UAB SCHOOL OF HEALTH PROFESSIONS
The University of Alabama at Birmingham

Doctor of Science in Healthcare Leadership

2020-2021
STUDENT HANDBOOK

UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS

Doctor of Science in Healthcare Leadership

2020-2021 ACADEMIC HANDBOOK

S. Robert Hernandez, DrPH

Program Director

7/24/2020

Date

Christy Lemak, PhD

Department Chair

7/29/2020

Date

Andrew J. Butler, PhD, FAPTA

Dean, School of Health Professions

8/18/2020

Date

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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions, a national leader in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master's, and doctoral levels, with over 2,000 undergraduate and graduate students enrolled.

This will not be the start you imagined, but this is a new start for everyone in health care and you are in the best place to begin your journey. Please know we are all committed to providing you a world-class education to support your relentless pursuit of knowledge and your strong desire to serve others.

The pandemic has challenged you in so many ways and you have demonstrated one of the most precious qualities one can have: resilience. You have seen and adjusted to so much. You have responded with determination. And you have taken the reality COVID-19 has thrown your way and moved forward with your education. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We understand that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs such as Biotechnology. We also offer graduate programs you will only find in Alabama at UAB like Genetic Counseling, Nuclear Medicine Technology, Low Vision Rehabilitation, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and Biomedical and Health Sciences, which can be completed within eleven months.

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 many credentialing exams is an astounding 98 percent or higher.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community.

Our alumni give advice to current students that is worth repeating: "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 watching you become the leader we know you can be.

Andrew J. Butler, PhD, FAPTA

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is one of 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 the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including the consistently nationally ranked program in Nutrition Sciences. Through their visionary leadership and guidance, the school is experiencing unparalleled success.

Today, the School of Health Professions 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 School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over $14 million and growing
- 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

Office for Student Recruitment, Engagement and Success (OSRES)

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB's mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions' mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow's healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Academic Coaching
- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

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:

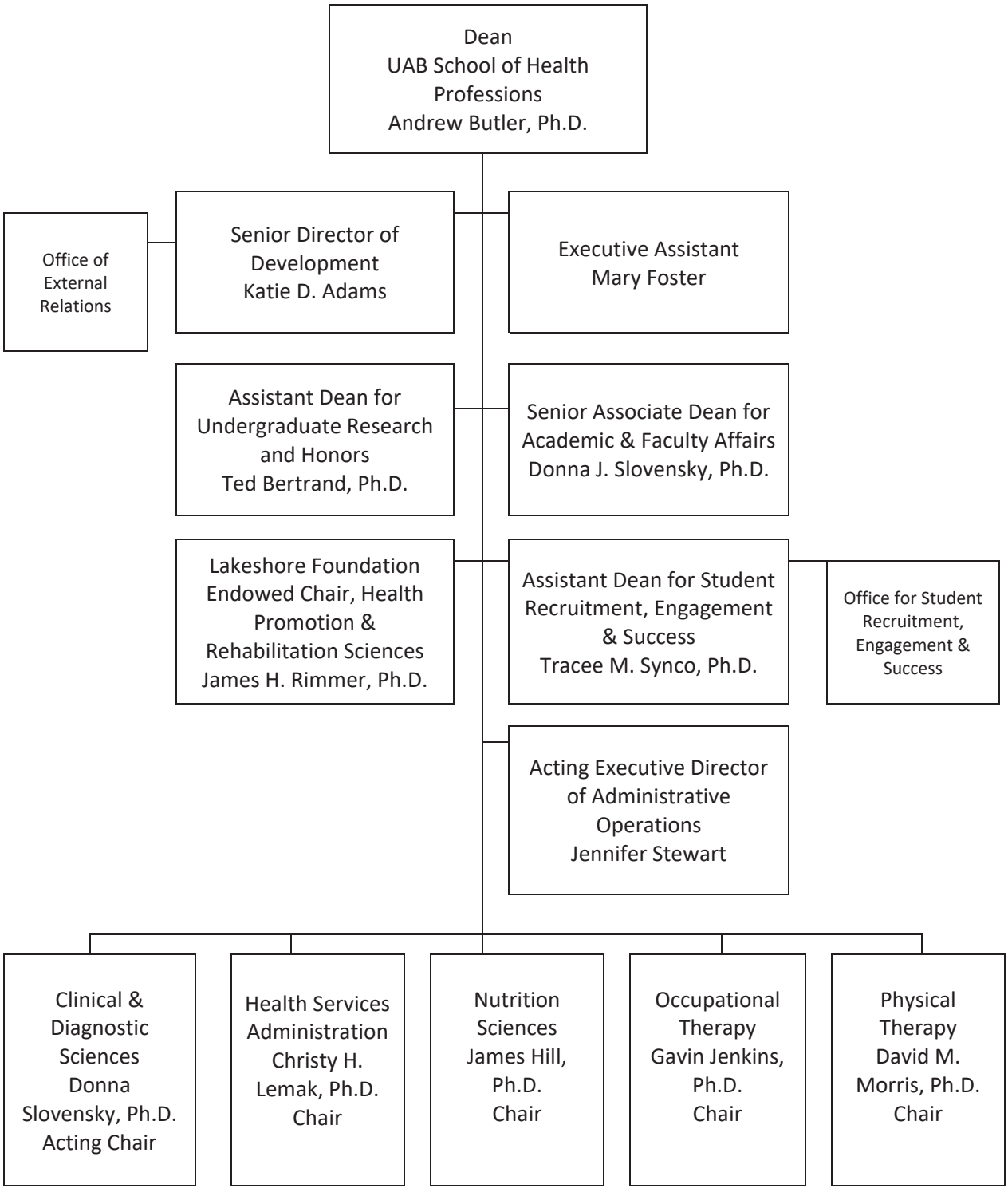
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

OSRES - Location: SHPB 230 Telephone: 205-934-4195 or 205-934-4194 Email: shp@uab.edu

School of Health Professions Organizational Chart - 2020-2021



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 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.

For more information go to: www.uab.edu/students/one-stop/policies/academic-honor-code

AskIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555 Email: askit@uab.edu Website: https://uabprod.service-now.com/service_portal

Attendance

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

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 have 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 the 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.

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

Background Check

SHP students in clinical programs are required by policy, to undergo a background check using the school's approved vendor, CastleBranch https://discover.castlebranch.com/, 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 are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

Please note: DSc students are exempt from the SHP background check process.

BlazerID / BlazerNET / Email

BLAZERID: All students receive a unique identifier, the BlazerID, established at: www.uab.edu/blazerid. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

Email: uab.edu Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft Office 365, a cloud based 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 provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to www.uab.edu/blazerexpress/.

Bookstore

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore 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 8:00 a.m. – 5:00 pm.; Sat Closed; Sun Closed

Telephone: (205) 996-2665 Website: https://uab.bncollege.com/shop/uab/home

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 checkout, 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: 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 are accessed through BlazerNET or at www.uab.edu/elearning/canvas. Students should monitor their course sites routinely for communication from faculty and 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 Services at 1714 9th Ave. South. For more information, call 205-934-5816 or https://www.uab.edu/students/counseling/

Student Advocacy, Rights and Conduct (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. The UAB student conduct code may be accessed online: http://www.uab.edu/students/sarc/services/student-conduct-code

Diversity, Equity and Inclusion (DEI)

The mission of DEI is to "… champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel." Inspired by "… what we value, what we learn from research and what we teach and share with the world." DEI's goal is "… to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day." Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: http://www.uab.edu/dei/

Disability Support Services (DSS)

"DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations."

"DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship."

To apply for accommodations contact DSS. ***Note:*** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170
Email: dss@uab.edu Website: www.uab.edu/students/disability/

Drug Screening *Please note: DSc students are not included in the drug screening process.*

By policy, SHP students in clinical programs are required to undergo a routine drug screen using the school's approved vendor, CastleBranch https://discover.castlebranch.com/, 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. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building.

For more information visit: http://www.uab.edu/shp/home/about-shp/student-services

EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

UAB Police: Dial 911 *from a campus phone* or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: www.uab.edu

- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Twitter@UABALERT: www.twitter.com/uabalert
- facebook.com/UABALERT
- Cell phone messages and SMS text – register for B-ALERT notices via https://idm.uab.edu/ens/b-alert

FERPA

The Family Educational Rights and Privacy Act (FERPA) 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/; If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office for 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 www.uab.edu/students/paying-for-UAB.

FOOD SERVICES

Dining facilities available on campus, closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, 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.

Vending machines are located 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.

Graduate School

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. 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 www.uab.edu/graduate/.

Graduation

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. https://www.uab.edu/commencement/faqs. The University holds commencement every semester. Check the commencement website for the most current information: https://www.uab.edu/commencement/

Student Health Services

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. 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. Appointments may be scheduled by calling 205-934-3580.

Medical Clearance

SHP students in programs that are on campus (not all online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: www.uab.edu/students/health/medical-clearance/immunizations.

Immunization Policy

To provide a safe and health environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical programs, provide proof of immunization against certain diseases: https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx

Insurance Waivers

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all eligible students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan (SHIP). The SHIP is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the SHIP, you are required to submit

a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: https://www.uab.edu/students/health/insurance-waivers/waivers

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 to the Office for 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

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 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 https://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Andrew Eaton at (205) 934-4133 or the SHP Office for Student Recruitment, Engagement and Success at 934-4194 or email: shp@uab.edu.

Libraries and Learning Resource Center

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. https://library.uab.edu/locations

Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing and innovative learning environment. It

provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs. Web: http://www.uab.edu/lrc/

Located: 1714 9th Avenue S. Phone: (205) 934-5146 Email: shplrc@uab.edu

Hours: Monday – Thursday 7:00 am – 8:00 pm; Friday 7 am – 5:30 pm;

Saturday - closed; Sunday - closed

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 Website:
https://library.uab.edu/locations/lister-hill

Phone: (205) 934-2230

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
Website: https://library.uab.edu/locations/sterne
Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

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 *Please note: Parking for on-campus sessions is included in DSc fees.*

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. Parking fees are established by location, payable by semester or year, and are billed to the student's account. Additional information is available at 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.

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 and may result in dismissal from the School of Health Professions and UAB (see 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. 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 www.uab.edu/campusrecreation.

Scholarships: Blazer Scholarship Management and Resource Tool (B-SMART)

The OSRES manages the School of Health Professions' scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP. The SHP Scholarship Committee, comprised of faculty and administrators, review and select awardees.

SHP scholarships are the following:

Carol E. Medders Endowed Scholarship – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

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.

National Alumni Society Dean's Scholarship – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

Sandra Dunning Huechtker Endowed Memorial Award – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

SHP Dean's Scholarship – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

You must visit the Blazer Scholarship Management and Resource Tool (B-SMART) to apply http://www.uab.edu/students/paying-for-college/ .

Many programs in SHP also have scholarships available to currently enrolled students. Please see the program section of this handbook for that information.

SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School's official sites are the following:

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

The School's Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for 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.

Tuition and Fees

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, 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).

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

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 www.uab.edu/emergency/preparedness. Other information sources include:

• Webpage: www.uab.edu/emergency	• B-ALERT system: www.uab.edu/balert
• Hotline: (205)- 934-2165	• WBHM Radio (90.3 FM)

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 curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the following link for additional information on withdrawal guidelines: https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

SHPB EMERGENCY PLAN

https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf

FINAL COURSE GRADE APPEAL PROCESS

www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

PLAGIARISM

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.

BACKGROUND CHECK AND DRUG SCREEN

POLICY

With the exceptions noted below, students admitted to clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the vendor(s) with which the School has a current agreement for those services. These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in a clinical rotation. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program, are waived from the requisite unless the current program of enrollment also includes an internship or clinical placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement.

- The rules and regulations governing individual placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the SHP Office for Student Recruitment, Engagement and Success (OSRES) will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to clinical placement are the following:

Doctor of Physical Therapy
Master of Science in Clinical Laboratory Science
Master of Science in Genetic Counseling
Master of Science in Health Physics
Master of Science in Nuclear Medicine Technology
Master of Science in Nutrition Sciences – Dietitian Education Program
Master of Science in Occupational Therapy – (entry level)
Master of Science in Physician Assistant Studies

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding clinical placement or internship are the following:

Master of Science in Nutrition Sciences - Dietetic Internship Clinical Track

Programs required to complete the learning module before the end of the first semester of enrollment are the following:

Bachelor of Science in Biomedical Sciences
Bachelor of Science in Health Care Management

*Programs **waived** from the Background Check and Drug Screening requirement are the following:

Doctor of Philosophy in Administration Health Services – all concentrations
Doctor of Science in Healthcare Leadership
Graduate Certificate in Biotechnology Regulatory Affairs
Graduate Certificate in Clinical Informatics
Graduate Certificate in Dietitian Education
Graduate Certificate in Health Care Quality and Safety
Graduate Certificate in Low Vision Rehabilitation
Master of Science in Biotechnology
Master of Science in Health Administration (International and Executive tracks)
Master of Science in Health Care Quality and Safety

Master of Science in Health Informatics (all concentrations)

Master of Science in Healthcare Simulation

Master of Science in Nutrition Sciences - Dietetic Research Track

Master of Science in Nutrition Sciences – Lifestyle Management and Disease Prevention Track

Master of Science in Nutrition Sciences – Prior Learning Clinical Track

Attachments:

- ☐ Procedure for Criminal Background Check and Drug Screening
- ☐ Student Instructions
- ☐ Consent to Drug Testing and Release of Drug Test Results
- ☐ Consent to Criminal Background Check and Release of Results

Note: Replaces Criminal Background Check and Drug Screening Policy 2012

* Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening

Attachment 1: Procedure for Criminal Background Check and Drug Screening

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Student Recruitment, Engagement and Success (OSRES) review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a clinical rotation or internship site or potentially makes them ineligible for professional certification or licensure, the OSRES contacts the individual student to discuss the implications of said information in the report. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice or internship placement.
5. Prior to clinical placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students will follow the instructions provided by sites or placements if they go beyond those of the School.
7. Students are responsible for fees required for screenings.
8. OSRES designee discusses with individual students implications for information which may inhibit placement at a clinical or internship site.
9. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports.

Attachment 2:

CastleBranch

STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM

SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information

- In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

Drug Test (LabCorp or Quest Diagnostics)

- Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

Payment Information

- At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a $10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: https://www.castlebranch.com/contact-us.

WAIVED FOR DSc

Attachment 3

UAB School of Health Professions

Consent to Drug Testing and Release of Drug Test Results

For and in consideration of my participation in clinical education experiences, understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office for Student Recruitment, Engagement and Success (OSRES), my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

_____ _____

Student's Signature **Date**

_____ _____

Signature of Parent/legal guardian **Date**
(required only if student is under 19)

WAIVED FOR DSc

Attachment 4

UAB School of Health Professions

Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office for Student Recruitment, Engagement and Success (OSRES), my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

_____ _____

Student's Signature **Date**

_____ _____

Signature of Parent/legal guardian **Date**
(required only if student is under 19)

COVID-19 Campus Entry

UAB is committed to making our campus among the safest in America as students return at the right time and under the right conditions.

- Students admitted to the School of Health Professions will follow university guidelines for COVID-19 entry found at: https://www.uab.edu/uabunited/students
- Guidelines include wearing a mask while on campus; maintaining proper social distancing; washing hands often; cleaning and disinfecting frequently touched objects and surfaces; and completing required training and reporting tasks.
- All UAB students coming to campus for the fall semester 2020 will receive a free COVID-19 test as part of the GuideSafe™ entry to campus program.
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

UAB School of Health Professions

Work Plan/Checklist for Students entering Clinical Experiences

Based on University-Wide Task Force Recommendations on Students Entering Clinical Settings

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
Prior to the start of clinical learning experiences	Students resumed face-to-face clinical learning experiences in June 2020.	☐	Confirm clinical site.	Appropriate faculty in each program to confirm
		☐	Confirm clinical site implementing appropriate COVID-19 safety measures prior to placement of students.	Appropriate faculty in each program to confirm
		☐	Confirm PPE needed by student and required by clinical site.	Appropriate faculty in each program to confirm
		☐	Provide student needed PPE for clinical placement. (see policies about PPE below)	Appropriate faculty in each program to conduct task
	Student participation in clinical learning experiences during	☐	Prior to participation in clinical learning experiences, all students must complete the web-	UAB required training course located in the UAB

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
	the COVID-19 Pandemic is voluntary.		based training course "COVID-19: Basic Safety and Awareness Course" (see below for more training.)	Campus Learning System accessible through BlazerNET.
		☐	Prior to participation in planned clinical learning experiences, students will read and sign the Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement document.	Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement document
		☐	Students who defer participation in clinical learning experiences will work collaboratively with faculty in development of a re-entry plan and a revised program of study that will meet the program's progression and graduation policies.	Appropriate faculty in each program to work with identified student
	All students complete COVID-19 training prior to clinical placement.	☐	Prior to the first day of clinical learning experiences all students must complete the web-based training course "COVID-19: Basic Safety and Awareness Course".	UAB required training course located in the UAB Campus Learning System accessible through BlazerNET.
		☐	Additional training that is discipline-specific will be created/selected by individual Schools/Program; such training will be tailored to address differences in the level of the student (undergraduate versus graduate), the practice roles for the which the students are being trained, the clinical activities in which the students will be engaged, the probability that students will be working with COVID-19 patients, and the setting in which clinical learning experiences occur, including but not limited to acute care, primary care, specialty clinics, nursing homes, rehabilitation facilities, schools, and patient homes	**HealthStream Training Resources REQUIRED for all SHP clinical students:** ○ Coronavirus (COVID-19): What every healthcare worker should know ○ Personal Protective Equipment for Nurses and Healthcare Personnel

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
				○ Hand Hygiene for Providers: Protect Yourself and Patients
		☐	**Other Recommended Resources:** ○ How to wash your hands: https://www.youtube.com/watch?v=cViNneQbPyA&feature=youtu.be Review the following, including the embedded links: ○ What healthcare personnel should know about caring for patients with confirmed or possible coronavirus disease 2019 (COVID-19) https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf	
	All students will comply with policies and recommendations regarding the proper use of personal protective equipment (PPE).	☐	All students returning to the clinical setting will use the appropriate PPE based on the policies and guidelines of the clinical setting, the type of clinical setting and patients with which the students will be working, and/or any other relevant guidelines or policies (e.g., as required by accrediting bodies or internal policies).	Appropriate faculty in each program to coordinate and conduct task
		☐	Schools will purchase and provide students with PPE not provided by clinical setting.	Appropriate faculty in each program to coordinate with fiscal officer.
		☐	Undergraduate/prelicensure students will not be assigned to work with patients with active COVID-19 or in units where such patients are being cared for.	Appropriate faculty in each program will relay this information to site.
During clinical learning experiences	All students must comply with UAB's COVID-19 Testing Program	☐	All students must participate in periodic random COVID-19 testing if selected.	Student Health

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
	All students will complete health screening surveys as directed to assess existence of COVID-19 related symptoms, exposure history and testing history.	☐	Prior to participation in clinical learning experiences, students will complete the Healthcheck health screening survey to assess the existence of COVID-19 related symptoms, exposure history, and testing history. The Healthcheck Screening Survey is accessed using the following link: https://www.uab.edu/coronavirus/reentry/healthcheck	Access the Healthcheck Screening Survey at the following link: https://www.uab.edu/coronavirus/reentry/healthcheck
		☐	Following each screening, students who have a negative screening (e.g., no symptoms) may participate in clinical learning experiences. Students who have a positive screening (e.g., experiencing symptoms or exposure to infected individual) will not be permitted to participate in clinical learning experiences until medically cleared by Student Health.	Student Health and appropriate faculty in each program
		☐	Students must also report the onset of any symptoms, exposures or positive test results at the time they occur at the following link: https://www.uab.edu/coronavirus/reentry/healthcheck	Continuation of reporting using the following link: https://www.uab.edu/coronavirus/reentry/healthcheck
		☐	In the event the students has a positive COVID-19 test result, they must immediately report the test result as well as individuals with whom they have been in close proximity and may have exposed to the virus through a proximity/contact tracing application that is being developed by UAB in conjunction with the Alabama Department of Public Health.	Student Health

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
		☐	Student must be medically cleared to return to clinic. Once cleared, student must request documentation of clearance from Student Health to upload to patient portal and provide to placement site and clinical coordinator(s).	Student Health and appropriate faculty in each program

Additional Information

- Healthcheck may also be accessed through the UAB app. Download from: https://www.uab.edu/app/
- Although voluntary, students are encouraged to participate in sentinel testing for COVID-19. Sentinel testing is a system that collects information useful for monitoring trends in diseases and pathogens. For the COVID-19 pandemic, plans are to test between 2.5% to 5% of the on-campus population weekly to identify how much of the COVID-19 virus is circulating among our population. Students selected will be notified via email by Student Health. Once notified, you will receive a specific time to report to Student Health. Results will be provided within 36 hours.
- Students are also encouraged to participate in contact tracing through use of the GuideSafe Exposure app at: https://www.uab.edu/uabunited/guidesafe
- Persistent failure or willful disregard for health and safety protocols by any student will result in consequences consistent with UAB's discipline policies for students outlined in the Student Conduct Code: https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000781.html

UAB Policies

Classroom Behaviors

Attendance / Absence (Undergraduate)

http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext

Health

AIDS and HIV Infection

www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx

Body Fluid Exposure

www.uab.edu/humanresources/home/employeehealth/reportingexposures

Immunizations

www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx

Substance Use/Abuse

Alcoholic Beverages, Use and Consumption

www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx

Drug Free Campus (General Policy)

www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx

Drug-free Campus Policy for Students (Attachments)

Attachment A -www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx

Attachment B - www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx

Attachment B.1 - www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx

Attachment C - www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx

Nonsmoking

www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx

Technology guidelines

Computer and Network Resources (Acceptable Use)

www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx

Computer Software Copying and Use

www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx

Inclusiveness

Equal Opportunity and Discriminatory Harassment

www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx

Research and scholarly activities

Ethical Standards in Research and Other Scholarly Activities

www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx

Patent (Intellectual Property)

www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx

Firearms, Ammunition, and Other Dangerous Weapons

www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at www.uab.edu/policies/Pages/default.aspx.

SECTION 3 – DEPARTMENTAL POLICES

DOCTOR OF SCIENCE IN HEALTHCARE LEADERSHIP

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
Distinguished Service Professor and
Director, Executive Doctoral Program

University of Alabama at Birmingham
1716 9th Ave S. (SHPB 556)
Birmingham, AL 35294
1-205-934-1665
hernande@uab.edu

Director of Operations
Leandra Y. Celaya, MSc
Director of Operations, International Programs
and Executive Doctoral Program

University of Alabama at Birmingham
1716 9th Ave S. University Blvd. (SHPB 555)
Birmingham, AL 35294
1-205-934-3588
lcelaya@uab.edu

Program Coordinator
Brooklyn Vaughn
University of Alabama
1716 9th Ave. S. (SHPB 553)
Birmingham, AL 35294
1-205-934-3113
bwvaughn@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. Admission requirements to the *residential* PhD Program are not affected by this change.

Application Procedures

The application procedure for the D.Sc. Program requires an application to the UAB Graduate School. Application instructions can be found on the "Admissions" page of the program website www.uab.edu/execdoc.

Admission

Applications are reviewed by the Admissions and Policy Committee of the Executive DSc 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 Program are required to pay a $1,000.00 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:

1. Admission to doctoral degree program.
2. Maintenance of good standing throughout program.
3. Completion of IRB Investigator Training.
4. Completion of first year of coursework.
5. Completion of second year of coursework.
6. Passing of comprehensive examination at the end of the second year.
7. Participation in the international study experience at the beginning of the third year.
8. Selection of dissertation committee (4 members, Chair must hold a primary appointment in HSA).
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.
10. Development and defense of dissertation proposal and receipt of IRB approval number.
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, the program only requires him or her to enroll in 1 hour of AHD 799 for the additional semesters.
12. Application for degree – See deadlines for each term, as set by the Graduate School.
13. Production of preliminary version of dissertation.
14. Final defense of dissertation – deadline established each term by the Graduate School.

15. Complete the Graduate School post-defense checklist, including submitting a PDF of the defended committee-approved to Graduate School Office no later than 10 days after defense.
16. Conferring of degree.

Curriculum

The curriculum for the Executive DSc is a "lock-step" curriculum. Student's 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. The UAB Graduate School website and the DSc Canvas Student Center contain more detailed explanations of the requirements for candidacy and completing the dissertation.

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 715 - Research in Organization Theory

AHD 706 - Strategic Management Theory and Research

AHD 707 - Research Methods

Second Semester

AHD 710 - Comparative Health Systems

AHD 714 - Marketing Strategy & Research

AHD 731 - Health Policy and Politics in the United States

Third Semester

AHD 716 – Macro-environmental Analysis

HA 632 - Quantitative Methods in Health Services Administration

Fourth Semester

AHD 730 - Health Economics & Insurance

AHD 711 - Leadership of Health Systems

AHD 722 - Regression Analysis

Fifth Semester

AHD 705 - Health Care Finance

AHD 718 - Strategic Implementation and Evaluation

AHD 775 - Strategic Planning and Management in Health Care Organizations

Sixth Semester

AHD 727 – Applied Multivariate Statistics for Health Administration Research

AHD 735 - Quality Improvement

Dissertation Phase (Year 3)

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. Summer sessions may be slightly shorter than eight days.

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. Due to the potentially confidential nature of classroom discussions, recording is not allowed.

Important Dates for 2020-2021 Academic Year are as follows:

Please note that the on-campus sessions will begin at 8:00 a.m. on the first Saturday and will conclude at noon on the final day. The summer session concludes on Thursday. (All times are Central Time) Students will be notified of any exceptions with ample advance notice.

Fall 2020

August 24 First day of classes for Fall semester
Due to the COVID-19 pandemic, the program will not hold and on-campus session for Fall 2020. All courses will be offered remotely for this term.
December 4 Last day of classes for Fall semester

Spring 2021

January 11 First day of classes for Spring semester
February 20-27 Spring On-Campus Session
April 23 Last day of classes for Spring semester

Summer 2021

May 10 First day of classes for Summer semester
June 12-17 Summer On-Campus Session
August 6 Last day of classes for Summer semester

The dates of the international experience for third-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. 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 typically 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 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 Director of Operations 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 in which they must respond 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 will be granted 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 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 a least one published paper in a leading journal in the health field.

Dissertation Committee

A Dissertation Committee must consist of a least four members. The committee's chair must hold a primary faculty appointment in the UAB Department of Health Services Administration (HSA). Each committee may 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.
8. Proposed timetable.

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/Defense

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, 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).

Computers and Software

Students who matriculated Fall 2019 and any future terms

The required software for the DSc program will function on a machine that has a full operating system, has at least 4 GB RAM, and has a 256 GB hard drive or larger. Please note, tablets and Chromebooks are not compatible with the required statistical analysis and bibliographic software. Instructions and links for downloading software will be available in the Canvas Student Center following your enrollment in fall courses. The cost of required software is included in your tuition.

Students who matriculated prior to fall 2019

Prior to 2019, the presidentially-approved fee included a laptop that was purchased by the program and delivered to students. 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 may be asked to sign a software license agreement for certain software that will be loaded onto the machines.

Please note: Students who do not complete the Executive DSc Program are required to return the laptop and all software to the program.

Software Library

UAB students also have access to several programs via the UAB software library. https://www.uab.edu/sdwnld/ Please refer to the software library website for further details and instructions.

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 Canvas 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 the program office (205-934-3113) to request access.

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 beginning of the third 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 residency status and 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 Program Coordinator with any requests for special structure or processing of the invoices.

Payments

The cost of the Executive Doctoral Program in Healthcare Leadership is $36,600 per year for each of three years. For the 2020-2021 academic year, the breakdown per term will be as follows:

For students in years one and two:

Fall = $12,600, Spring = $12,600, and Summer = $11,400.

For students in year three:

Fall = $12,200, Spring = $12,200, and Summer $12,200.

Payment by Check

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

University of Alabama at Birmingham

Executive Doctoral Program in Healthcare Leadership

1716 9th Ave S. (SHPB 553)

Birmingham, AL 35294

Electronic Payment Methods

There is also an option to make payments online at www.uab.edu/blazernet via credit card or e-check. Please note that credit card payments will incur a surcharge of 2.8% for all credit card payments that are made via this system. E-checks do not incur the surcharge.

At the beginning of the semester, a series of manual adjustments must be made to your account. Please do not attempt to make a payment if your online student account does not match your program invoice. **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 the program *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/ Phone: 205-934-8223. Financial Aid advisors can assist students with applying for financial aid, understanding how to accept an award, etc.