Doctor of Science in Administration-Health Services

2016-2017
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ADMISSION STANDARDS Qualified applicants will preferably have a master’s degree in health administration; health informatics; business administration; or a related field. Degree(s) must be from an accredited institution. In addition, qualified applicants will have a minimum of five years of mid-to senior-level managerial experience in health management. ........................................... 24

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The UAB Financial Aid Department is the primary contact for any questions regarding student loans or other forms of financial aid. http://main.uab.edu/Sites/students/32625/ Phone: 205-934-8223.
Financial Aid advisors can assist students with applying for financial aid, understanding how to accept an award, etc. Ann Little is an excellent contact who is familiar with the DSc program. .... 34
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.

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 if the violation is substantiated.
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.

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. Sangster 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/.

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 pm.; 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

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

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.
**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](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](http://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

Monday-Thursday: 7:00 am-8:00 pm
Friday: 7:00 am-5:30 pm
Saturday: Closed
Sunday: Closed

Phone: (205) 934-5146
Fax: (205) 934-1190
Email: shplrc@uab.edu
Address:
1714 9th Avenue South, Birmingham, AL 35294

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/

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/

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.mhslib.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.
**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-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/](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](http://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. [http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

**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](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 policy¹, 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.

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](http://sppublic.ad.uab.edu/policies/Pages/default.aspx).*
SECTION 3 – PROGRAM POLICIES

DOCTOR OF SCIENCE IN ADMINISTRATION-HEALTH SERVICES

PROGRAM OVERVIEW AND CONTACTS

The Executive Doctoral program is designed for healthcare executives who are seeking to engage in a rigorous course of study that will also permit them to retain their demanding work and life responsibilities. D.Sc. students are interested in continuing a practice-focused career, as opposed to the academic career sought by most residential Ph.D. students.

Director
S. Robert Hernandez, DrPH
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hernande@uab.edu

Director of Operations
Leandra Y. Celaya, MSc
Director of Operations, International Programs and Executive Doctoral Program
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lcelaya@uab.edu

APPLICATION AND ADMISSION

ADMISSION STANDARDS

Qualified applicants will preferably have a master's degree in health administration; health informatics; business administration; or a related field. Degree(s) must be from an accredited institution. In addition, qualified applicants will have a minimum of five years of mid- to senior-level managerial experience in health management.

Students whose first language is not English must submit recent scores for the Test of English as a Foreign Language (TOEFL) exam or IELTS. Applicants who have received a degree from an accredited U.S. institution or from institutions in countries where English is the primary language are not required to submit the TOEFL or IELTS score.

GRE/GMAT WAIVER

As of January 2010, the UAB Graduate School has approved a waiver of the GRE/GMAT requirement for all applicants to the Executive Doctoral Program in Administration-Health Services. Admission requirements to the residential PhD Program are not affected by this change.

APPLICATION PROCEDURES

The application procedure for the D.Sc. in Administration-Health Services Program requires both an application to the UAB Graduate School as well as supplemental materials that must be submitted directly to the D.Sc. Program Office. A full checklist of required items can be found on the “Application Process” page of the program website www.uab.edu/execdoc.
**ADMISSION**

Applications are reviewed by the Admissions and Policy Committee of the Executive DSc in Administration-Health Services Program. The committee forwards a recommendation to the Dean of the UAB Graduate School who then communicates official admission decisions via written letter.

As it is based on a cohort model, the Executive DSc Program only admits for the fall of each year.

**DEPOSIT**

Students who accept an admission offer into the Executive Doctor of Science in Administration-Health Services Program are required to pay a $1000.00 deposit, in order to secure their space in the cohort. This deposit is non-refundable and will be credited to fall tuition of the first year.

**DEGREE REQUIREMENTS/STEPS TO COMPLETING DEGREE**

Program requirements include successful completion of required DSc coursework, a comprehensive examination, a dissertation proposal, and a dissertation.

**CHRONOLOGY OF STEPS FOR DEGREE:** Summary of the steps required for the doctoral degree in Administration – Health Services:

1. Admission to doctoral degree program.
2. Maintenance of good standing throughout program.
3. Completion of IRB Investigator Training during first two years of program.
4. Completion of first year of coursework.
5. Completion of second year of coursework.
6. Participation in the international study experience during the second year of coursework.
7. Passing of comprehensive examination at the end of the second year.
8. Selection of dissertation committee (4 members, no more than 3 from one department).
9. Students typically begin the third year by taking 6 hours of “non-dissertation research” (AHD 798). This course carries no workload other than developing a dissertation proposal.
11. Admission to candidacy - no later than two regular terms before expected graduation. Must take a minimum of 12 hours of “dissertation research” hours (AHD 799) before graduation. Students typically take 6 hours of AHD 799 in each semester, following admission to candidacy. Can now be referred to as a “doctoral candidate.” If a student has completed the required 12 hours of AHD 799 after admission to candidacy, but has not yet defended the final proposal, he or she is only required to enroll in 3 hours of AHD 799 for the additional semesters.
12. Application for degree - no later than two weeks into the expected term of graduation.
14. Final defense of dissertation – deadline established each term by the Graduate School.
15. One copy of defended committee-approved version of thesis to Graduate School Office no later than 10 days after defense.
CURRICULUM

The curriculum for the Executive Doctor of Science in Administration-Health Services is a “lock-step” curriculum. Students progress through the didactic portion (first two years) of the program with their cohort, taking the courses in the sequence as pre-determined by the program. The curriculum does not include “elective courses” or an option for part-time enrollment.

The third year of the program is devoted to the completion of the applied dissertation. Refer to the Graduate Student Handbook for a full explanation of the requirements for candidacy and completing the dissertation. [http://www.uab.edu/graduate/images/acrobat/forms/UAB_Grad_Handbook.pdf](http://www.uab.edu/graduate/images/acrobat/forms/UAB_Grad_Handbook.pdf)

The following is a sample curriculum sequence for the DSc program. The specific sequencing of courses depends upon the year in which the student enrolls in the program and is subject to change.

First Semester
AHD 730 - Health Economics & Insurance
AHD 711 - Leadership of Health Systems
HA 632 - Quantitative Methods in Health Services Administration

Second Semester
AHD 735 - Quality Improvement
AHD 705 - Health Care Finance
AHD 775 - Strategic Planning and Management in Health Care Organizations

Third Semester
AHD 718 - Strategic Implementation and Evaluation
AHD 707 - Research Methods

Fourth Semester
AHD 731 - Health Policy and Politics in the United States
AHD 722 - Regression Analysis
AHD 715 - Research in Organization Theory

Fifth Semester
AHD 706 - Strategic Management Theory and Research
AHD 710 - Comparative Health Systems
AHD 716 - Macro-environmental Analysis

Sixth Semester
AHD 727 - Applied Multivariate Statistics for Health Administration Research
AHD 714 - Marketing Strategy & Research

Seventh Semester
AHD 798 - Non-dissertation Research (6 hours)

Eighth Semester
AHD 799 - Dissertation Research (6 hours)

Ninth Semester
AHD 799 - Dissertation Research (6 hours)
ON-CAMPUS SESSIONS

The Executive DSc Program is taught in a blended delivery format, with one intensive eight-day on-campus session each semester.

The Executive DSc Program follows the UAB Academic Calendar for start and end dates of each semester (see Section 1 of this handbook for a link to the Academic Calendar).

Dates for the on-campus sessions occur once each semester (three times per year) and are set by the program. Attendance is required at all on-campus sessions. Due to the executive format of the courses, one or more absences may result in the student’s inability to complete the course during the current term.

Dates for 2014-2015 Academic Year On-Campus sessions are as follows:

First-year student orientation will be held on Sept. 16. The dates for the 2016 fall on-campus session are September 17-24. Please note that the on-campus sessions in fall and spring will begin at 8:00 am Central Time on the first Saturday and will conclude at noon on the following Saturday. On-campus dates for spring 2017 are February 11-18. Summer on-campus dates are June 10-15, 2017.

The dates of the international experience for second-year students are determined in consultation with students and in-country hosts.

During the third year, on-campus sessions are still required but are scheduled at the convenience of the student and his/her dissertation committee. Students work with their dissertation chair to schedule at least one on-campus visit in each semester of the third year.

DISTANCE LEARNING AND CANVAS

The off-campus portion of each course will employ a variety of distance-learning instructional methods. Students will read selections from texts, periodicals, and empirical literature; participate in online discussions with instructors and fellow students; conduct applied projects within their organizations; write research papers; and complete assignments that are designed to reinforce course principles and analytical skills. Students will access course materials, syllabi, readings, assignments, etc. via the online Canvas system starting in the fall of 2014. Canvas course sites can be accessed through BlazerNET or at www.uab.edu/canvas. Students should monitor their course sites routinely for communications from faculty and to manage course assignments. Course sites are available on the first day of classes for each semester.

While there may be occasions when small groups of students will need to virtually meet for study sessions or group projects, students are not required to participate in live class sessions during the off-campus portion of the course.

Assignments and due dates will be described in the course syllabus at the beginning of each semester. Course materials (including readings, assignments, and course announcements) will be available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates.

Assignments should be submitted via Canvas. Email is not a reliable method for submitting assignments and is discouraged for this purpose. Students are, however, encouraged to communicate with their instructors and classmates via the email feature in Canvas. Communication between students and instructors is key to the success of any distance-learning activity. Instructors are accessible via email, phone call, and/or video conferencing during the off-campus portion of the course. Please refer to the course syllabus for contact information and details regarding instructor availability.
COMPREHENSIVE EXAMINATION

Students in the DSc Program in Administration – Health Services must pass a comprehensive examination before they can be admitted to candidacy (i.e., before they will be allowed to defend their dissertation proposal).

Students are eligible to sit for the comprehensive exam once they have completed the required courses for the didactic portion of the program. The comprehensive exam question for each student will be unique, and the topic is often closely related to or the same as the student’s dissertation topic. Therefore, detailed feedback on written proposal chapters will not be given prior to or during the comprehensive exam.

Comprehensive exams are in the form of take-home, open-book exams. Each student must submit a one-page prospectus that describes the topic he/she plans to research. The prospectus will be emailed to the DSc Program Director and Assistant Director by the deadline established by the program. The Program Director will then write each student’s comprehensive exam question and will email each student’s question on a given day.

Students have one month to write and turn in a paper which responds to the questions provided. At the time they receive the question, students will be told of the deadline to turn in papers. Late submissions will not be accepted and will result in a failing grade for the comprehensive exam. Early submissions are permitted but are not encouraged. When an exam is submitted early, faculty will attempt to provide grading and feedback as early as possible; however, there is no guarantee that early grading and feedback will be provided.

Students are expected to write their responses to the questions in the form of a research paper, complete with appropriate citations in APA format. However, students are not allowed to confer with any other person (including, but not limited to, the student’s dissertation committee members and/or committee chair) in writing their responses. Compliance with the letter and spirit of all academic integrity policies of the program and the university is fully expected.

Students are provided an opportunity to provide additional information on any portion of his/her response which needs clarification. A student will receive a passing grade only after he/she has completed the exam to the satisfaction of the grading committee. Students have only two opportunities to pass the comprehensive exam. Failure on the second attempt will constitute a basis for dismissal from the program.

THE DISSERTATION REQUIREMENT/YEAR THREE

The successful completion of a dissertation is the final requirement for obtaining the D.Sc. degree once Candidacy has been achieved. The student is required to work on the dissertation under the guidance and supervision of a Dissertation Committee.

The dissertation, like other individual work that is assigned in the Program, must represent the student's own effort. Jointly authored papers or otherwise collaborative work may not under any circumstance count toward satisfying the dissertation requirement. In fact, the submission of such collaborative papers or work in fulfillment of the dissertation requirement is a form of academic misconduct.

It is important, therefore, that whenever the dissertation is in any way related to a larger study or data collection effort two conditions be satisfied: the dissertation project must clearly represent a separate and distinct entity within the broader study or effort; and the project must be understood by all concerned to be the sole responsibility of the student, who is to work on it under the guidance of the
Dissertation Committee. Because of the basic orientation and goals of the Doctoral Program, all dissertations are expected to include an explicit discussion of how the dissertation’s topic, findings, and conclusions are relevant and important from the perspective of healthcare management.

Similarly, given the applied, practitioner orientation of the D.Sc. degree, unlike most traditional Ph.D. dissertations, students are not expected to make an original contribution to theory or methodology, even though making such contributions is definitely a welcome feature. Rather, in judging a dissertation’s appropriateness and worth the emphasis is expected to be on the skill and rigor with which the analytic and conceptual approaches taught in the Program have been put to good use in shedding new light on an important healthcare management question. Moreover, it is expected that every dissertation will be of sufficient quality to result in at least one published paper in a leading journal in the health field.

**Dissertation Committee**

A Dissertation Committee must consist of at least four members. The committee’s chair must hold a primary faculty appointment in the UAB Department of Health Services Administration (HSA). Each committee must also have a member outside of HSA who is either a regular University of Alabama at Birmingham faculty member or an individual who is eligible for and receives a UAB Graduate School Appointment. For purposes of service on Dissertation Committees a regular faculty member is defined as any person holding an unmodified appointment (i.e., not visiting, adjunct, emeritus, etc.) at The University of Alabama at Birmingham as a Professor or an Associate Professor, or as an Assistant Professor with an earned doctorate from an accredited institution. A minimum of three regular members of the faculty must be on each committee. One of them must be the chair of the committee.

**Specified Dissertation Committee Roles**

The chair is responsible for guiding and encouraging the Candidate's design and execution of an original, high quality, doctoral project. The chair is also expected to play a leading role in providing direction for the project. The outside faculty members monitor the quality of the dissertation. If possible, the outside members should also hold an appointment in a cognate or collateral discipline related to the student’s dissertation topic. University faculty and staff who are not regular faculty members and qualified people from outside the University whose service on a Dissertation Committee would contribute significantly may be nominated to serve as special members on the committee. In making a nomination for a person to serve as a special member on a specific Dissertation committee, the nominee’s expertise pertinent to the dissertation topic must be detailed. Inclusion of curriculum vitae is strongly encouraged. Special members of a committee need not be employed by The University of Alabama at Birmingham and need not hold academic appointments.

**Dissertation Process**

Students are expected to proceed on their dissertation work according to the following sequence:
1. During the second year of the Program each student begins working with a faculty member of the student’s choosing on selecting and specifying a dissertation topic and identifying potential members for the student's Dissertation Committee.

2. The student submits to the D.Sc. Program an abstract of the proposed dissertation topic, along with a proposed list of members for the student's Dissertation Committee.

3. The Dissertation Committee approves the proposal. Provided all other pertinent requirements (including IRB approval) are satisfied, the student at that point advances to Candidacy.

4. When the Dissertation Committee agrees that the student's dissertation is essentially completed, the final oral examination is scheduled. The final oral examination is not scheduled until each member of the committee concurs.

5. Once the student successfully passes the oral examination and obtains approval of any final corrections, the student should have thereby met all graduation requirements and is eligible to receive the D.Sc. degree upon completing a diploma application. Additional information on each of the above steps is provided in the sections that follow.

**Selection of Topic and Committee Membership**

In their second year in the Program, students are expected to work with a faculty member of their choosing in selecting a dissertation topic, refining it, and identifying potential members for the student's Dissertation Committee.

Once the topic is sufficiently well specified, the student should submit to the D.Sc. Program a 3-5 page abstract of the proposed dissertation topic and a proposed list of members for the student's Dissertation Committee. The abstract should describe the question to be addressed, its significance for health management, and the approach that will be followed in addressing the question. To the extent feasible, the abstract should include much the same elements as are specified for the dissertation prospectus (see the section dealing with that topic). Similarly, the proposed Dissertation Committee should meet the specifications previously described. The D.Sc. Program will evaluate the proposed topic for its consistency with Program expectations and assess whether the proposed membership of the Dissertation Committee is appropriate for the topic, sufficiently balanced, and in a good position to assure that students are held to uniform standards of performance. The D.Sc. Program may approve the topic and Dissertation Committee membership as submitted by the student, or with suggested modifications, or it may ask the student to reconsider and submit another proposal that addresses the concerns. Once the dissertation topic and the membership of the Dissertation Committee have been approved by the D.Sc. Program, and once all prospective members have indicated their willingness to serve, the student must send a letter to the Program Director formally requesting that the committee be appointed by the Dean of the Graduate School. The specific content of that letter is described in the next section.

The letter to the Program Director requesting that the committee be appointed by the Dean of the Graduate School should list the membership of the proposed committee, providing for each member the academic rank, departmental affiliation, and role on the committee (i.e., chair, or member). Nominations of any special members should also be included and should provide the pertinent information to support the nomination. The letter should also briefly describe the dissertation topic. The Program Director will forward this information to the Dean of the Graduate School to formally
appoint the committee. The committee is officially constituted when appointed by the Dean. Any changes in the membership of the Dissertation Committee must be approved by the Dean. Requests for change in committee membership should be sent by the student to the Program Director, with an explanation for the requested change. If the resulting composition of the Committee meets all relevant criteria, the Program Director will request the Dean’s approval. Changes in status of any Committee member, such as resignation or retirement from the University, will necessitate adjustments in the Dissertation Committee's composition if as a result of the change the Committee's membership no longer has the requisite composition. For example, if the chair of the Committee resigns from the HSA Department, it would be necessary to appoint a new chair who is currently a member of the Department. Students are encouraged to consult with the Program Director about such changes in the Committee members' status. Every effort will be made to minimize the resulting disruption while still meeting the basic criteria and requirements for Dissertation Committee composition.

**Dissertation Proposal**

The student must prepare a dissertation proposal for formal approval by the Dissertation Committee. This document must be sufficiently specific and well-grounded to guide the actual conduct of the dissertation. Although it should be relatively brief, it must be substantial enough to serve as a contract between the student and the Dissertation Committee. Although an exhaustive literature review is expected to be included in the dissertation, the proposal need not include one, nor does the proposal need to be the equivalent of several chapters of the dissertation itself. In most cases the proposal can be less than 20 double-spaced pages in length.

Key elements of an acceptable proposal are:

1. One-page summary.
2. The problem, question, or hypotheses to be addressed.
3. Brief review of key literature relevant to the topic.
4. Importance of the topic and its contribution to health management.
5. Scope of the investigation: limitations and assumptions.
6. Constructs or model that underlies the investigation.
7. Data and methods to be used.

Whenever subsequent exploration of the topic results in the need to deviate substantially from an approved dissertation proposal, the changes should be formally approved by the Dissertation Committee. After the Dissertation Committee is satisfied that the proposal meets all Committee and Program expectations and the student has received IRB approval for his/her proposed research, the Program Director will send a letter to the Graduate School Dean requesting that the student be advanced to candidacy status.
**ORAL EXAMINATION**
The Dissertation Committee chair will inform the student when the Committee considers the dissertation to be complete and the Committee is ready to conduct the final oral examination. The student and the Committee members should then schedule the examination. Faculty, graduate students and others will be invited to attend. During the oral examination, the student may be asked to reconsider certain aspects of the work done for the dissertation and to make certain changes or corrections in the document submitted. At the end of the examination, the chair will discuss the oral examination with the other members of the committee in private and inform the student of their assessment.

If a member of the committee is not able to attend the oral examination (either in person or via distance-supporting technology), the member must read the dissertation and abstract and submit their evaluations to the Dissertation Committee chair at least two working days before the examination. An absent member of the committee may also communicate questions to the chair to be discussed at the oral examination. The findings of the absent member must be incorporated into deliberations of the committee.

After the oral examination, the Dissertation Committee chair will notify the Program Director of the outcome of the examination. Should there be a disagreement within the Dissertation Committee over the acceptability of the dissertation, the Program Director will consult with the members of the Dissertation Committee and will act as final arbiter. If the Dissertation Committee asks for changes or corrections in the dissertation, the student should make these and show them to the committee chair for approval. The committee chair in turn is responsible for returning to the Program Director the oral examination report with signed certification that all requested corrections have been completed. Once all requirements have been met, the Dissertation Committee chair will recommend to the Dean that the student be awarded the D.Sc. degree.

**PRESIDENTIALLY-APPROVED FEE**
The cost of the Executive Doctoral Program is $36,600 per year for each of three years. Students enrolled in the Executive DSc Program will not experience tuition increases during their three-year period of enrollment.

The presidentially-approved fee includes required courses, university fees, a laptop computer, required software, and costs associated with supporting distance learning technologies. Tuition also covers all books and learning materials, meals during the on-campus sessions, speaker costs associated with national experts brought to Birmingham, and an international experience in the second year of the program (excludes airfare).

**STUDENT LAPTOP AND SOFTWARE**
The presidentially-approved fee includes a laptop that will be purchased by the program and shipped to students, prior to the first semester of the program.

Program IT support personnel will load student laptops with all required software and will adjust settings to be compatible with online course management software. Students will be asked to sign a software license agreement for certain software that will be loaded onto the machines.

UAB students also have access to several programs via the UAB software library. [https://www.uab.edu/sdwnld/](https://www.uab.edu/sdwnld/) Please refer to the software library website for further details and instructions.
Please note: Students who do not complete the Executive DSc Program are required to return the laptop and all software to the program.

**BOOKS AND MATERIALS**

Required text books and learning materials will be purchased by the program and shipped to students, prior to the beginning of each semester. All required readings (journal articles, cases, etc.) will be made available via electronic course reserve or shipped to students. Only *required* books and readings are covered by the presidentially-approved fee.

Executive DSc students also have access to an expansive collection of resources via the UAB libraries.

**PARKING**

Executive DSc students do not need to purchase a parking pass through UAB Parking and Transportation. The cost of a pass for on-campus sessions is included in the presidentially-approved fee. Students who require parking for the on-campus sessions should contact Elizabeth Hendrix (205-934-3113 or ehendrix@uab.edu) to request a parking permit.

Students should contact their hotel directly for information regarding parking at the hotel location.

**MEALS**

The presidentially-approved fee includes the cost of meals during the on-campus sessions, orientation, and special workshops. Included meals are continental breakfast, lunch, and dinner Saturday-Friday of the on-campus session and continental breakfast on the final Saturday. During summer on-campus sessions that end on Thursday, only continental breakfast is included for the final day. Meals during the orientation session in the first year are also included. Included meals will be catered or scheduled group dinners at local restaurants. Snacks and beverages are also provided throughout the week.

As a state institution, UAB will *not* cover the cost of alcoholic beverages.

**INTERNATIONAL EXPERIENCE (FEE STRUCTURE)**

The presidentially-approved fee includes the cost of the international experience at the end of the second year. The fee includes educational fees, speaker fees, in-country transportation to various lectures and site visits, and lodging for four nights (Sunday, Monday, Tuesday, and Wednesday). Included meals are Sunday dinner; breakfast, lunch, dinner, and planned breaks Monday-Wednesday; and breakfast on Thursday. Airfare and transportation between the airport and the designated hotel are not included.

For any students who bring spouses or travel companions on the international experience, the program will set a special “package rate” that includes the additional cost of double occupancy in the hotel and select meals and expenses. The package rate will be communicated in advance and will depend upon the agenda and location of the visit.

**TUITION BEYOND YEAR THREE**

For students who do not finish at the end of year three, the presidentially-approved fee will not apply beyond the ninth semester of the program. The cost for any extended semesters will revert to the tuition and fee rates as determined by the Board of Trustees and will vary depending upon the number of credit hours in which the student is enrolled.
DEADLINES, INVOICING AND PAYMENTS

Typically, students (or their organizations) pay a portion of the year’s cost each semester. Please refer to your program-issued invoice for the amount due for each term. Each semester, UAB Student Accounting issues deadlines for payment. A missed deadline may result in late fees and/or reinstatement fees. Payment deadlines will also appear on the invoice that students receive from the Program Office.

Invoices

Our program has received special permission to issue our own invoices for Executive Doctoral Students. Students with organizational support should contact the Assistant Program Director with any requests for special structure or processing of the invoices.

Payments

Checks

Checks should be made payable to “The University of Alabama at Birmingham” and should be mailed to the Program Office attn: Leandra Celaya (see address below). The Program will process your check and apply the payment to your student account.

University of Alabama at Birmingham
Executive Doctoral Program in Administration-Health Services
1705 University Blvd. (SHPB 555)
Birmingham, AL 35294

Credit Cards

There is also an option to make payments online via credit card. Students will receive an email notice from the Program each semester, stating when their accounts are ready for online payments. **Students should not make online payments until receiving official word from the Program that the accounts are ready to accept online payments.**

Please Note: Students who receive an email directly from the Student Accounting Department, encounter problems with their Student Accounts, or receive emails regarding an account hold should notify Leandra Celaya **immediately and before** taking any further action.

Financial Aid

The UAB Financial Aid Department is the primary contact for any questions regarding student loans or other forms of financial aid. [http://main.uab.edu/Sites/students/32625/](http://main.uab.edu/Sites/students/32625/) Phone: 205-934-8223. Financial Aid advisors can assist students with applying for financial aid, understanding how to accept an award, etc. Ann Little is an excellent contact who is familiar with the DSc program.