or program honor code will result in penalties established by the course instructor and program director. As stated in the UAB Academic Conduct policy (published in the Undergraduate Catalog), “Violations of the Academic Code of Conduct are punishable by a range of penalties from receiving a failing grade on an assignment or examination to an F in the course.”

8.2 Unit quizzes – Quizzes are designed primarily to test a student’s satisfactory progress through course content, and may be administered online without supervision. The BSHS Honor Code applies to quizzes. Specific instructions related to taking quizzes will be published in the course syllabus.

8.3 Examinations – Examinations are designed to test a student’s mastery of course content. For most courses, a comprehensive final examination will be administered. Some courses may also include a midterm examination. These examinations will be administered onsite at UAB or under the direct supervision
of an approved proctor at an alternate site. Multiple test times will be scheduled to accommodate the number of students and work schedules.

8.4 Proctors – Students who are geographically distant from UAB, or who have conflicting work schedules may request to test under the supervision of a proctor. Proctors must be prior approved by program faculty and appropriate documentation must be on file prior to scheduled testing. The Prospective Proctor Form is included in Appendix D.

Proctors may not be family members or friends, and testing should occur in a corporate or academic setting. Appropriate persons to request as proctors include librarians or instructional faculty at high schools, community colleges, or universities; administrative or education personnel at the student’s employing facility; and commercial testing centers. Any costs associated with proctoring are the student’s responsibility. Computer resources at the proposed test site should be consistent with requirements stated for online courses in this Guide.
STUDENT ORGANIZATIONS

BSHS Student Association
The BSHS Student Association is open to all BSHS students. The Association was established in 1999 to establish a communication forum for students and faculty. The Association sponsors service and fraternal activities during the academic year. For more information regarding the BSHS Student Association, contact Ms. Pam Paustian, faculty sponsor.

SHRP Student Association
This association was formed for the purpose of self-government, to promote a clear and continuous exchange of ideas and opinions among the students, the faculty, the administration, and the community, and to assume the fullest responsibility and power of self-government consistent with the constitution and laws of the state of Alabama and the policies of the administration of this University, including any policies hereinafter established. Membership in this organization includes all students enrolled in SHRP.

The Senate of the SHRP Student Association consists of representatives elected from each of the programs at SHRP, to be represented as follows:

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<tr>
<th>Number of Students in Program</th>
<th>Number of Representatives</th>
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</thead>
<tbody>
<tr>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>15-29</td>
<td>2</td>
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<tr>
<td>30 or more</td>
<td>3</td>
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Election of representatives is held on or before the first Monday of October of each academic year. Representatives are elected for one-year terms and no representative may serve more than three consecutive years.

AWARDS AND HONORARY SOCIETIES

ALPHA ETA SOCIETY
The Alpha Eta Society/UAB Chapter of Allied Health Professional National Honor Society recognizes students registered in the final term of a baccalaureate or graduate program of the School of Health Related Professions who have a cumulative grade point average of at least 3.0 (4.0 scale). The students must be in the upper 10 percent of their chosen fields of study. Nominations are generally solicited in spring and summer terms of each year.

DEAN'S LEADERSHIP AND SERVICE AWARD
The Dean's Leadership and Service Award is presented by the Dean of SHRP to up to three outstanding SHRP students for scholarship, leadership and service to SHRP and UAB. This award is given in the summer for students graduating in June or December of that year. Students are nominated by program faculty.
OMICRON DELTA KAPPA
Omicron Delta Kappa (ODK) is a national honor society that recognizes baccalaureate and graduate students who have demonstrated leadership in extracurricular activities of service to UAB and the community; students must have a minimum GPA of 3.0 and have been enrolled in UAB for at least three quarters. Candidates are nominated by active faculty and student ODK members. Selection is made in October and April of each year.

PHI KAPPA PHI
Phi Kappa Phi is a national honor society that recognizes superior scholarship in academic disciplines. Seniors must rank in the upper 5 percent of their class and have attended UAB for at least one year; juniors must rank in the upper 30 percent of their class. Nominations are generally submitted in the spring of each year.

THOMPSON T. ABERCROMBIE AWARD
The Thompson T. Abercrombie Award is presented each year to a graduate who has demonstrated academic excellence in the BS in Health Sciences Program. Dr. Tom Abercrombie was the first director of the Program, which was established in 1982. He was a key player in establishing a foundation for excellence in education and service to our student customers – two factors that continue to be the cornerstones of the BS in Health Sciences Program.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES
Who's Who Among Students in American Universities and Colleges is a national organization whose membership is open to outstanding college students who are junior, senior or graduate students. General criteria include outstanding scholarship, leadership and service to the school and community. Nominations are generally submitted in the spring of each year.

SCHOLARSHIPS AND LOANS

THE ETHEL AND JESSE SMITH SCHOLARSHIP
This award is given in alternating years to a UAB Nursing or SHRP student. It is awarded only to Alabama undergraduate students who demonstrate financial need and maintain an overall 3.0 GPA.

LETTIE WHITEHEAD FOUNDATION SCHOLARSHIP
Recipients must demonstrate financial need and meet specific outlined Foundation criteria.

DEAN'S MERIT SCHOLARSHIP
A non-need based scholarship that can be awarded to students enrolled in SHRP undergraduate programs.

MINORITY STUDENT SCHOLARSHIP
Available to under-represented minority students based on academic achievement and financial need.
MATTHEW MCNULTY FUND
A short term emergency loan of up to $250 repayable within 90 days; long term loans for enrolled, established SHRP students; disbursement and repayment schedule set up by student accounting.

See the SHRP Student Admissions Office for further information about scholarships or loans.

GRADUATION

Application for graduation must be made on forms provided by the UAB Registrar and should be completed and returned to the UAB Registrar at least six (6) months before course work is completed. A graduation fee is billed after the application for degree is filed. Graduates are encouraged to participate in the graduation exercises for the University of Alabama at Birmingham, which are held in June and December. Date, time, and location are announced in the Summer and Fall UAB Class Schedule.

Upon successful completion of the BSHS program curriculum, graduates earn a Bachelor of Science degree awarded by the University of Alabama at Birmingham.

Students who hold a baccalaureate degree prior to program admission may complete professional curriculum requirements and earn a second baccalaureate degree and/or certificate in Health Sciences. The School of Health Related Professions awards the baccalaureate certificate.

REGISTRATION AND FEES

Students register at the beginning of each semester (time, date and location announced in the "UAB Class Schedule"). Payment of fees at time of registration is not required. Fees may be paid by mail or in person within four weeks after registration at the Cashier’s Office, Hill University Center, third floor, 1400 University Boulevard, University of Alabama at Birmingham, UAB Station, Birmingham, Alabama, 35294-1150. Telephone: (205) 934-3570. Payment must be received by the date outlined in the class schedule whether paid in person or by mail. After this deadline, your debt to UAB is considered in default and UAB reserves the right to take immediate action to collect the debt. Failure to receive a statement does not alter the student's responsibility to remit payment by the deadline. Information on the amount owed by each student is available at the Cashier’s Office. All or part of fees may be paid through Visa or Master Card at the Cashier's Office.

No transcripts will be issued for students who have outstanding debts or fines with any school, department, or library of the University.

STUDENT SERVICES
Bookstores
The UAB Blazer Bookstore is located on the first level of Hill University Center, 1400 University Boulevard. All required textbooks and other school supplies, as well as cards and gift items, may be purchased here. The UAB Blazer Bookstore is open Monday through Thursday, 8:00 a.m.-6:00 p.m., and Fridays, 8:00 a.m.-5:00 p.m. The phone number is 934-4686. Textbooks may be purchased online from the UAB Bookstore at <http://www.uab.edu/bookstore>. If you have any problems accessing the bookstore to place your order, contact Daryl R. Bishop at (205) 934-8208; fax: (205) 934-0394. Textbooks will be shipped within 3-5 days of order with no shipping charge. Overnight shipping charges must be paid in advance. Students using this option should check for textbook availability two weeks before the term starts to ensure receiving textbooks before the first day of class.

Snoozy’s Bookstore is located at 1137 11th Avenue South. Snoozy’s Bookstore is open Monday through Friday, 8:00 a.m.-6:00 p.m. and Saturdays, 10:00 a.m. – 4:00 p.m. Snoozy’s phone number is (205) 328-2665. Snoozy’s web address is www.snoozysbookstore.com.

Cashing Checks
Personal checks, out-of-town checks or out-of-state checks may be cashed at the Cashier’s Office located in the University Center, 1400 University Boulevard, third floor. Tuition and other school-related fees are also paid at the Cashier’s Office.

Computer Facilities
Scrushy Building, Room 421 - Available for individual student use when classes are not scheduled. See Marian Collins, Webb Building, Room 604 to reserve a computer.

Learning Resource Center, University Boulevard adjacent to the Webb Building and School of Nursing - Available for individual student use. Hours are: Monday-Thursday, 7:00 a.m. - 9:00 p.m.; Friday, 7:00 a.m. - 6:00 p.m.; Saturday, 8:00 a.m. - 4:00 p.m. Telephone: 934-6064.

Lister Hill Library, first floor - Available for individual student use. Staffed hours: same as regular library hours. Telephone: 934-2230.

Financial Assistance
A variety of financial aid programs are available for SHRP students through the UAB Office of Student Financial Aid. These include, but are not limited to, the Pell Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, and National Direct Student Assistant Grant. An application and further information can be obtained from:

UAB Office of Student Financial Aid; Hill University Center; 1400 University Boulevard; Birmingham, Alabama 35294-1150; Telephone: (205) 934-5317.
Food Services
Webb Building, Room 507 - Student Lounge, vending machines.

Learning Resource Center, University Boulevard, adjacent to the Webb Building - Basement floor, Student Lounge, vending machines.

University Center Cafe - Located in the Hill University Center adjacent to the UAB Bookstore. Cafeteria open Monday through Thursday, 7:00 a.m.-7:00 p.m., and Friday, 7:00 a.m.-6:00 p.m. Phone: 934-8045.

Wall Street Deli - Volker Hall, University Boulevard next to the Lister Hill Library, first floor, open Monday through Friday, 7:00 a.m.-3:30 p.m.

Gymnasium
The gymnasium is located at 608 South Thirteenth Street. The gym is for student, staff and faculty use. A student identification card is required to use the facilities. Gym facilities include basketball courts, racquetball courts, weight rooms, swimming pool, exercise rooms, and indoor track.

Health Services
Participation in the UAB Student Health Service program is mandatory for students enrolled in the following School of Health Related Professions programs: cytotechnology, clinical nutrition, dietetic internship, medical technology, nuclear medicine technology, nurse anesthesia, occupational therapy, physical therapy, radiation therapy, radiography, respiratory therapy, and surgical physician assistant.

Participation is optional for students in the following programs: administration/health services, BS in Health Sciences, health administration, health information management, health informatics, and nutrition sciences (PhD); waiver forms must be completed at the beginning of enrollment by those who elect not to participate.

Students who elect to participate are required to pay the Student Health Fee of $37.00 per quarter and are eligible for outpatient services. A full range of outpatient (non-hospital) services is provided including all laboratory and x-ray services. The Student Health Services physician arranges any necessary referrals for specialized treatment. Such consultations by specialists occasionally necessitate additional fees that must be paid by the student. Student Health Services is located in the Community Health Services Building, 933 South 19th Street, Room 301. Phone: 934-3580. See the Medical Center Student Health Services handbook or contact the Student Health Services Office for more information.

Libraries
Lister Hill Library of the Health Sciences, 1700 University Boulevard, houses the library collections of the Medical Center. The Library serves the Schools of Dentistry, Medicine, Nursing, Optometry, and Health Related Professions, and the health personnel in the Medical Center. This facility incorporates the latest features of library design and contains sufficient space to accommodate 160,000 volumes.
Hours of operation are 7:30 a.m.-10:00 p.m., Monday through Thursday; 7:30 a.m.-7:00 p.m., Friday; 9:30 a.m.-6:00 p.m., Saturday; Sunday; 1:00 - 10:00 p.m. Microcomputer lab operates under the same hours. The library is closed for the following holidays: New Year's Day, Christmas, Fourth of July, Labor Day, and Thanksgiving. Phone: (205) 934-2230. Check quarterly for any changes in hours.

The Mervyn H. Sterne Library houses a collection of over 800,000 items selected to support current teaching and research. In addition to books and subscriptions of more than 2,500 periodicals, the collection consists of microforms, films, recordings, and slides. The main collection is housed at 917 South Thirteenth Street. This facility has seating space for about 1,000 students. Reference services are provided by subject specialists. In addition, Educational Technology Services, located in the adjacent School of Education Building, house student computer labs, listening stations for the use of language tapes, music and spoken recordings, and other audio materials. Preview rooms are available as well.

Hours of operation for Sterne Library are 7:30 a.m.-11:00 p.m., Monday through Thursday; 7:30 a.m.-7:00 p.m., Fridays; 9:00 a.m.-5:00 p.m., Saturdays; and 1:30 p.m.-10:00 p.m., Sundays. Between quarters the library’s hours are modified and will be posted. They are closed for the following holidays: New Year’s Day, Christmas, Fourth of July, Labor Day, and Thanksgiving. Check quarterly for changes in hours.

Telephone Numbers:
Circulation..................(205) 934-4338
Reference...................(205) 934-6364

A current validated university identification card is required by all students, staff and faculty.

Post Office
A United States Post Office offering complete postal service is located at 1821 11th Avenue South. Hours of operation are 8:30 a.m.-5:00 p.m., Monday through Friday; 9:00 a.m.-1:00 p.m., Saturday. Phone (205) 939-1592.

Telephones
A telephone for student use is located in the Student Lounge, Room 507, Webb Building and in the LRC student lounge area. Students may receive emergency phone calls at (205) 934-5173. Messages will be taken and given to the students as soon as possible.
# APPENDIX A

## BSHS Program Textbooks (Check bookstore listings)

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Text Title / Author</th>
<th>Publisher / ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 300 Survey of Health Professions</td>
<td><em>Introduction to the Health Professions, 4th Ed.</em> Stanfield &amp; Hui</td>
<td>Jones &amp; Bartlett 0-7637-0049-5</td>
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<tr>
<td>AHS 318 Law For Health Care Professionals</td>
<td><em>Legal Aspect of Health Care Administration, 9th Ed.</em>, Pozgar</td>
<td>Aspen 076373182X</td>
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<td>AHS 330 Health Care Systems</td>
<td><em>Delivering Health Care in America: A Systems Approach, 3rd ed.</em>, Shi &amp; Singh</td>
<td>Jones and Bartlett 763731994</td>
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<td>AHS 350 Medical Terminology</td>
<td><em>Medical Terminology</em></td>
<td>Glencoe</td>
</tr>
<tr>
<td>AHS 403 Operations Management in HCOs</td>
<td><em>Service Management: Operations, Strategy, and Information Technology, 4th ed.</em>, Fitzsimmons and Fitzsimmons</td>
<td>AUPHA University Press</td>
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<tr>
<td>AHS 405 Human Resources Management in HCOs</td>
<td><em>Human Resources in Healthcare: Managing for Success</em>, Fried and Johnson</td>
<td>HAP 1-56793-215-0</td>
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<td>AHS 411 Bio-Psycho-Social Issues of Aging</td>
<td><em>Gerontology for the Health Professional</em></td>
<td>Health Professions Press 187881236X</td>
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<tr>
<td>AHS 415 Ethics for the Health Professional</td>
<td><em>Ethics in Health Services Management, 3rd ed.</em>, Darr</td>
<td>Auburn House 0-86569-231-9</td>
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<tr>
<td>AHS 421 Independent Study</td>
<td>Online Resources and Library media</td>
<td>Churchill/Livingstone 0-443-06265-X</td>
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<td>AHS 460 Research Methods</td>
<td><em>Introduction to Research in the Health Sciences, 4th Ed.</em>, Polgar, &amp; Thomas</td>
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<tr>
<td>AHS 481 Management Internship</td>
<td>Online Resources</td>
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<tr>
<td>AHS 482 Current Issues Seminar</td>
<td><em>Governing Health: The Politics of Health Policy</em>, Weissert</td>
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## 2004-05 Curriculum Plan

### Fall Semester 2005

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<tr>
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<th>Faculty</th>
<th>Course #</th>
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<tr>
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<td>Survey of Health Professions</td>
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<td>AHS 318</td>
<td>Law for Health Care Professionals</td>
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<tr>
<td>AHS 320</td>
<td>Microcomputer Applications (online only)</td>
<td>Paustian</td>
</tr>
<tr>
<td>AHS 330</td>
<td>Health Care Systems</td>
<td>Powell</td>
</tr>
<tr>
<td>AHS 350</td>
<td>Medical Terminology (online only)</td>
<td>Slovensky</td>
</tr>
<tr>
<td>AHS 403</td>
<td>Operations Management in HCOs</td>
<td>Paustian</td>
</tr>
<tr>
<td>AHS 415</td>
<td>Ethics for the Health Professional</td>
<td>Powell</td>
</tr>
<tr>
<td>AHS 416</td>
<td>Financial Management in HCOs</td>
<td>Robertson</td>
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<td>AHS 421</td>
<td>Independent Study</td>
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<tr>
<td>AHS 450</td>
<td>Quality Management in Healthcare</td>
<td>Spath</td>
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<tr>
<td>AHS 481</td>
<td>Management Internship</td>
<td>Slovensky</td>
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APPENDIX C

SELECTED UAB POLICIES
University of Alabama at Birmingham

IMMUNIZATION POLICY

December 4, 2000

(Replaces policy dated June 21, 1991)

Introduction

The American College Health Association recommends that students be immunized against certain diseases. Therefore, UAB hereby establishes this policy on immunization.

For purposes of this policy, immunization against Rubeola (Red Measles) includes an initial vaccine plus a second dose of vaccine (see below).

Policy Statement—First-time Entering UAB Students

Beginning with the Fall Term 1991, all first-time entering students born on or after January 1, 1957, who enroll in credit courses on UAB's main campus must show proof of immunization against Rubeola (Red Measles). (Two doses are required for proof of previous immunization: Dose 1 must have been given at 12 months after birth or later, and Dose 2 must have been given after 1980.) Enrolling students must show proof of these immunizations with either an official certificate of immunization, a photocopy of an immunization certificate, or written documentation from their physicians. If the person has never been immunized, two injections of the vaccine at least one month apart are required.

Policy Statement—International Students, International Scholars, and Students Enrolled in Health-related Schools

Because of the lack of immunization requirements in many foreign countries, all UAB international students and international scholars currently are required, and will continue to be required, to be immunized against Tetanus, Diphtheria, and Rubeola (Red Measles). Furthermore, all international students and international scholars must show proof of a non-reactive Tuberculin Skin Test (or successful treatment) within one year prior to enrollment. In lieu of being re-immunized, such individuals may present proof of having had such immunizations. If they do not have such proof or have not been immunized, they must be immunized against these diseases prior to attending, enrolling, or participating in campus academic, research, or clinical programs and activities.

Because of the nature of their work, students engaged in health professional training programs could have a higher risk of contracting Rubeola, Rubella, Mumps, Tetanus, and Diphtheria. Therefore, all UAB students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Related Professions currently are required, and will continue to be required, to be immunized against Tetanus, Diphtheria, Mumps, Rubeola (Red Measles), and Rubella. Furthermore, all students enrolled in health-related schools must have had a Tuberculin Skin Test with
negative results (or successful treatment) prior to matriculation, and it is recommended that they have a Tuberculin Skin Test at least once per year. In lieu of being re-immunized, such individuals may present proof of having had such immunizations. Proof must be either official medical documentation or certificates of immunization or positive titer. If students do not have such proof or have not been immunized, they must be immunized against these diseases prior to being admitted, attending, enrolling, or participating in campus academic, research, or clinical programs and activities.

The UAB Student Health Service will provide such immunizations on a fee-for-service basis for any student who needs to meet his or her immunization requirements. Students may choose to fulfill these requirements at the Jefferson County Health Department or with a private physician.

Individual health-related schools may impose additional immunization requirements (such as Varicella, Hepatitis B, or other vaccines) for their students.

**Exceptions**

Exceptions to this policy will be made only for those students who can document medical or religious contraindications to the vaccine. Such documentation must be submitted to the appropriate admissions or registration office as indicated in the procedures to implement this policy.

**Implementation**

The Provost (in conjunction with the Vice President/Dean, School of Medicine and the Assistant Vice President for Enrollment Services and University Registrar) is responsible for procedures to implement this policy for students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Related Professions.

The Vice President for Student Affairs (in conjunction with the Assistant Vice President for Enrollment Services and University Registrar and the Associate Vice President for Enrollment Management) is responsible for procedures to implement this policy for all other UAB students.

The Office of International Scholar and Student Services is responsible for procedures to implement this policy for international students and international scholars.

**NOTE RE: ONLINE STUDENTS:**

All SHRP professional students, including online students, need tuberculosis, MMR and tetanus immunizations. Pre-SHRP students only need the MMR. Online students follow the same requirements as residential students. Proof of immunizations is required. [E-mail notice from Dr. Claire Peel, 4/11/02]**
Academic Conduct - UAB Policy

All UAB students are expected to be familiar with the UAB Academic Honor Code as well as any honor codes that are specific to their schools or disciplines. The code represents a commitment to integrity in the academic community and a respect for an individual’s educational endeavors:

I have read and, by choosing to become a member of the UAB academic community, accept the UAB Academic Honor Code. I understand that violation of this code will result in penalties as severe as expulsion from the university. I promise and confirm that I will not, at any time and under any circumstances, involve myself with abetting, cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at the University of Alabama at Birmingham.

The UAB Academic Honor Code

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person’s ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal.
Procedure for Suspected Violation

In the event of a suspected violation of the Academic Honor Code, UAB follows this procedure:

1. Upon reaching the conclusion that academic dishonesty may have occurred and that action is warranted, the instructor should inform the student of the charge as soon as possible. The student has the right to hear the instructor’s reasons for making the charge, to inspect all relevant evidence in the instructor’s possession, and to respond to the charge. Based on the student’s response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for it. A copy of this letter will be sent to the chair of the department.

2. Within two weeks of this notification of a judgment of academic dishonesty, the student may appeal the instructor’s decision by letter to the chair of the department or his/her designated representative. The chair, acting expeditiously, should take testimony from the student, the instructor, and all appropriate witnesses and make a decision. If the chair reverses the finding of academic misconduct, the instructor must reexamine the work in question and assign credit without prejudice. In the event that the chair is the instructor in the course, the dean will replace the chair in the appeal process.

3. In cases where a grade of F is assigned in the course and the student has utilized the appeal process described above (in section 2), the student has two weeks to appeal the decision by letter to the dean of the school responsible for the course. The dean should acknowledge receipt of the student’s appeal and inform the student of the course of action within 10 working days of the date the appeal is received in the dean’s office. At the dean’s discretion, an advisory panel may be appointed to study the appeal and make a recommendation to the dean. However, it is the responsibility and prerogative of the dean alone to make, in a timely manner, the final decision. The decision of the dean is final.

4. In cases where the final decision concerning an academic misconduct charge is an F for the course, a letter to this effect will be sent to the Office of the Associate Provost for Undergraduate Programs and be kept on file. The course repeat policy will not apply to course grades resulting from instances of academic misconduct. In these cases, the grades of F received will be computed in the UAB grade point average.

A student who has received the grade of F for two instances of academic misconduct will be expelled from the university. Under certain circumstances, a student may be expelled on the first offense. The student will be duly informed of the pending expulsion and will be provided the opportunity to be heard. The student has two weeks after notification to request in writing a hearing with the associate provost for undergraduate programs. Students expelled for academic misconduct will have that noted on their transcripts.

In addition, students should consult the policies of the school/program in which they are enrolled to determine school/program guidelines and penalties regarding academic misconduct and suspension for academic misconduct. Schools that suspend a student on the first offense may post this offense on the student’s UAB academic record.

A student suspended from a UAB school for academic misconduct will have a hold placed on
his/her registration and will not be permitted to enroll in another UAB school without that school’s permission. Some UAB programs have policies preventing enrollment of students with past academic misconduct offenses.
APPENDIX D

PROGRAM FORMS
HONOR CODE POLICY

Academic honesty is vital to the integrity of the learning experience. Academic dishonesty is serious violation of the trust between faculty and students. The need for that trust gains additional importance in online courses where students are not visually monitored during assignments and examinations. The honesty of students is ultimately their own responsibility and the presence of an instructor during an examination or other assignment should not be a prerequisite for their honorable behavior.

All examinations, quizzes, and assignments not specifically identified as group projects are considered individual assignments. Students should not ask for or receive help from other persons on individual assignments. Textbooks and other reference materials should not be used during examinations unless the instructor directs you otherwise. A student should not discuss any aspect of an examination or graded assignment with any student until the instructor has reported grades.

Students must read and attest to the Honor Pledge prior to beginning an examination. Breaking the honor code will result in penalties established by the course instructor and program director. As stated in the UAB Academic Conduct policy (published in the Undergraduate Catalog), “Violations of the Academic Code of Conduct are punishable by a range of penalties from receiving a failing grade on an assignment or examination to an F in the course.”

Students should report any observed violation of this policy to the course instructor or to their program director.

ATTESTATION OF HONOR PLEDGE

I have read and understand the BSHS Honor Code Policy as printed above. On my honor, I affirm that I will use no textbooks or other information resources, or information from another person to complete this test or assignment. I understand that if I fail to honor this pledge, I will be penalized under the guidelines established by the UAB Academic Code of Conduct.

__ Yes
__ No
**BS in Health Sciences Program**  
**Prospective Proctor Form**

<table>
<thead>
<tr>
<th><strong>STUDENT SECTION</strong></th>
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<tr>
<td>Complete the information below about yourself, and then have your prospective proctor complete the proctor section that follows. Once completed, submit the original of this form to the BSHS Program Office, School of Health Related Professions, Webb Bldg. 604, Birmingham, AL 35294-3361. <em>Photocopy or facsimile will not be accepted.</em> If you have any questions please contact Dr. Donna J. Slovensky at (205) 934-1679. Please refer to the BSHS Student Guide for complete information and policies related to course examinations.</td>
<td></td>
</tr>
<tr>
<td><strong>Student's Name</strong></td>
<td><strong>Social Security Number</strong></td>
</tr>
<tr>
<td>Complete mailing address</td>
<td></td>
</tr>
<tr>
<td><strong>Phone numbers:</strong> <strong>Day</strong></td>
<td><strong>Evening</strong></td>
</tr>
</tbody>
</table>

| **IMPORTANT INFORMATION FOR PROSPECTIVE PROCTORS** |   |
| The student indicated on this form has requested that you serve as a proctor, or monitor, as they complete examinations required in their curriculum. The examination length will vary by course, and you will be expected to be physically present during each examination. Test dates and times will be established at the beginning of each course. If you agree to serve as a proctor, please complete the following information. Your signature on this form is only used to match with any future documents you submit. If you have any questions please contact Dr. Donna Slovensky at 205/934-1679. Thank you for your willingness to serve as a proctor to help our students achieve their educational objectives. |   |
| **PROSPECTIVE PROCTOR** |   |
| **Name** | **Employer** | **Signature** |
| Complete Mailing Address |   |   |
| **Phone number:** | **Fax** | **E-mail address** |

Approved: _______Yes _______No  
Program Director Signature/Date: