CHECKLIST FOR THE SUBMISSION OF ACADEMIC PUBLICATIONS
-- PRINTED OR ELECTRONIC --

____I. Information is accurate and not misleading.

____II. School terminology and other abbreviations are defined.

____III. Grammar and punctuation are correct.

____IV. Current student information/fees have been obtained from the appropriate SHRP administrative offices.

____V. Entrance requirements and prerequisites are accurate.

____VI. Application deadlines and program entrance dates are specific.

____VII. An office is identified to contact for more information regarding the program.

____VIII. Course titles, abbreviations, and credit hours are accurate and agree with the UAB student information system (STARS). Course descriptions, if included, are consistent in format and follow UAB style guidelines.

____IX. Degree and certificate requirements are listed accurately.

____X. All dates are consistent with academic calendar, if appropriate.

____XI. Length of program is correctly stated.

____XII. UAB logo is displayed.

____XIV. Appropriate accreditation and legal compliance statements are included. The following statements must be included.

A. SHRP Publications Disclaimer (1992)

"This information represents what is current at the time of printing this publication and is subject to change. Applicants should contact the (name of program) Program at the School of Health Related Professions to verify the requirements for the year for which the professional phase application will be made."
B. UAB EEO Statement, Title IX and nondiscrimination statement (as of June 1994)

Standard Statement (short version) used on all brochures, handbooks, etc.:
"The University of Alabama at Birmingham administers its educational programs and activities, including admission, without regard to race, color, religion, sex, age, national origin, disability or Vietnam Era or Disabled Veteran status. Inquiries or complaints regarding this Equal Opportunity Policy should be directed to Dr. Virginia Gauld, Vice President for Student Affairs, Student Affirmative Action Officer and Title IX and §504 Coordinator, 503 Hill University Center, Birmingham, Alabama 35294-1150. The full text of the University's Equal Employment Opportunity Policy can be found in the undergraduate, graduate and professional school catalogs as well as Direction Student Handbook."

"Essential functions, which are fundamental tasks that must be performed to successfully complete the program, have been outlined and are available upon request from the Abbreviated Version used on all advertisements, student newsletters, etc.:
"All qualified applicants will receive consideration for employment (or admission) without regard to race, color, religion, sex, disability, or national origin."
"UAB is an equal education opportunity institution."
"UAB is an equal employment opportunity employer."

C. UAB Accreditation Statement (as of May 1994)

"The University of Alabama at Birmingham is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the bachelor's, master's, specialist, and doctor's levels."

D. Essential Functions Statement for compliance with the Americans with Disabilities Act (ADA) (as of March 1995)

“Essential functions, which are fundamental tasks that must be performed to successfully complete the program, have been outlined and are available upon request from the program.”

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