Master of Science in Health Administration
2016-2017
# Table of Contents

**Introduction** .................................................................................................................. 4

**Dean’s Welcome Message** ................................................................................................. 4

**Overview of the School of Health Professions** .................................................................. 5

- **Office of Student Recruitment, Engagement and Success** ............................................ 6
- **School of Health Professions Organizational Chart - 2016-2017** ................................. 7
- **Academic Calendar** ........................................................................................................ 8
- **Academic Honor Code (UAB)** .......................................................................................... 8
- **AskIT** ............................................................................................................................... 8

**Awards and Honor Societies** ............................................................................................. 10

**Background Check** ........................................................................................................... 10

**BlazerID / BlazerNET / Email** ............................................................................................ 11

**Blazer Express** .................................................................................................................. 11

**Bookstores** ........................................................................................................................ 11

**Campus OneCard** ............................................................................................................ 11

**Campus Map** .................................................................................................................... 12

**Canvas Learning Management System** ............................................................................ 12

**Counseling Services** ......................................................................................................... 12

**Directions Student Handbook** .......................................................................................... 12

**Disability Support Services** ................................................................................................ 12

**Drug Screening** ................................................................................................................ 12

**Emergencies** ..................................................................................................................... 13

**Diversity, Equity and Inclusion** .......................................................................................... 13

**FERPA** .............................................................................................................................. 13

**Financial Aid** ..................................................................................................................... 13

**Food Services** ................................................................................................................... 14

**Graduate School** ................................................................................................................ 14

**Graduation** ......................................................................................................................... 14

**Student Health Services and Medical Clearance** ............................................................... 14

**HIPAA Training** ................................................................................................................. 15

**Institutional Review Board for Human Use (IRB)** .............................................................. 15

**Intellectual Property** .......................................................................................................... 15

**Lactation Centers** .............................................................................................................. 15

**Libraries and Learning Resource Center** .......................................................................... 15

**OneStop Student Services** ............................................................................................... 15

**Parking** ............................................................................................................................... 16

**Patient Care Partnership** .................................................................................................... 17

**Plagiarism and TurnitIn** ..................................................................................................... 17

**Recreation Center** ............................................................................................................. 17

**Scholarships** ....................................................................................................................... 17

**Social Media** ...................................................................................................................... 18

---

**Student Handbook 2015**
Tuition and Fees
Weather
Withdrawal from Course / Program

SECTION 2 – SHP AND UAB POLICIES
School of Health Professions Policies
Background Check and Drug Screen
Plagiarism
UAB Policies
AIDS and HIV Infection
Alcoholic Beverages, Use and Consumption
Attendance / Absence (Undergraduate)
Body Fluid Exposure
Computer and Network Resources (Acceptable Use)
Computer Software Copying and Use
Drug Free Campus (General Policy)
Drug-Free Campus Policy for Students - Attachment A
Drug-Free Campus Policy for Students - Attachment B
Drug-Free Campus/Workplace Policy - Attachment B.1
Drug-Free Campus Policy for Students - Attachment C
Equal Opportunity and Discriminatory Harassment
Firearms, Ammunition, and Other Dangerous Weapons
Immunization
Nonsmoking
Patent (Intellectual Property)

SECTION 3 – DEPARTMENTAL POLICIES
Department of Health Services Administration
Code of Conduct
Policy on Academic Honesty and Integrity
Policy on Academic Performance
INTRODUCTION

DEAN’S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), one of the nation’s leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 20 programs at the baccalaureate, master’s, and doctoral levels with nearly 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB’s thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that health care needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, a Ph.D. in Rehabilitation Science, and a Master’s in Biomedical and Health Sciences which can be completed within eleven months. We offer Health Physics, our newest program. We offer all of these in addition to our many other well-established programs.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration, and enjoy being in high demand within the job market. Our first-time student exam pass rate on credentialing exams is an astounding 98 percent.

Several of our programs preside among the nation’s top 25 of the U.S. News and World Report including our bachelor’s degree in Health Care Management- ranked at number two, our master’s in Health Administration- ranked at number two, entry level Physical Therapy- ranked at number 19, Physician Assistant program- ranked at number 16 and Occupational Therapy- ranked at number 85. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in health care, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: be a sponge, learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance. I look forward to seeing you grow in your respective field and watch as you become the professional we know you can be.

Harold P. Jones, PhD
Dean, UAB School of Health Professions
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950’s as a collection of courses in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970’s and 80’s the school’s offerings were amended to reflect the changing health care industry. As a result of those changes, SCAHR became SPAH (the School of Public and Allied Health), before becoming SCAH (the School of Community and Allied Health), and then SHRP (the School of Health Related Professions). During that time, the school added several new areas of study including the consistently nationally ranked Nutrition Sciences program.

In 2001, Dr. Harold Jones was recruited to become the school’s dean. Through his visionary leadership and guidance the school has experienced a period of unparalleled success beginning with the SHRP’s reorganization and relocation. Up that point in time, the SHRP’s programs had been housed in various locations throughout the UAB campus but during the spring of 2002, many of the classrooms, laboratories and faculty offices moved into the newly completed School of Health Professions Building (SHPB), the first such building dedicated to housing those programs since their original grouping more than 30 years before.

Today the school is known as the School of Health Professions, and is comprised of more than 25 programs – at the baccalaureate, master’s and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the SHPB.

With more than 2,100 faculty, staff and students, the SHP is one of the six schools comprising the world-renowned UAB Academic Health Center. Students are exposed to vast resources, state-of-the-art facilities, and progressive research during their academic and clinical education at UAB.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks several SHP programs in the nation’s top 25
- Research funding is rapidly approaching the $12 million level
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969
- All of the school’s programs with professional accrediting agencies are fully accredited by those associations
The SHP Office of Student Recruitment, Engagement and Success (OSRES) supports UAB’s mission and values with a focus on achievement, collaboration and diversity and furthers the School of Health Professions’ mission to be a leader who is shaping the future of healthcare. OSRES’s mission is to recruit the best and brightest to SHP; develop students to impact the campus and communities; and graduate tomorrow’s healthcare leaders. Guided by this commitment OSRES provides support to all students through a number of programs including:

- Academic coaching
- Peer tutoring and Supplemental Instruction
- Career skills training
- Campus resource referral

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university’s non-academic conduct policies. Subcommittees of SAC include the following:

- Homecoming
- Orientation
- Student Activities
- Non-Academic Conduct Grievances

We understand that undergraduate and graduate studies can be challenging. Therefore, we provide students with a network of services specifically designed to address those challenges and explore the opportunities afforded by attending an internationally renowned research university. We have created a series of seminars to assist students with the following skill areas:

- Test taking strategies
- Time management
- Résumé preparation
- Interview skills and techniques
- Professionalism in health care

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students in the health professions have particularly demanding schedules. In response, we bring resources to you and serve as liaison between us and campus student service areas. One of these programs is the OSRES Brown Bag Lunch Seminar Series. Each semester, campus representatives are available to provide information and answer questions.

The team at OSRES is here to support students and student groups. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed –call 205-934-4194, email shp@uab.edu, or schedule a meeting. We are here to help students make the most of their UAB experience.
Section 1 – School and University Information

**ACADEMIC CALENDAR**
All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at www.uab.edu/academiccalendar.

**ACADEMIC HONOR CODE (UAB)**
The University expects the highest ethical and professional behaviors from the academic community. The code, including penalties for violations, is published on the UAB website at http://www.uab.edu/graduate/area-3/online-orientation/227-the-uab-academic-honor-code.

<table>
<thead>
<tr>
<th>The UAB Academic Honor Code</th>
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<tr>
<td>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:</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>FABRICATION means presenting falsified data, citations, or quotations as genuine.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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 if the violation is substantiated.</td>
</tr>
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**AskIT**
AskIT is the technology help desk for faculty, staff, and students. AskIT staff provides free support via telephone, email, or in-person. AskIT is physically located in the Center for Teaching and Learning in the
Education Building, room 238. You can make contact through the website at https://ask.it.uab.edu/ or by telephone at 205-996-5555. Questions or problems can also be submitted by email to ASKIT@uab.edu. You will be asked to supply your BlazerID when you request assistance.

**Attendance**

Class attendance is expected in all SHP programs. Specific program requirements for class, laboratory, and clinical site attendance may be more stringent than those established by the University. Please refer to the program requirements elsewhere in this handbook and in individual course syllabi for program attendance policies. The UAB policy for undergraduates follows. Please note the categories of excused absences; they typically apply to both undergraduates and graduates.

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### UAB Attendance and Excused Absence Policy

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.

- Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
  - Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.
AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for following awards or society memberships.

*Alfred W. Songster Award for Outstanding International Student* – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.

*Alpha Eta Society* – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.

*Cecile Clardy Satterfield Award for Humanism in Health Care* – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.

*Charles Brooks Award for Creativity* – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.

*Dean’s Leadership and Service Award* – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.

*Phi Kappa Phi* – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

*Who’s Who Among Students in American Colleges and Universities* – Membership in this national organization is open to outstanding college juniors, seniors, and graduate students. Criteria include scholarship, leadership, and service to the School and community. Applications should be submitted in spring term to the Office of Student Recruitment, Engagement and Success.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

BACKGROUND CHECK

By policy, SHP students are required to undergo a background check using the school’s approved vendor, CastleBranch, at the time of program admission, and again prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.
**BlazerID / BlazerNET / Email**

All students are assigned a unique identification, their BlazerID, which is established by the student at www.uab.edu/blazerid. BlazerNET is the official portal to the UAB information networks. The portal can be accessed from any Internet-accessible computer, on- or off-campus from the UAB home page www.uab.edu. To activate blazerid, select “Activate Accounts.” Your BlazerID is required to access BlazerNET and other campus information resources, such as your UAB email account. Your UAB email is the official communication medium and should be monitored routinely. UAB student email is provided through Microsoft Office 365, a cloud based email and file storage system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

**Blazer Express**

The UAB Blazer Express Transit System is a bus service operating under the Business & Auxiliary Services Department. The service provides transportation throughout the University campus. With a valid UAB ID badge, students, employees, and authorized visitors can enjoy fare-free bus transportation along 6 designated routes. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [http://www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

**Bookstores**

Two bookstores are located on the UAB campus, both offering a wide variety of products and services to students, including online purchasing and shipping. Both bookstores stock UAB memorabilia and college wear in addition to all required textbooks and course material.

**UAB Barnes and Noble Bookstore**

- Location: 1400 University Blvd, 35233
- Hours: M – F 9:00 a.m. – 5:00 p.m.; Sat 7:00 a.m. – 6:30 p.m.; Sun --Closed
- Telephone: (205) 996-2665
- Email: Through website contact page.
- Website: [http://uab.bncollege.com](http://uab.bncollege.com)

**Snoozy's Bookstore**

- Location: 1321 10th Avenue South
- Hours: M – F 7:45 a.m. – 6:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
- Telephone: (205) 328-2665
- Fax: (205) 933-2229
- Email: info@snoozysbookstore.com
- Website: [www.snoozysbookstore.com](http://www.snoozysbookstore.com)

**Campus OneCard**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library check-out, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onecard](http://www.uab.edu/onecard).
**CAMPUS MAP**

UAB’s campus map can be found at the following:

http://www.uab.edu/map/

**CANVAS LEARNING MANAGEMENT SYSTEM**

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites can be accessed through BlazerNET or at http://www.uab.edu/online/canvas. Students should monitor their course sites routinely for communications from faculty and to manage course assignments.

**COUNSELING SERVICES**

The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health and Wellness Center at 1714 9th Ave. S. For more information, call 205-934-5816 or visit:

http://www.uab.edu/studenthealth/counseling

**DIRECTIONS STUDENT HANDBOOK**

The UAB student handbook, Directions, may be accessed online at http://www.uab.edu/handbook/. The Graduate School has an additional handbook available at:


**DISABILITY SUPPORT SERVICES**

The purpose of these services is to make UAB’s programs and services accessible to students with disabilities. Students must be registered with DSS and be assessed for type of disability and need for accommodations. It is best to register with DSS upon application to UAB. A request for assessment and accommodations can be made at any time, but accommodations are not granted retroactively. For more information about DSS, contact the office directly or visit their website.

**Disability Support Services**

(205) 934-4205 (Voice) (205) 934-4248 (TDD)
Fax: (205) 934-8170 Email: dss@uab.edu
Website: http://www.uab.edu/dss

**DRUG SCREENING**

By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements related to drug use and substance abuse.

www.castlebranch.com
EMERGENCIES
Any suspicious or threatening activity should be reported to the UAB Police Department immediately. In addition to calling via a regular telephone, more than 300 emergency blue light telephones connected directly to the police dispatcher are located throughout the campus. Police are staffed 24 hours, seven days a week.

UAB Police Numbers: 911 from a campus phone; 934-3535; 934-HELP (4357); 934-4434.

Emergency situations affecting the campus are communicated to students in several ways:
- Webpage: www.uab.edu/emergency
- University home web page: www.uab.edu
- Cell phone messages and SMS text – register to receive these notices with the UAB Emergency Notification System (B-ALERT) via www.uab.edu/balert; text short code will be 23177 or 63079; cell phone calls will come from (205) 975-8000. Store these numbers and codes in your cell as B-ALERT.
- Mass emails – uses the official xxx@uab.edu email system
- Announcements on the BlazerNET portal
- Facebook and Twitter – B-Alert integrates with these media at www.facebook.com/UABALERT and @UABALERT: www.twitter.com/uabalert
- Weather and Emergency Hotline: (205) 934-2165

DIVERSITY, EQUITY AND INCLUSION
The mission of the UAB Office of Diversity, Equity and Inclusion is to “increase, retain and enhance faculty, student, and staff diversity at all levels of the University and to ensure equity.” UAB defines diversity as “the full range of human difference and potential...” This administrative office supports faculty recruitment, provides scholarships for graduate and undergraduate students, and promotes programs to enhance the campus diversity experience. The office provides a diversity awareness training program for employees. A key component of this Office is the Commission on the Status of Women, which is charged with assuring the best possible conditions for women who work and study at UAB. Additional information is available at http://www.uab.edu/equitydiversity/. Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this Office.

FERPA
The Family Educational Rights and Privacy Act of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites: https://sa.uab.edu/enrollmentservices/ferpa/; https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp. If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office of Student Recruitment, Engagement and Success.

FINANCIAL AID
Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website http://www.uab.edu/students/paying-for-UAB.
**FOOD SERVICES**

UAB offers seven meal plans for students that are billed to the student’s account. All students, even commuters, are required to purchase a meal plan. Up to 25% of dining fees not used by the end of the school year are converted to Blazer Bucks, which can be used to shop at campus bookstores, local restaurants, and the campus CVS. Several dining facilities that accept the meal plans are available on campus. Those closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, just south of 9th Avenue and the Campus Recreation Center.
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.
- Sandella’s—NEW to Lister Hill. Open Monday-Friday.

There are soda and snack vending machines available in the basement of the Learning Resource Center and on the 6th floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

**GRADUATE SCHOOL**

The UAB Graduate School offers doctoral programs in 40 areas, eight post-master’s specialist programs, and master’s level programs in 51 areas. Most graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [http://www.uab.edu/graduate/](http://www.uab.edu/graduate/).

**GRADUATION**

UAB offers two commencement ceremonies, one in the fall and one in the spring. All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to [http://www.uab.edu/commencement/degree-applications](http://www.uab.edu/commencement/degree-applications). SHP also offers its own graduation ceremonies for fall and spring.

**STUDENT HEALTH SERVICES AND MEDICAL CLEARANCE**

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3581.

SHP students are required to receive medical clearance at the time of program admission. A secure web-based process using BlazerNET, UAB Student Health Services and Castlebranch, an external vendor, is used to document medical information and immunization records. Each student will have a personal account with Castlebranch for storage of required documents. More information is available at the Student Health and Wellness website [http://www.uab.edu/studenthealth/medical-clearance](http://www.uab.edu/studenthealth/medical-clearance).
HIPAA Training

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at www.uab.edu/learningsystem. Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported by name to the Office of Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

Institutional Review Board for Human Use (IRB)

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website www.uab.edu/irb, including resources and services specifically for students. The brochure “IRB Guidance for Student Research and Class Projects” may be downloaded from this site as a PDF document.

Intellectual Property

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at http://www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx.

Lactation Centers

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at http://www.uab.edu/women/lactationcenters.

Libraries and Learning Resource Center

UAB’s libraries house excellent collections of books, periodicals, microforms, and other media. The libraries have online remote access to catalogs and online collections. Customer services are extensive. All facilities have computers available for student use during regular hours of operation.

Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) is charged with providing a unique set of enterprise solutions that promotes a learning environment that is exciting, intriguing and innovative. Under the leadership of the LRC Director with direction from the SHP-LRC Executive Committee, LRC is responsible for all applications and systems that are provided centrally to support the school’s academic, administration, and research missions.

The LRC is designed to provide state-of-the-art, highly specialized services for SHP faculty, staff and students that includes:

- State-of-the-art media studio
- Audio/visual supp
- Information technology management of public, classroom and testing labs computers
HOURS OF OPERATION AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:00 am-8:00 pm</td>
<td>(205) 934-5146</td>
<td></td>
<td><a href="mailto:shplrc@uab.edu">shplrc@uab.edu</a></td>
<td>1714 9th Avenue South, Birmingham, AL 35294</td>
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<tr>
<td>Friday</td>
<td>7:00 am-5:30 pm</td>
<td></td>
<td>(205) 934-1190</td>
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<td>Saturday</td>
<td>Closed</td>
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<td>Sunday</td>
<td>Closed</td>
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**Birmingham Public Library**
In addition to the main library facility, there are 17 branch libraries. The library holdings include print and digital media. Library services are described on the website.
   - **Location:** 2100 Park Place
   - **Hours:** M – Tu 9:00 a.m. – 8:00 p.m.; W – Sat 9:00 a.m. – 6:00 p.m.; Sun 2:00 p.m. – 6:00 p.m.
   - **Telephone:** (205) 226-3600
   - **Website:** [http://www.bham.lib.al.us/](http://www.bham.lib.al.us/)

**Lister Hill Library of the Health Sciences**
This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.
   - **Location:** 1700 University Boulevard
   - **Telephone:** (205) 934-2230
   - **Website:** [www.uab.edu/lister/](http://www.uab.edu/lister/)

**Mervyn H. Sterne Library**
A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.
   - **Location:** 913 13th Street South
   - **Telephone:** (205) 934-6364 (Reference) (205) 934-4338 (User Services)
   - **Website:** [www.mhsl.uab.edu](http://www.mhsl.uab.edu)

**Reynolds Historical Library**
A collection of rare and important books, manuscripts and artifacts in the medical sciences. The Reynolds historical collection is located on the top floor of the Lister Hill Library.

**ONESTOP STUDENT SERVICES**
If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; onestop@uab.edu.
Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

**PARKING**
Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-serve basis.
first-served basis. Commuter student lots are designated as Lot 15, Deck 12, and Deck 16. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at http://www.uab.edu/parking/.

**Patient Care Partnership**

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) (www.aha.org) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.


**Plagiarism and Turnitin**

Plagiarism is academic misconduct that will result in a grade of zero on the plagiarized assignment and may result in dismissal from the School of Health Professions and the University (see DIRECTION Student Handbook or SHP Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. Please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.

**Recreation Center**

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at http://www.uab.edu/campusrecreation.

**Scholarships**

Many programs in the School have scholarships available to currently enrolled students. Please see the program section of this handbook for that information. The following scholarships are available to students enrolled in any program in the School.

*Dean’s National Alumni Society Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student. One student per program is nominated by the program director for consideration by the School’s Scholarship Committee.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for baccalaureate students with GPA 3.0 or above and unmet financial need. Students apply to the UAB Office of Student Recruitment, Engagement and Success, SHPB 230.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are
based on unmet financial need. Students apply in the SHP Office of Student Recruitment, Engagement and Success, SHPB 230.

*Matthew F. McNulty Jr. Health Services Emergency Loan* – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need. Students apply in the Office of Student Recruitment, Engagement, and Success, SHPB 230.

*SHP General Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need. Program directors apply for funding on behalf of qualified students. Awards up to $4500 over the length of the student’s duration in the program are made by the School’s Scholarship Committee.

**SOCIAL MEDIA**

Social media such as Facebook and Twitter are useful communication tools, but health professions students should use these forums judiciously. In addition to the School’s official sites listed below, individual programs and student organizations may have networking sites.

- Website: [http://www.uab.edu/shp/](http://www.uab.edu/shp/)
- Twitter: [https://twitter.com/uab_shp](https://twitter.com/uab_shp)
- Facebook: [http://www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- LinkedIn: [http://www.linkedin.com/groups?gid=3596638](http://www.linkedin.com/groups?gid=3596638)
- Vimeo: [http://vimeo.com/uabshp](http://vimeo.com/uabshp)
- YouTube: [http://www.youtube.com/uabshp](http://www.youtube.com/uabshp)

The School’s Academic Affairs Committee published the following guidelines related to use of social media.
UAB School of Health Professions  
Guidelines for Social Networking

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like Facebook, MySpace, Flickr and Twitter provide opportunities for faculty, staff, and students to share and explore interests that enrich the higher education learning experience. However, using these mediums with discretion is advised. UAB online community members are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others.

**Professional Use**  
Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy\(^1\), the authorized employee may post on a social network profile: the University’s name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

**General Use**  
The following guidelines are strongly suggested:  
1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.  
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.  
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.  
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.  
5. Do not post any confidential or sensitive information online.  
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.  
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.  
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

\(^1\) The Official UAB Web Policy >> [http://www.uab.edu/brand/web/planning/policies-and-standards](http://www.uab.edu/brand/web/planning/policies-and-standards)
TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition for all lecture-based courses. Non-resident tuition is charged for clinical practicums, independent study courses, and project courses.

SHP programs may have specific fees attached to courses or laboratories. These fees will be addressed in the program section of this handbook. Questions about program-specific fees should be addressed with your program director. Current standard tuition and fees for the School, and links to program cost estimations, are posted at http://www.uab.edu/shp/home/admissions-tuition/tuition.

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at http://www.uab.edu/whentopay. Please note that failure to meet payment deadlines can result in administrative withdrawal from courses.

Tuition and fees may be paid through BlazerNET.

WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at http://www.uab.edu/emergency/preparedness. Other information sources include:

- Webpage: www.uab.edu/emergency
- B-ALERT system: Register to email, cell phone, and text notices with the UAB Emergency Notification System via; www.uab.edu/balert
- Hotline: (205) 934-2165
- WBHM Radio (90.3 FM): Announcements about University closings or delayed openings are made on the UAB radio station.

WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curriculums are specifically sequenced. Withdrawal from a course may put you at risk for being required to wait for a full year before resuming courses in the program. Course withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Program withdrawal should be made in writing to the program director. Please refer to the program section of this handbook for additional information.
SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN
http://www.uab.edu/studenthealth/medical-clearance/school-of-health-professions

GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS
http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

IMPAIRMENT AND SUBSTANCE ABUSE

PLAGIARISM
http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf
Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

UAB POLICIES

AIDS AND HIV INFECTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=252

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

ATTENDANCE / ABSENCE (UNDERGRADUATE)
http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext

BODY FLUID EXPOSURE
http://www.uab.edu/studenthealth/emergencies/blood-a-body-fluid-exposure

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=4

COMPUTER SOFTWARE COPYING AND USE
DRUG FREE CAMPUS (GENERAL POLICY)
http://sppublic.ad.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx

DRUG-FREE CAMPUS POLICY FOR STUDENTS - ATTACHMENT A
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=632

DRUG-FREE CAMPUS POLICY FOR STUDENTS - ATTACHMENT B
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=626

DRUG-FREE CAMPUS/WORKPLACE POLICY-ATTACHMENT B.1
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=627

DRUG-FREE CAMPUS POLICY FOR STUDENTS - ATTACHMENT C
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=628

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=52

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=263&

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=257

IMMUNIZATION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=86&

NONSMOKING
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=110&

PATENT (INTELLECTUAL PROPERTY)
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=115&

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at http://sppublic.ad.uab.edu/policies/Pages/default.aspx.
SECTION 3 – DEPARTMENTAL POLICIES

DEPARTMENT OF HEALTH SERVICES ADMINISTRATION

CODE OF CONDUCT

You are a graduate student in the Master of Science in Health Administration Program at The University of Alabama at Birmingham. Our mission is to educate you to become a successful healthcare executive. In keeping with this mission, we are committed to teaching you:

1. health care functions and processes used by healthcare professionals;
2. behavioral expectations that the healthcare world will have for you.

To be successful in your career, you will have to learn how to plan, organize and manage operations. You will have to know how to understand the complex health care delivery system, lead others in delivering quality patient care, understand financial statements, and know how to work in teams. Additionally, you will have to know how to conduct yourself in business settings. What you say, how you say it, how you dress, etc. will significantly affect your ability to secure employment as a professional and to succeed in your career. As faculty, it is our goal and responsibility to help you understand both the concepts of health care and the behavior that will help you excel in your career as a health care administrator. Health care is a unique field and it is our goal to “socialize” you into the profession while you are in our Program.

With these goals in mind, the MSHA faculty has established the following Code of Professional Conduct that is consistent with workplace expectations and will be adopted in all MSHA classes.

1. ATTENDANCE AND CONTRIBUTION

a. Attend all class meetings and other planned meetings (e.g. teams).
   i. Class meetings are considered normal work assignments. Failing to attend class is equivalent to missing a day’s work.
   ii. If you must miss a meeting, inform your instructor in advance (or as soon as is practical) of the reason for your failure to meet your obligation. If you become ill or have a legitimate reason to leave class early, inform your instructor of the circumstances.

b. Be on time and don’t expect to leave early. Showing up late to work and “slipping away early” are unacceptable behaviors.

c. Be prepared and participate meaningfully in all meetings.
   i. Be interested and be interesting to others in your class. Engage your instructor and peers in meaningful discussion of the class topics. In business meetings, participants must be engaged and make significant contributions.
   ii. Come to class prepared to contribute meaningfully in discussions. Class assignments are akin to business work assignments.
   iii. Ask questions to seek understanding and answer questions to the best of your ability.
2. PROFESSIONALISM AND DRESS CODE – Residential Only
   a. Business casual dress is expected during classes and professional business attire when external speakers or projects are involved in the course.
   b. Neither hats nor caps should be worn in the classroom.
   c. Shirts with vulgar or unprofessional language or visual images are inappropriate. Clothing that is immodest or suited for parties, sporting events and other social occasions is not suited for business meetings.

3. CLASSROOM PARTICULARS
   a. Turn all cell phones off. If you anticipate an emergency call, set the phone to vibrate.
   b. The use of cell phones for talking and/or text messaging in class is not allowed.
   c. Electronic devices (laptops, PDA, IPads) are not allowed in the classroom except when everyone is required to use the technology.
   d. Passing notes and whispering in class are distracting and inappropriate in a professional setting.
   e. Avoid leaving the class for any reason. If you must depart, do not return.

4. ACADEMIC INTEGRITY
   a. Adhere to the MSHA policy on Academic Honesty and Integrity (detailed policy below). If you believe that you will have any difficulty fulfilling any of these expectations, please discuss with your instructor at the beginning of the semester.
   b. It is the student’s responsibility to both understand and comply with this Code of Conduct policy and all UAB policies. Violations to the Code of Conduct Policy will be addressed on a case by case basis. Consequences may include, but are not limited to:
      1. Counseling the student
      2. And/or dismissal from the Program.

POLICY ON ACADEMIC HONESTY AND INTEGRITY

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards of behavior. The Master of Science in Health Administration Program regards honesty and integrity as qualities essential to the practice and profession of health services management. The purpose of this policy is to promote guidelines so that each student can fully develop his/her individual potential and to cultivate behaviors and values that will contribute to his/her performance as a health services executive. This policy governs student conduct in all academic and administrative residency activities associated with the MSHA Program. A description of expectations for non-academic conduct, violations of these expectations and possible disciplinary action can be found in the Graduate Catalog and in the UAB student handbook Direction.

Each student is expected:

- not to seek an unfair advantage over other students, including but not limited to giving or receiving unauthorized aid during completion of academic requirements;

Examples of an unfair advantage include receipt and/or use of test and/or test preparation material, paper and/or paper preparation material, and project
and/or project preparation material from either the current academic year or a prior academic year obtained without authorization and consent of a faculty member.

- to represent truthfully fact and self at all times and not to misrepresent one's work at any time

  Examples include always making correct representation for work presented as one's own. Work presented as group work should be the product of the specified members of the group. Work presented as individual work should be the product of that individual alone. Group work assumes collaboration by the members of the group. All other work should be an individual effort.

- to respect the property and personal rights of students, faculty, and staff;

- to report all material violations of these expectations and to cooperate with any investigation of an alleged violation; and

- to obey applicable organizational rules and laws, including confidentiality of information

Reports of suspected academic misconduct can be initiated by a faculty or staff member, preceptor, or student colleague who has direct knowledge of such behavior. Such charges should be reported to the Program Director. The Program Director will then notify the accused student of the charge and provide the student with an opportunity to respond. If, at that time, the student cannot refute the charge effectively, yet denies the charge, the Program Director will empanel five individuals (two Department faculty members, one selected by the Program Director and one selected by the accused student; two students, similarly selected; and the Chair of the Program’s Admission and Financial Aid Committee) to conduct a confidential investigation of the charge. Based on the results of this investigation, the panel will make a recommendation regarding disciplinary action to the Program Director no longer than three weeks after the initial charge. The Program Director will then make a decision regarding the alleged misconduct and notify the accused student of his/her decision, in writing, within two workdays after receipt of the panel’s recommendation. Copies of correspondence related to the allegation and investigation will be sent to the Chair of the Department of Health Services Administration, the Assistant Dean of the School of Health Related Professions, and the Dean of the Graduate School.

A student who is found to have committed an act of academic misconduct will be given a grade of F for the course in which the misconduct occurred. A student may be expelled from the Program on the first offense. If, as determined by the MSHA Program and the Graduate School the act of academic misconduct is a second offense, the student will be expelled, and his/her transcript will bear the inscription “Expelled for Academic Misconduct.”

Appeals of decisions by the Program Director may be made in accordance with Graduate School policy.

First approved by the faculty:  3 September 1998
Modified:                    21 July 2000
**Policy on Academic Performance**

To be in good academic standing in the Graduate School, a student must maintain a grade point average of at least 3.0 (on a 4.0 scale)

Students will be considered to be making satisfactory progress toward the MSHA degree if they follow the prescribed course sequence established by the Program. Students whose schedules vary from the sequence must discuss this variance with the Program Director.

Students who are admitted on probation must demonstrate their ability to perform at the level required for graduation by establishing good academic standing at the end of the first semester of full-time academic coursework (i.e., at the completion of sixteen credit hours). Students who do not accomplish this level of performance will be dismissed from the Program and the UAB Graduate School.

A student who has been in good academic standing, but who at the end of any regular term fails to meet the criteria to continue in good academic standing (a 3.0 grade point average or better), will be placed on probation. Such a student must re-establish good academic standing within the next two regular terms of graduate study undertaken. Students who do not accomplish this level of performance will be dismissed from the Program and the UAB Graduate School.

A student, who receives three or more grades of "C", or any grades of "F" on any course taken in pursuit of the single MSHA degree or any coordinated degree programs established by the Program, including MSHI, MBA or other dual degree option courses as developed, will be dismissed from the MSHA Program.

No student may enter his/her administrative residency with a grade point average of less than 3.0 in academic coursework (required and elective) needed to complete the MSHA degree, or any course in single or coordinated degree programs.

A student receiving a grade of “I” in a course has until the end of the following semester to remove the deficiency or the grade will be changed to an “F.” A student may not enter the administrative residency if any “I” grades for academic courses remain on his/her transcript.

Approved by the faculty: 3 September 1998
Modifed: 23 August 2002
Modified: 15 August 2003
Modified: 05 August 2005
Modified: 10 August 2008

*Student Handbook 2016*
ESSENTIAL FUNCTIONS FOR STUDENTS IN THE DEPARTMENT OF HEALTH SERVICES ADMINISTRATION Master of Science in Health Administration Program

Each student must be able to:

- Meet admission and enrollment requirements and standards.
- Read a computer screen.
- Input and retrieve data through a computer keyboard.
- Use computers for searching, recording and analyzing data and information and preparing presentations and reports.
- Complete written assignments.
- Communicate effectively both orally and in writing.
- Function (consult, negotiate, share) as part of a team.
- Prepare and make presentations to groups.
- Meet deadlines and manage time.
- Participate in discussions.
- Solve problems in an independent manner.
- Understand and comply with written and oral instructions.

Approved by the faculty: July 16, 2007