UAB SCHOOL OF HEALTH PROFESSIONS

HEALTH SERVICES ADMINISTRATION

DOCTOR OF SCIENCE IN HEALTHCARE LEADERSHIP PROGRAM

2021-2022 ACADEMIC HANDBOOK

Samuel Robert Hernandez
Program Director
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Department Chair

Andrew Butler, PhD
Dean, School of Health Professions
# Table of Contents

## INTRODUCTION

- DEAN’S WELCOME MESSAGE .................................................. 6
- OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS ......................................................... 7
- SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION ............................................. 8

## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

- ACADEMIC CALENDAR ................................................................. 9
- ACADEMIC INTEGRITY CODE .................................................. 9
- ADVISING................................................................................. 9
- ASKIT ..................................................................................... 9
- ATTENDANCE.......................................................................... 10
- AWARDS AND HONOR SOCIETIES ......................................... 10
- BACKGROUND CHECK ........................................................... 11
- BLAZERID / BLAZERNET / EMAIL ........................................... 11
- BLAZER EXPRESS ................................................................. 12
- BOOKSTORE ......................................................................... 12
- CAMPUS ONECARD ............................................................... 12
- CAMPUS MAP ........................................................................ 12
- CANVAS LEARNING MANAGEMENT SYSTEM ........................................... 12
- COUNSELING SERVICES........................................................... 12
- COVID-19 PRECAUTIONS ....................................................... 13
- DIVERSITY, EQUITY AND INCLUSION (DEI) ........................................... 13
- DISABILITY SUPPORT SERVICES (DSS) ......................................... 13
- DRUG SCREENING ................................................................. 14
- EMERGENCIES....................................................................... 14
- FERPA...................................................................................... 14
- FINANCIAL AID ...................................................................... 14
- FOOD SERVICES ..................................................................... 14
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>15</td>
</tr>
<tr>
<td>Graduation</td>
<td>15</td>
</tr>
<tr>
<td>Medical Clearance</td>
<td>15</td>
</tr>
<tr>
<td>Immunization Policy</td>
<td>15</td>
</tr>
<tr>
<td>Insurance Waivers</td>
<td>15</td>
</tr>
<tr>
<td>HIPAA Training</td>
<td>15</td>
</tr>
<tr>
<td>Institutional Review Board for Human Use (IRB)</td>
<td>16</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>16</td>
</tr>
<tr>
<td>Lactation Centers</td>
<td>16</td>
</tr>
<tr>
<td>Libraries and Learning Resource Center</td>
<td>16</td>
</tr>
<tr>
<td>OneStop Student Services</td>
<td>17</td>
</tr>
<tr>
<td>Parking</td>
<td>17</td>
</tr>
<tr>
<td>Patient Care Partnership</td>
<td>17</td>
</tr>
<tr>
<td>Plagiarism and Turnitin</td>
<td>17</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>18</td>
</tr>
<tr>
<td>Scholarships: Blazer Scholarship Management and Resource Tool (B-Smart)</td>
<td>18</td>
</tr>
<tr>
<td>Social Media</td>
<td>18</td>
</tr>
<tr>
<td>Student Advocacy, Rights and Conduct (SARC)</td>
<td>19</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>20</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>20</td>
</tr>
<tr>
<td>Weather</td>
<td>20</td>
</tr>
<tr>
<td>Withdrawal from Course / Program</td>
<td>20</td>
</tr>
<tr>
<td><strong>SECTION 2 – SHP AND UAB POLICIES</strong></td>
<td>22</td>
</tr>
<tr>
<td>School of Health Professions Policies</td>
<td>22</td>
</tr>
<tr>
<td>Background Check and Drug Screen Policy</td>
<td>22</td>
</tr>
<tr>
<td>COVID-19 Campus Entry</td>
<td>29</td>
</tr>
<tr>
<td>Emergency Plan - SHPB</td>
<td>29</td>
</tr>
<tr>
<td>Final Course Grade Appeal Process</td>
<td>29</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>29</td>
</tr>
<tr>
<td><strong>UAB POLICIES</strong></td>
<td>30</td>
</tr>
</tbody>
</table>
INTRODUCTION

DEAN’S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master’s, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio, and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

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. And, we look forward to maintaining our relationship with you when you join our alumni 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 institutions of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950’s as a collection of training programs 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 a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, 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

Under the current leadership of Dean Andrew Butler, the school has never been stronger, or better positioned as a national leader in health professions education.
SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

Kristin Chapleau, Director of Student Services and Advising
205-996-4721; kjohnsto@uab.edu

Mary Foster, Dean Butler’s Executive Assistant
205-934-5149; fostermg@uab.edu

Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program
205-996-1399; sgiordan@uab.edu

Donna Slovensky, PhD, Senior Associate Dean for Academic and Faculty Affairs
205-934-1679; donnaslo@uab.edu

Kevin Storr, Director of Communications
205-934-4159; storr@uab.edu

Lee Test, Director of Academic and Faculty Operations
205-975-8034; ltest@uab.edu

Marci Willis, Director, Learning Resource Center
205-934-9472; mbattles@uab.edu
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 INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, Dr. Donna Slovensky. Dr. Slovensky’s office is located in SHPB 660. The full text of the Academic Integrity Code is available at: https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code__2021-June-22.pdf

ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisers is listed below.

Kristin Chapleau, Director of Student Services and Advising - 205-996-4721; kjohnsto@uab.edu
Carla Crews-Mcgirt, Academic Advisor II –934-4194; ccrewmc@uab.edu
Eileen Hatfield, Academic Advisor II - 205-934-4185; mehatfie@uab.edu
Rachel Mars, Academic Advisor II – 205-996-0867; rmars@uab.edu
Adam Pinson, Academic Advisor II – 205-975-4194; apinson@uab.edu

Graduate student advising is provided through the SHP graduate programs.

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. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. 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.

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/](http://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](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](http://www.uab.edu/onecard).

**Campus Map**

UAB’s campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

**Canvas Learning Management System**

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://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/](https://www.uab.edu/students/counseling/).
COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. While we anticipate a return to regular operations in fall term 2021, we remind students that certain precautions are still recommended. These recommendations include:

- **Masking** – masking is required in all UAB spaces.
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at [https://www.uab.edu/uabunited/covid-19-vaccine](https://www.uab.edu/uabunited/covid-19-vaccine).
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at [https://studentwellness.uab.edu/login_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx).
- Students who experience COVID symptoms should not come on campus or clinical sites, and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.
- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms, but should comply with any restrictions on food and other beverages that may be in place.

Official information about COVID-19 and University guidelines is available at: [https://www.uab.edu/uabunited/](https://www.uab.edu/uabunited/)

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/](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/](http://www.uab.edu/students/disability/)
**DRUG SCREENING**

By policy, SHP students in programs requiring fieldwork/internship placement are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch, [www.castlebranch.com](http://www.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. If you have questions, please contact (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building. For more information visit: [Students - School of Health Professions | UAB](http://www.uab.edu)

**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](http://www.uab.edu)
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Twitter: [twitter.com/uabalert](http://twitter.com/uabalert)
- Cell phone messages and SMS text – register for B-ALERT notices via [https://idm.uab.edu/ens/b-alert](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/](https://sa.uab.edu/enrollmentservices/ferpa/); If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu), or contact 9205) 934-4194 or shp@uab.edu.

**FINANCIAL AID**

The Office of Financial Aid is 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](http://www.uab.edu/students/paying-for-UAB).

**FOOD SERVICES**

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. 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](http://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/

MEDICAL CLEARANCE

SHP students in programs that are on campus (not fully 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 healthy 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.

**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.

**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

**SHP 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**
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.

**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 SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review and select awardees.

- Scholarships available to students in any SHP program 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 may 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 in those programs. 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:
The School’s Academic Affairs Committee published the following guidelines:

<table>
<thead>
<tr>
<th>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, 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Use - The following guidelines are strongly suggested:</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>5. Do not post any confidential or sensitive information online.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**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. More about SARC can be found here: Student Advocacy, Rights & Conduct - Student Affairs - News | UAB The UAB student conduct code may be accessed online: Student Conduct Code (uab.edu).

**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.

**TUITION AND FEES (Please see DSc Program-Specific Information in Section 3)**

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses. SHP programs have specific fees attached to programs, courses or laboratories. See the school fees at https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees

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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webpage</td>
<td><a href="http://www.uab.edu/emergency">www.uab.edu/emergency</a></td>
</tr>
<tr>
<td>B-ALERT system</td>
<td><a href="http://www.uab.edu/balert">www.uab.edu/balert</a></td>
</tr>
<tr>
<td>Hotline</td>
<td>(205)- 934-2165</td>
</tr>
<tr>
<td>WBHM Radio (90.3 FM)</td>
<td></td>
</tr>
</tbody>
</table>

**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

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 Office of the Senior Associate Dean for Academic and Faculty Affairs 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
- Occupational Therapy Doctorate – (entry level)
- Master of Science in Biotechnology
- Master of Science in Clinical Laboratory Science
- Master of Science in Genetic Counseling
- Master of Science in Health Administration (Residential)
Master of Science in Health Physics
Master of Science in Nuclear Medicine Technology
Master of Science in Nutrition Sciences – Dietetic Internship Clinical Track
Master of Science in Nutrition Sciences – Dietitian Education Program
Graduate Certificate in Dietitian Education
Master of Science in Nutrition Sciences – Prior Learning Clinical Track
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:
  Bachelor of Science in Health Care Management
  Bachelor of Science in Biomedical Sciences
  Bachelor of Science in Biobehavioral Nutrition and Wellness Major

*Programs waived from the Background Check and Drug Screening requirement are the following:
  Doctor of Philosophy in Administration Health Services – all concentrations
  Doctor of Philosophy in Rehabilitation Sciences
  Doctor of Science in Healthcare Leadership
  Graduate Certificate in Biotechnology Regulatory Affairs
  Graduate Certificate in Clinical Informatics
  Graduate Certificate in Health Care Quality and Safety
  Graduate Certificate in Low Vision Rehabilitation
  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
  Master of Science in Healthcare Simulation
  Master of Science in Nutrition Sciences - Research Track
  Master of Science in Nutrition Sciences – Lifestyle Management and Disease Prevention 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. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. 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.
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:

AHD1 - 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.
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, I 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 of academic and Faculty Affairs, 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)
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, I 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 of Academic and Faculty Affairs, 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: Students Overview - United | UAB
- 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 2021 will have access to a free COVID-vaccination through Student Health Services. See information at https://www.uab.edu/uabunited/covid-19-vaccine
- Vaccinated students should upload an image of their vaccination card through the Student Health Patient Portal at https://studentwellness.uab.edu/login_directory.aspx.
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

EMERGENCY PLAN - SHPB


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.
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)
https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000804.html

NONSMAKING
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

ACADEMIC INTEGRITY CODE

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 – 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 typically 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
Vacant

University of Alabama 1716 9th Ave. S. (SHPB 553)
Birmingham, AL 35294
1-205-934-3113

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 first year of coursework.
4. Completion of second year of coursework.
5. Passing of comprehensive examination at the end of the second year.
6. Completion of IRB Investigator Training.
7. Participation in the international study experience at the beginning of the third year (Please note: International Travel is not currently permitted by UAB, due to the COVID-19 pandemic. Students will be notified as the travel policy is updated.)
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.
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. Students who have been admitted to candidacy can 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.
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.


**CURRICULUM**

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

The third year of the program is devoted to the completion of the applied dissertation. 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 on-campus session each semester.

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

Dates for the on-campus sessions occur once each semester (three times per year) and are set by the program. Attendance is required at all on-campus sessions. Due to the executive format of the courses, one or more absences may result in the student’s inability to complete the course during the current term. 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 day and will conclude at noon on the final day. All times are Central Time. Students will be notified of any exceptions with ample advance notice.

**FALL 2021**
August 23 First day of distance-based classes for Fall semester
Saturday, October 2, 2021 Orientation for first year students
October 3-7 Fall On-Campus Session
December 3 Last day of classes for Fall semester

**SPRING 2022**
January 10 First day of distance-based classes for Spring
February 20-24 Spring On-Campus Session
April 22 Last day of classes for Spring semester
**SUMMER 2022**
May 9 First day of class for Summer
June 12-16 Summer On-Campus Session
August 5 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. *Please note: International Travel is not currently permitted by UAB, due to the COVID-19 pandemic. Students will be notified as the travel policy is updated.*

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](http://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.

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. 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 at least one published paper in a leading journal in the health field.
Dissertation Committee

A Dissertation Committee must consist of at least four members. The committee’s chair must hold a primary faculty appointment in the UAB Department of Health Services Administration (HSA). Each committee 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. Additional faculty members monitor the quality of the dissertation. These 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 one-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, and it must be substantial enough to serve as a “contract” between the student and the Dissertation Committee.
Key elements of an acceptable proposal are:

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

Whenever subsequent exploration of the topic results in the need to deviate substantially from an approved dissertation proposal, the changes should be formally approved by the Dissertation Committee. After the Dissertation Committee is satisfied that the proposal meets all Committee and Program expectations and the student has received IRB approval for his/her proposed research, the student be eligible to apply to be advanced to candidacy status by the Graduate School.

**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 (the final defense). Faculty, graduate students and others will be invited to attend. During the oral examination, the student may be asked to explain 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. Once all requirements have been met, the Dissertation Committee Chair will recommend to the Graduate School Dean that the student be awarded the D.Sc. degree.

**INSTITUTIONALLY-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 institutionally-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 (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 institutionally-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. [Welcome | University of Alabama at Birmingham | Academic Software Discounts (onthehub.com)] 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 institutionally-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 institutionally-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 institutionally-approved fee includes the cost of meals during the on-campus sessions, orientation, and special workshops. Included meals are continental breakfast, lunch, and dinner Sunday-Wednesday of the on-campus session and continental breakfast on 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)

(Please note: International Travel is not currently permitted by UAB, due to the COVID-19 pandemic. Students will be notified as the travel policy is updated.)

The institutionally-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 institutionally-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 2021-2022 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: Leandra Celaya (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 555)
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.