

*Bachelor of Science in
Health Care Management*

**2020-2021
STUDENT HANDBOOK**

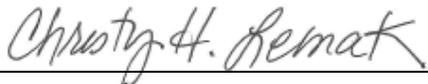


UAB SCHOOL OF HEALTH PROFESSIONS
BACHELOR OF SCIENCE IN
HEALTH CARE MANAGEMENT
2020-2021 ACADEMIC HANDBOOK



8/1/2020

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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 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 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 (SPAHE). 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:

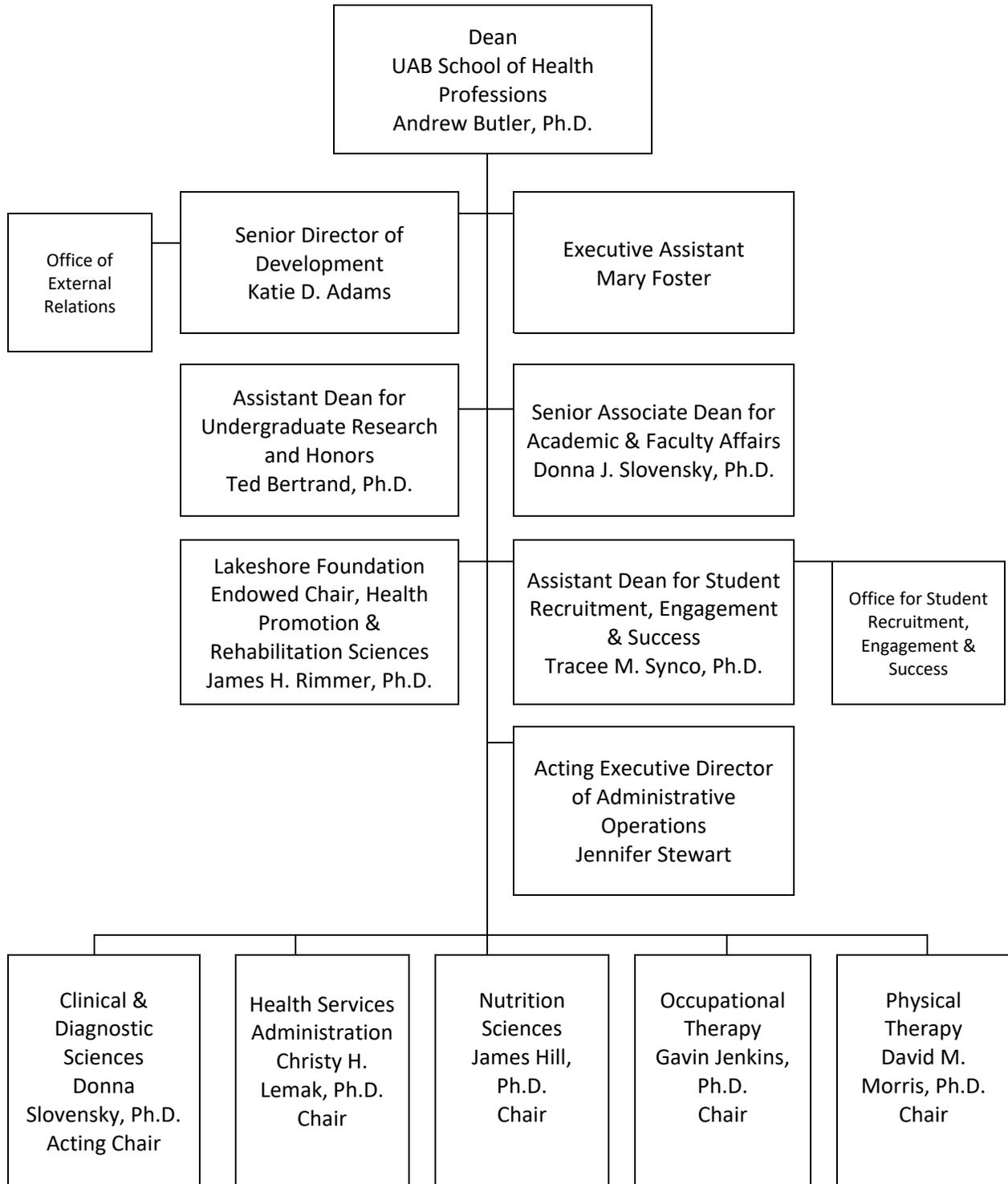
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

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.

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

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](https://www.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

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 policy¹, the authorized employee may post on a social network profile: the University's name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

General Use - The following guidelines are strongly suggested:

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

TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. 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:

<ul style="list-style-type: none">• Webpage: www.uab.edu/emergency	<ul style="list-style-type: none">• B-ALERT system: www.uab.edu/balert
<ul style="list-style-type: none">• Hotline: (205)- 934-2165	<ul style="list-style-type: none">• 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:



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

- o 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)

- o 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

- o 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>.

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
(required only if student is under 19)

Date

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
(required only if student is under 19)

Date

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.	<input type="checkbox"/> Confirm clinical site.	Appropriate faculty in each program to confirm
		<input type="checkbox"/> Confirm clinical site implementing appropriate COVID-19 safety measures prior to placement of students.	Appropriate faculty in each program to confirm
		<input type="checkbox"/> Confirm PPE needed by student and required by clinical site.	Appropriate faculty in each program to confirm
		<input type="checkbox"/> 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	<input type="checkbox"/> Prior to participation in clinical learning experiences, all students must complete the web-based	UAB required training course located in the UAB Campus

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
	the COVID-19 Pandemic is voluntary.	training course "COVID-19: Basic Safety and Awareness Course" (see below for more training.)	Learning System accessible through BlazerNET.
		<input type="checkbox"/> 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
		<input type="checkbox"/> 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.	<input type="checkbox"/> 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.

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
		<input type="checkbox"/> 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	<p>HealthStream Training Resources REQUIRED for all SHP clinical students:</p> <ul style="list-style-type: none"> ○ Coronavirus (COVID-19): What every healthcare worker should know ○ Personal Protective Equipment for Nurses and Healthcare Personnel ○ Hand Hygiene for Providers: Protect Yourself and Patients
		<input type="checkbox"/> Other Recommended Resources: <ul style="list-style-type: none"> ○ How to wash your hands: https://www.youtube.com/watch?v=cViNneQbPyA&feature=youtu.be <p>Review the following, including the embedded links:</p> <ul style="list-style-type: none"> ○ What healthcare personnel should know about caring for patients with confirmed or possible coronavirus disease 2019 (COVID-19) <p>https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf</p>	

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
	All students will comply with policies and recommendations regarding the proper use of personal protective equipment (PPE).	<input type="checkbox"/> 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
		<input type="checkbox"/> Schools will purchase and provide students with PPE not provided by clinical setting.	Appropriate faculty in each program to coordinate with fiscal officer.
		<input type="checkbox"/> 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	<input type="checkbox"/> All students must participate in periodic random COVID-19 testing if selected.	Student Health
	All students will complete health screening surveys as directed to assess existence of COVID-19 related symptoms, exposure history and testing history.	<input type="checkbox"/> 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

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
		<input type="checkbox"/> 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
		<input type="checkbox"/> 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
		<input type="checkbox"/> 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
		<input type="checkbox"/> Student must be medically cleared to return to clinic. Once cleared, student must request documentation of clearance from	Student Health and appropriate faculty in each program

Timeline	Task Force Recommendation	Implementation Checklist	TBD/Tools
		Student Health to upload to patient portal and provide to placement site and clinical coordinator(s).	

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-000052.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: DEPARTMENT POLICIES – HEALTH CARE MANAGEMENT

WELCOME

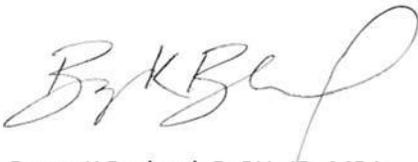
Welcome to UAB Health Care Management (HCM). The program is designed for aspiring leaders and committed professionals who are interested in careers working to improve our healthcare system in hospitals; managed care organizations; medical group practices; ambulatory, long-term care, insurance and pharmaceutical companies; consulting firms; government agencies; and other for-profit and nonprofit sector health care organizations.

The academic major, like your chosen career, will be challenging and rewarding. The HCM faculty and staff are a deeply committed group of individuals; passionate about health care and leadership. Though we are a diverse group with interests that fall across a range of health care disciplines, our common interest is in creating an environment that supports knowledge and learning, as well as personal and professional growth.

We recognize that health care management is the crossroads of two important bodies of knowledge – health care and management – and believe your education should reflect that notable distinction. We develop leaders in health care, which happens to be a business. We hold that this is profoundly different than developing leaders in businesses which happen to be health care.

This student handbook should be used as a guide during your time in the Health Care Management program. The handbook contains program policies and important information for students. Please take the time to read the handbook and refer back to it often as you progress through the program.

Our faculty and staff look forward to working with you.



Bryan K. Breland, DrPH, JD, MPA
Program Director and
Assistant Professor Health
Care Management

HEALTH SERVICE ADMINISTRATION FACULTY

The Health Care Management Program is one of the seven academic programs in the Department of Health Services Administration in the School of Health Professions. Many of our faculty teach across numerous programs to provide subject matter expertise in a broad range of health administration topics and areas of research. The HSA website has biographical and contact information on each of the faculty with primary appointments in the department.

Allgood, Ashleigh, MBA, MPH	Lee, Heather, MPH
Aswani, Monica, DrPH	Lemak, Christy Harris, PhD, FACHE
Berner, Eta S., EdD	Meese, Katherine, PhD
Borkowski, Nancy M., DBA, CPA, FACHE, FHFMA	Mehta, Tapan, PhD
Breland, Bryan., DrPH, JD	Niranjan, Soumya, PhD
Brown, Michelle R., PhD, MS, MLS (ASCP) SBB	O'Connor, Stephen J., PhD, FACHE Opoku-
Carroll, Nathaniel W., PhD	Ozaydin, Bunyamin, PhD
Celaya, Leandra, MSc	Paustian, Pamela E., PhD, RHIA
Dorsey, Amanda D., MSHI	Qu, Haiyan, PhD
Feldman, Sue, RN, MEd, PhD	Quintana, Jose B., PhD
Griffith, Donna Herrin, MSN, FACHE, FAAN	Ray, Midge N., PhD, RN, CCS
Grusenmeyer, Patrick A. , Sc.D., FACHE	Slovensky, Donna J., PhD, MAE
Hall, Allyson G. Ph.D.	Thirumalai, Mohanraj, MS, MEng, PhD
Hall, Randa Smith, MBA, MSHA	Vice, Jon., MSHHA
Hearld, Kristine Ria, PhD	Weech-Maldonado, Robert, PhD Williams,
Hearld, Larry R., PhD	Jessica Hillman, PhD, MPH
Hernandez, S. Robert, Dr.P.H.	Williams, Michael D. FACHE
Hiett, Tee H., PhD	Zengul, Ferhat, PhD
Houser, Howard, PhD	
Houser, Shannon, PhD, MPH, , RHIA, FAHIMA	
Ivankova, Nataliya V., PhD, MPH	
Landry, Amy Y., PhD	

HEALTH CARE MANAGEMENT FACULTY AND STAFF

Contact information is provided below for those faculty who are teaching courses in the 2020 - 2021 academic year and the staff providing administrative and student support in the Health Care Management program.

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HCM PROGRAM

The Bachelor of Science in Health Care Management (HCM) was established at UAB in 1982. The program prepares graduates to be effective leaders in mid-level management positions in all types of health care organizations, including hospitals, ambulatory care centers, physician practices, long term care facilities, home health care agencies, and more. The HCM degree offers a pathway into entry and mid-level management careers for some and serves as a foundation for success in graduate-level academic or professional degree programs for others.

HCM MISSION

Developing leaders to shape tomorrow's health care.

The Bachelor of Science in Health Care Management Program focuses our efforts on the development of capable, innovative, and ethical leaders to serve in the capacity of entry and mid-level management positions in a diversity of health system and health care related organizations. These leaders, we expect, will shape the future of health care.

HCM VALUES AND VISION

Our shared vision is that we will be recognized as the global leader in providing exceptional, comprehensive, and market-relevant baccalaureate education in health services administration and research.

We value, embrace, and expect from our stakeholders a commitment to

① *Teamwork* ② *Integrity* ③ *Excellence* ④ *Diversity and Inclusion* ⑤ *Innovation*

HCM APPROACH

We are dedicated to evolving our curriculum offerings and course content to maintain value and relevance in a changing industry. This is achieved through continuous evaluation of the health care marketplace; partnerships with innovative healthcare organizations and leaders; and meaning reflection upon the standards of accreditation. We are a Certified Undergraduate Member of the Association of University Programs in Health Administration (AUPHA) and are active in the community of scholars in health administration education.

HCM PROGRAM GOALS

The undergraduate Health Care Management Program goals are as follows:

- To deliver an academically sound program of study that develops the knowledge and skills required of managers and professional staff in health care organizations.
- To make the program accessible to working health professionals.
- To recruit and retain a well-qualified and diverse student population.
- To employ teaching formats and instructional media appropriate to achieve desired learning outcomes.
- To establish and maintain professional networking relationships among faculty, students, and alumni.
- To provide a supportive and stimulating environment for faculty to achieve excellence in teaching, research and scholarship, and professional service.

ADMISSION

Students intending to enroll in the Health Care Management program must meet all UAB undergraduate admission and academic requirements. The following additional requirements also apply for admission and progression in the HCM program.

PROGRAM ADMISSION FROM HIGH SCHOOL

Entering freshmen are admitted to the BS program and designated as **General Manager** until meeting with an advisor to consider a concentration - long term care administration, or pre-professional. Those admitted to one of the Fast Track Programs must meet additional requirements. Since **Clinical Manager** is restricted to credentialed graduates of certificate and/or associate degree programs, students are not placed in the clinical track directly from high school.

BS PROGRAM

- Must be a graduate of an accredited high school.
- Must have a high school grade point average of 2.5 or higher on a 4.0 scale.

SPECIALTY TRACKS

- LTCA - Must have a high school grade point average of 2.75 or higher on a 4.0 scale.
- Pre-Professional - Must have a high school GPA of 2.75 or higher on a 4.0 scale.

FAST TRACKS

HCM Health Informatics, HCM Healthcare Quality and Safety

- Must be a graduate of an accredited high school.
- Must have a high school grade point average of 3.0 or higher on a 4.0 scale.
- Must be eligible for placement in EH 101 and MA 105 or higher.

HCM OCCUPATIONAL THERAPY

- In addition, the student must have an ACT Composite Score of 24 or higher.

PROGRAM ADMISSION FROM COMMUNITY COLLEGE OR UNIVERSITY, INCLUDING UAB

BS Program

- Must be a graduate of an accredited high school.
- Must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 scale.
- Must have a UAB institutional GPA of 2.5, if applicable.

CONCENTRATIONS

- Clinical Manager - certificate and/or associate degree programs who are credentialed or licensed in a health professions discipline.
- Long Term Care Administrator
- Must have an overall grade point average (GPA) of 2.75 or higher on a 4.0 scale.
- Must have a UAB institutional GPA of 2.75, if applicable.
- Pre-professional
- Must have an overall grade point average (GPA) of 2.75 or higher on a 4.0 scale.
- Must have a UAB institutional GPA of 2.75, if applicable.

HCM OCCUPATIONAL THERAPY FAST TRACK

- Must be a graduate of an accredited high school.
- Must be a freshman with less than 30 hours of coursework at the time of transfer
- Must have an overall grade point average (GPA) of 3.0 or higher on a 4.0 scale.
- Must have achieved an ACT Composite Score of 24 or higher
- Have or be eligible for placement in EH 101 and MA 105 or higher

HCM OCCUPATIONAL THERAPY FAST TRACK

- Must be a graduate of an accredited high school.
- Must have an overall grade point average (GPA) of 3.0 or higher on a 4.0 scale.
- Have or be eligible for placement in EH 101 and MA 105 or higher

DRUG SCREEN AND BACKGROUND CHECK

Students are required to complete a background check and drug screening upon admission to the program. Instructions for requesting the background check and appropriate consent forms are provided at the time of the program admission.

HCM PROGRAM CURRICULUM

HEALTH CARE MANAGEMENT MAJOR

The **HCM General Manager** track prepares students for leadership positions managing health operations, developing a vision and strategies for growth, and to ensure patients receive high quality and efficient care. Students in the program will complete the HCM curriculum courses and select electives in collaboration with the HCM academic adviser that reflect the student's area of interest and develop business and management skills applicable to a variety of health care organizations.

SPECIALTY TRACKS

Several specific concentrations and tracks are available to students based on the student's previous academic work, current professional status, personal interests, and future goals.

- The **Clinical Manager** track is restricted to graduates of certificate and/or associate degree programs who are credentialed or licensed in a health professions discipline. Graduates of this track typically apply their management and leadership skills in facilities or organizational units that provide services in their clinical discipline.
- **Pre-professional** track is designed for undergraduate students whose academic goal is a graduate or professional degree program such as health administration, health informatics, occupational therapy, physical therapy, biotechnology, surgical physician assistant, medical school, dental school or other graduate level health professions programs. Prerequisites for admission to identified graduate programs can be incorporated into the program curriculum.
- **Long Term Care Administration** track for individuals intending to pursue a career in long-term care - including those who will manage resident care, skilled nursing, assisted living, and nursing home facilities - prepares students to test for licensure as a long term care administrator.

FAST TRACK PROGRAMS

- **HCM Occupational Therapy Fast Track** allows qualified students entering UAB as a freshman to complete the BS in Health Care Management and the MS in Occupational Therapy in five years. This option will benefit those students who plan to test for licensure as occupational therapists by reducing the number of courses and time required to obtain the BS and MS degrees
- **HCM Health Informatics Fast Track** allows qualified students to pursue the BS in Health Care Management and the MS in Health Informatics concurrently. Students entering UAB as a freshman can complete both

degrees in just four years. This option reduces the number of courses and time required to obtain the BS and MS degrees separately.

- **HCM Healthcare Quality and Safety Fast Track** allows qualified students to pursue the BS in Health Care Management and the MS in Healthcare Quality and Safety concurrently. Students entering UAB as a freshman can complete both degrees in just four years. This option reduces the number of courses and time required to obtain the BS and MS degrees separately.

CORE CURRICULUM REQUIREMENTS

Health Care Management students must complete institutional core curriculum requirements, as listed in the curriculum section of this handbook. Additional information about the core curriculum, including transfer credit, credit awarded for Advanced Placement, International Baccalaureate, and College Level Exam Program can be found in the UAB Undergraduate Catalog.

A minimum grade of C is required in all courses applied toward graduation, including core curriculum. Successful completion (minimum grade of C) of all institutional core courses is required prior to enrolling in any 400-level Health Care Management course.

Area I. Written Composition (6 hours)

EH 101 – 3 hours

EH 102 – 3 hours

Area II. Humanities & Fine Arts (12 hours)

Literature – 3 hours

Arts – 3 hours

Public Speaking – 3 hours

Elective – 3 hours (*must be literature unless 6-hour history sequence*)

Area III. Natural Science & Mathematics (11 hours)

Either Pre-calculus (MA 105) ***or*** Finite Mathematics (MA 110) – 3 hours

Science Electives with Laboratory – 8 hours

Area IV. History, Social, & Behavioral Science (12 hours)

History – 3 hours

Electives – 9 hours (*3hrs must be history unless 6-hour literature sequence*)

Area V. Pre-Professional, Major, and Elective Courses (3-6 hours)

Either Accounting I and Accounting II ***or*** BUS 310 ***or*** HCM 316

HEALTH CARE MANAGEMENT PROGRAM CURRICULUM

A minimum of 120 semester hours are required for graduation, including at least 40 semester hours in courses at the 300-level or above. Students take required program courses and electives to fulfil requirements for the selected curriculum track. With the assistance of the HCM academic advisor, pre- professional track students will incorporate coursework from other programs to fulfil prerequisites to qualify for the intended graduate study.

Health Care Organization, Financing, and Reimbursement

HCM 316 Accounting and Finance for Health Care (3 hours,
Fall and Spring HCM 330 Health Care Systems (3 hours, All
Terms

HCM 402 Economics for Healthcare Managers (3 hours, Fall and Summer

HCM 416 Financial Management in Health Care Organizations (3 hours,
Spring and Summer HCM 425 Healthcare Reimbursement Methods (3 hours,
Summer and Fall

Management and Leadership

HCM 401 Organizational Studies in Health Care (4 hours, Spring and Summer

HCM 403 Operations Management in Health Care Organizations (4 hours,
Summer and Fall HCM 405 Human Resources Management in Health Care

Organizations (4 hours, Fall and Spring HCM 407 Strategic Management in Health
Care Organizations (3 hours, Fall and Spring

HCM 481 Management Internship (3 or 6 hours, All Terms

Ethics, Law, Regulation, and Policy

HCM 325 Healthcare Law and Ethics (3 hours, Fall and Spring

HCM 421 Introduction to Long Term Care Administration (3 hours,
Fall and Spring HCM 480 Health Care Policy and Reform (3 hours,
Fall and Spring

Evaluation and Outcomes

HCM 350 Medical Terminology (3 hours,
All Terms HCM 360 Statistics for

Managers (3 hours, All Terms HCM 375
Epidemiology (3 hours, Spring and

Summer

HCM 450 Quality Improvement for Health Professionals (3 hours,
Spring and Summer HCM 460 Research Methods (3 hours, Fall and

Spring

Information Resources

HCM 320 Microcomputer Applications for Health Care Managers (3, All Terms

HCM 435 Survey of Clinical and Administrative Information Systems (3, Spring and Summer)

HCM Electives

HCM 306 Introduction of Cultural Awareness/Competency (3 hours, Fall)
HCM 302 Principles of Management in Health Care (3 hours, Variable)
HCM 305 Effective Communications and Professionalism in Health Care (2 hours, All Terms)
HCM 409 Personnel Management in LTC (2 hours, Variable)
HCM 410 Long Term Care Fac. Management (2 hours, Variable)
HCM 417 Financial Management for LTC Admins (2 hours, Variable)
HCM 418 Legal & Regulatory Issues for LTC (2 hours, Variable)
HCM 420 LTC Resident Care & Quality of Life (2 hours, Variable)
HCM 430 Documentation Requirements in Long Term Care (2 hours, Variable)
HCM 475 Special Topics in Health Care Management (1-4, Variable)
HCM 482 Current Issues Seminar (3, Variable)
HCM 550 Healthcare Lean Six Sigma Green Belt Seminar (2, All Terms)
HCM 590 Leadership Skills for Health Professionals (3, Variable)
HCM 483 Long Term Care Management Internship

Students in the undergraduate Health Care Management Program complete specific courses according to a planned and structured program of study. Students fulfill both core degree requirements and major/ professional curriculum requirements in a logical sequence. The sequence is intended to facilitate success in the overall degree requirements.

Through the curriculum, students develop leadership fundamentals, communication skills, global perspectives strategic planning, quality management, ethical and legal issues, acquire knowledge, and enhance cognitive skills that they apply in the professional curriculum and in their careers. Students develop their ability to acquire and evaluate new knowledge and perspectives critically, and to communicate their ideas to others effectively. The core curriculum enables students to learn about ethnic, cultural, and social groups other than their own. Exposure to diversity in the academic setting enhances performance in a multicultural work setting.

Graduates should demonstrate achievement of the following professional curriculum goals:

- Communicate effectively in speaking and writing
- Solve problems by generating, evaluating, and selecting alternative solutions
- Acquire and synthesize knowledge from diverse sources
- Apply various analytical tools
- Pursue knowledge throughout their careers as lifetime learners
- Demonstrate ethical reasoning by analyzing, evaluating, and defending ethical decisions
- Analyze and assess own leadership skills and abilities, referencing theory and principles

ACADEMIC PROGRESS

The program faculty and administration expect students to maintain an acceptable quality of academic performance from the time of admission through graduation. The following outlines minimum standards for academic performance to continue in the program:

- A minimum grade of C is required in all courses applied toward graduation, including core curriculum and HCM program coursework.
- Students may retake courses for which they earned less than the minimum accepted grade subject to maintaining the minimum GPA required and the HCM course repeat policy in the next section.
- A minimum 2.5 Overall GPA and 2.5 UAB institutional GPA must be maintained to remain enrolled in the General Manager or Clinical Manager tracks of the Health Care Management program. A minimum 2.75 Overall GPA and 2.5 UAB institutional GPA must be maintained to remain enrolled in the Pre-Professional and Long Term Care tracks of the Health Care Management program. A student may transfer to the General Manager track if qualifications for the track are met.
- Students must have a 2.5 Overall GPA and 2.5 UAB institutional GPA to enroll in HCM 481 or HCM 483 Management Internship.
- All coursework in the Health Care Management curriculum must be completed prior to enrollment in the required HCM 481 or HCM 483. Exceptions to this requirement may be granted by the program director allowing a student to take one remaining course concurrently in strictly limited circumstances.

ADDITIONAL HCM OCCUPATIONAL THERAPY FAST TRACK ACADEMIC PROGRESS REQUIREMENTS:

- Students must complete prerequisite courses required by the MSOT program with a grade of B or above.
- A minimum 3.0 Overall GPA and 3.0 UAB institutional GPA must be maintained to remain enrolled in the HCM Occupational Therapy Fast Track.
- A grade of C is allowed in two OT professional courses. A grade of B or better is required in all remaining OT professional courses.
- Because of the rigid structure of the curriculum, a student earning a grade below C may not have an opportunity to retake the course and may have to be dismissed from the track.
- A student unable to continue in the HCM OT Fast Track may transfer into an alternative track (General, Pre-professional, etc.), provided admission requirements for the selected track are met.

COURSE REPEAT POLICY

Students may repeat any course in an effort to improve grades and/or to improve understanding of the course content. Students are encouraged to seek advice of an academic advisor before repeating courses.

A student may repeat an individual course no more than one time (for a total of two attempts). Under exceptional circumstances, and upon approval of a formal electronic appeal submitted to the Associate Dean of the College or School in which the course is taught, a student may be allowed to repeat a course for a second time (for a total of 3 attempts). A student may not appeal to repeat a course more than a second time.

Both the original grade and the repeated grade(s) will show on the student's transcript. Both grades will also be calculated in the student's grade point average (GPA) unless the forgiveness policy is applied. It is the student's responsibility to request through the Office of the Registrar application of the forgiveness policy to a repeated course. The process is not automatic and it not initiated by the HCM program. For additional info, see the Academic Forgiveness Policy in the Undergraduate Catalog.

HCM PROGRAM MINORS

Undergraduate students matriculating at the University of Alabama at Birmingham may earn a minor in Health Care Management, Health Information Management or Coding and Reimbursement. Students must have and maintain an overall and institutional GPA of 2.5 or higher. All courses must be completed with a grade of a C or better.

HEALTH CARE MANAGEMENT MINOR

The Minor in Health Care Management is designed to allow students interested in the field of Health Care Management to gain skills and knowledge that will prepare them with an understanding of the healthcare delivery system and management functions. The minor acknowledges completion of 21 semester hours of course work, including 15 hours of upper-level Health Care Management courses.

Required Courses:

- HCM 330 Health Care Systems 3 hours
- HCM 401 Organizational Studies in Health Care 4 hours
- HCM 403 Operations Management in Health Care Organizations 4 hours
- HCM 405 Human Resources Management in Health Care Organizations
- HCM 407 Strategic Management in Health Care Organizations 3 hours
- HCM 480 Health Care Policy and Reform 3 hours

HEALTH INFORMATION MANAGEMENT MINOR

The Minor in Health Information Management is offered by the Health Care Management program to provide students the opportunity to gain skills and knowledge that will provide students with an understanding of managing health information and health technical and personnel resources to operate electronic health record systems. The minor comprises 18 semester hours of coursework.

Required Courses:

- HCM 325 Healthcare Law and Ethics 3 hours
- HCM 330 Health Care Systems 3 hours
- HCM 435 Survey of Clinical and Administrative Systems 3 hours
- HIM 418 Documentation Standard for Health Data 3 hours
- HCM 425 Health care Reimbursement Methods 3 hours
- HIM 475 Electronic Health Records 3 hours

HCM ACADEMIC AND OPERATIONAL POLICIES

The Health Care Management Program policies and procedures are established to provide an environment that is conducive to learning. In addition to UAB and SHP policies the following policies include overall program operational and academic policies. It is not an exhaustive list and additions/revisions are likely to be made during your tenure with the Health Care Management Program. Should there be a programmatic question or need not addressed in one of the published policies in this handbook, you should contact the HCM program director or an academic adviser of the program.

ACADEMIC EXAMINATIONS AND TESTING

Section 1 Academic Examinations and Testing

- 1.1 Students are expected to read and comply with all academic regulations as published in the UAB catalog, the SHP catalog, the UAB Class Schedule, and the HCM Handbook.
- 1.2 Because of the nature of professional instruction in the HCM program, it is difficult to make up missed assignments and exams. If serious circumstances, such as illness, make absence unavoidable, the student is responsible for making arrangements to reschedule any missed assignments or exams within one week after the original due date. The instructor may require a signed statement from a physician or other relevant documentation.
- 1.3 Quizzes and examinations will be administered through the Canvas course sites, and will be given only on the scheduled dates at specified times. Scheduled examinations may be taken on an alternate date only if appropriate arrangements are made one week prior to the time of the examination. *Students in both in-class and online sections may be required to come on campus for examinations unless testing is scheduled through UAB's remote proctoring service (ProctorU) at least one week before the scheduled exam.* The course syllabus will note testing requirements for each course. Failure to follow this policy may result in a grade penalty or a zero for the examination.
- 1.4 Make-up exams for unexcused absences will be conducted at the discretion of the course instructor. An instructor may apply a penalty or a zero for the examination. In the event of illness or family emergency, the student must obtain a signed statement from a physician or other relevant documentation and submit it to the instructor.
- 1.5 Students enrolled in designated online sections are provided remote testing services through the university, using ProctorU. There are fees associated with late scheduling and rescheduling or missing scheduled tests. These fees are the responsibility of the student. Online students who desire may complete the examinations on campus at the time and location scheduled for in-class section students.

PROCTORING

Section 2. Proctoring

2.1 Online Proctoring:

Students may choose to complete your exam online from home or other approved location by using the ProctorU remote proctoring service as outlined below:

- See course schedule for dates and times the exam will be available.
- You must present a valid driver's license or other picture ID and answer questions to verify your identity.
- You must meet the minimum technical requirements. You will also need a working web cam, microphone, and headphones. If the link does not work, go to <http://www.proctoru.com/tech.php>
- Before deciding to use the service, please watch the ProctorU: How it Works video, go to <http://www.proctoru.com/videopops/demovideo.php>
- The student must then call ProctorU to schedule the test at least 4 days prior to the test. To create a ProctorU account, schedule a test, take a test, review the pre-exam checklist and test your computer equipment prior to a test, visit How to Get Started, go to <http://www.proctoru.com/getstarted.php>
- If an exam is scheduled less than four days in advance, a late fee will be charged.
- For more information, visit www.proctoru.com or call ProctorU at 205-870-8122.

2.2 Alternate Testing:

In the case of a conflict or emergency, or other excused absence during a scheduled examination, alternate testing can be scheduled through the course instructor.

- Proper documentation of the conflict or emergency is required. All information provided will be verified as needed by the course instructor.
- Alternate Testing arrangements should be made one week prior to the examination date if the student is aware of the conflict or absence at that time.
- Failure to schedule an appointment one week prior to the examination date will require the student to take the examination as scheduled.
- Alternate Testing where prior arrangements were not possible (illness, injury, death of an immediate family member, etc.) and the request is made after the scheduled exam must be arranged with the instructor within one week of the missed exam. Students are strongly encouraged to contact the course instructor as soon as possible if an exam is missed.

GRADING

Section 3. Grading

The purpose of this section is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Program grading policies attempt to balance two extremely important principles. The first: Instructors have the right to assign a grade based on any method that is professionally responsible and applied equitably. The second: Every student has a right to receive a grade assigned upon a fair evaluation using methods that are neither arbitrary or biased and free of error.

- 3.1 Faculty in each course are responsible for grading assignments, papers, exams and projects. Grading criteria are published in each course syllabus. Assignment, project and course grading methods should be explained to students at the beginning of the term.
- 3.2 A student may appeal a grade if the student alleges that the grade was awarded in error or as the result of unfair action or bias toward individual students. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the appellant student to provide evidence that the final grade is in error or represents unfair treatment. The following circumstances are considered legitimate grounds for an appeal.

Arbitrariness: The grade awarded or method used to evaluate lack a systematic or reasonable association with the student's academic performance.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

Deviation: A substantial change in the articulated method of calculation of the final score or in evaluation of an assignment made in close proximity to or after the assignment is due.

Error: The instructor made a mistake in fact and reliance on the mistaken fact is the basis of the awarded grade.

- 3.3 Grades awarded as a result of academic dishonesty or academic misconduct are not considered under this section. Students desiring to appeal grades awarded for academic misconduct will follow processes provided in SHP Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations and The UAB Academic Honor Code.
- 3.4 Students must initiate a grade appeal within the first two weeks of the term after the disputed grade is received, using the procedure outlined below.

1. The student should first discuss the grade and grading criteria with the course instructor. If, following further explanation by the course instructor, the student believes the grade should have been higher, a request should be made of the instructor to reconsider the grade assigned.
2. The only valid basis for grade appeal beyond reconsideration by the course instructor is to assert that the instructor assigned a grade that was arbitrary, prejudiced, deviated from the stated evaluation criteria, or was made in error. Review section 3.2 above.
3. If the student is unable to resolve the issue with the instructor and believes that grade was low due to one of the four circumstances under which an appeal can be taken, student may submit a written request to the program director for review within 5 business days of the determination of the course instructor. If the course instructor is the program director, the written request may be submitted to the Chair of the Department of Health Services Administration. The director or chair will respond to the student's request within 5 business days.
4. If the director or chair determines that there is a legitimate basis for the petition and upholds the student's appeal, the director or chair will ensure that the assigned grade is appropriately changed.
5. The determination and decision of the program director or chair is final.
6. If the student alleges that the determination, decision, or process of appeal were inconsistent with the policies and procedures of the program, school, or university, the student may request a review by the Associate Dean as outlined in the SHP Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations and The UAB Academic Honor Code.

ONLINE COURSE POLICIES

Section 4. Online Course Policies

- 4.1 Students registering for the online section of courses are responsible for ensuring that they have the technology resources and knowledge necessary to fully engage in online learning. The program, school, and university have numerous resources available to students, including assistance configuring your personal computer, troubleshooting issues, and tutorials on using the learning management system (Canvas) and other course technology. Links to resources are posted in all online courses.
- 4.2 Online courses may have lectures, discussions, and other activities that require **synchronous** (the instructor and students participate together in course activities at a prescheduled time) or **asynchronous** (the instructor posts the activities to be performed by the student offline within an allotted timeframe). The course instructor should be contacted and arrangements made if it is necessary to miss scheduled activities.
- 4.2 Students are responsible for maintaining current virus scan software on their personal computers. Files should be scanned before uploading onto the Canvas course site or sent as e-mail attachments. Files containing a virus will be deleted to protect the integrity of the UAB system. No credit will be given for assignments that cannot be evaluated due to presence of a virus.
- 4.3 Student names must be included on each paper document and within the textfile of all documents submitted electronically. Students should keep a backup copy of all files transmitted to the instructor and all papers submitted in hard copy until final course grades have been recorded.
- 4.4 Students registering for the online sections of courses must have access to a personal computer with the adequate functionality to operate effectively in the Canvas environment. System requirements and links to free downloads are published under the Getting Started icon located on the Canvas log-in website. Operating system upgrades and various software can be purchased at the UAB Barnes and Noble Bookstore.
- 4.5 Students who experience technological problems while accessing course materials on the Canvas course site should contact Canvas Tech Support. Solutions to common problems and other helpful information are available via the main login screen of the Canvas. If you experience PC or Internet Browser problems please contact the UAB AskIT Help Desk at (205) 996-5555.
- 4.6 To access courses, students should go to the UAB Canvas Learning Management System Website and then login using their Blazer ID and password. All courses for which you are registered should be listed. Students having trouble logging in should contact the AskIT Help Desk at (205) 996-5555.
- 4.7 Course instructors will establish minimum participation requirements for online students which may include the frequency and duration of activity on the course site. Success in online courses require high levels of participation. Students are encouraged to exceed minimum expectations as to time spent on task.

ACADEMIC MISCONDUCT

Section 5. Academic Misconduct

Allegations of Academic Misconduct are managed in accordance with the School of Health Profession's *Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations*.

- 5.1 Allegations or suspicion of academic misconduct will be investigated by the instructor and if a student is determined to have committed academic misconduct, the student **will not be awarded credit** for the assignment (a grade of zero).
- 5.2 Instructors will provide notice of the determination and intent to assign a grade of zero to the student and the HCM Program Director, including any evidence considered in making the determination that academic misconduct was committed. The notice will invite the student to provide a response or schedule a meeting to discuss the matter, and provide information on the student's right to appeal the matter. All communications should be sent to the student's university email address.
- 5.3 Students asserting that no academic misconduct was committed may appeal the determination of the instructor to the Program Director. If the PD is the course instructor, the student may appeal to the Chair of the Department of Health Services Administration.
- 5.4 The PD (or chair) will conduct a review of the allegation, meet or otherwise communicate with the student, and review evidence provided by the student and other relevant parties. The review may take into consideration any evidence on the matter, including new information discovered as part of the appeal.
- 5.5 If the appeal finds that there is insufficient proof of academic misconduct, the instructor will assign a grade that is reflective of the quality of the work performed without penalty or prejudice for misconduct. If the review of evidence and further investigation supports the instructor's allegation of misconduct, the assignment will not be awarded credit. The determination of the appeal by the PD or chair is final.

If the student alleges that the determination, decision, or process of appeal were inconsistent with the policies and procedures of the program, school, or university, the student may request a review by the Associate Dean as outlined in the SHP Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations and The UAB Academic Honor Code.

- 5.6 **In all cases** where the Program Director is aware that academic misconduct has occurred, whether or not the student appeals for review or accepts the finding of the instructor, the Program Director will take disciplinary action following the established procedures in the *Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations*.

- 5.7 Academic conduct generally concerns the behaviors and actions of students in the teaching/learning environment, whether on campus or at another location sponsoring a learning activity. When behaviors and actions of students are deemed unethical or inappropriate, the term academic misconduct may be applied.

Examples of Academic Misconduct

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.

DISHONESTY: Using unapproved resources, including other persons, in performing assignments or during examinations, or the falsification or alteration of official documents such as time sheets or assigned activity reports

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.

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.

TARDINESS OR UNEXCUSED ABSENCES: Habitual lateness or absence related to course or academic program activities, or persistent failure in meeting agreed-upon deadlines for academic deliverables. Attendance standards and deliverable deadlines are generally defined by individual programs and specific penalties may be applied.

UNPROFESSIONAL BEHAVIOR: Failure to behave according to accepted standards applied to practicing health professionals, including failure to demonstrate respect for faculty, staff, students, and patients. Examples of unprofessional behavior include:

1. falsification of patient records,
2. improper practice of the profession,
3. willful neglect of a patient,
4. improper use of equipment or participation in activities which may damage equipment, supplies, and/or private and public property,
5. misrepresentation of professional status,
6. falsification of student records
7. failure to respect confidentiality of patient information,
8. failure to adhere to established dress codes, and
9. engaging in personal (i.e., romantic or sexual) relationships with faculty, staff, preceptors, patients, or other individuals involved in the learning experience.

5.8 Students determined to have committed academic misconduct shall be subjected to one or more of the following disciplinary actions.

WARNING: An oral or written warning to the student that he or she is violating university regulations. Both oral and written warnings will be documented in the student's record maintained by the academic program.

REPRIMAND: An official written warning that continuation or repetition of wrongful conduct may cause more severe disciplinary action. The reprimand will be documented in the student's record maintained by the academic program.

PROBATION: A written notice explaining the serious nature of the offense and outlining the terms of the probationary status, including length of probation and performance requirements to remain enrolled in the academic program. A copy of the probation documents will be included in the student's record maintained by the academic program and copied to the Department Chair and the Associate Dean for Academic Affairs. The length of the probationary period will be recommended by the program faculty and is subject to approval by the Department Chair and the Associate Dean for Academic Affairs.

SUSPENSION: Exclusion from classes and other privileges in the School of Health Professions for a defined period of time. The written statement will include specification of the terms under which the student may return as a matriculating student in the academic program. A copy of the suspension documents will be included in the student's record maintained by the academic program, and copied to the Department Chair and the Associate Dean for Academic Affairs, the UAB Vice President for Student life, and the Office of Registration and Academic Records. The length of the suspension will be recommended by the program faculty and is subject to approval by the Department Chair and the Associate Dean for Academic Affairs. If the student is a graduate student, the Dean of the Graduate School will also be notified.

EXPULSION: Permanent termination of student status in the School of Health Professions. A copy of the expulsion documents will be included in the student's record maintained by the academic program, and copied to the Department Chair and the Associate Dean for Academic Affairs, the UAB Vice President for Student Life and the Office of Registration and Academic Records.

5.9 A single incident of academic misconduct may be egregious enough to result in expulsion from the HCM program. After two incidences of academic misconduct, regardless of the nature of the offence or relative harm caused, the student will be expelled from the HCM program.

MANAGEMENT INTERNSHIP

Section 6. Management Internship

The Management Internship (HCM 481/483) provides a formal period of preceptor supervised observation and “real-world” experience during which the students will be expected to apply their knowledge of basic management concepts, organizational theory, finance and reimbursement, information technology, healthcare quality, and healthcare delivery systems gained during their didactic course work. The management internship provides students with opportunities to observe and to participate in the daily activities of operational managers in healthcare organizations.

Students should gain experience in assessing and responding to the organizational environment in which a manager functions. Using the knowledge, skills, and problem-solving tools learned in the classroom the students will undertake activities and projects designed to permit students to experience diverse managerial roles including, but not limited to planning, organizing, decision- making, communicating, and personnel management functions. All program coursework must be completed prior to entering the internship.

6.1 Application

The semester before the student is scheduled to undertake his or her internship the student should obtain a copy of the Health Care Management Internship Handbook and review all the requirements and procedures. The student should then submit an Application for Internship (found in the Handbook) and return it along with an up-to- date resume by email to the internship coordinator.

6.2 Assignment

Once the academic advisor has assured that the student is academically qualified to undertake the internship, the internship coordinator will review the application and assign the student to an organization. Students may request a particular site but internship sites will be selected and assigned to the student at the discretion of the faculty.

6.3 Location Time Requirements

- Pre-professional and General Manager Track students are required to spend a total of 240 hours (for 6 semester credits) on internship activities and related healthcare activities.
- Clinical Manager Track students are required to spend a total of 120 hours (for 3 semester credits) on internship activities and related healthcare activities.
- Long-Term Care Administration Track students are required to spend a total of 400 hours (for 10 semester credits) on internship activities and related healthcare activities.

6.4 Registration

For students who register as In-State students and are charged by UAB at an In-State rate, registration should be for HCM 481-OC. If the student is completing an internship outside the state of Alabama, the appropriate course will be HCM 481-OS.

6.5 Program Policies

During the internship students are required to follow organizational policies. These typically include policies and procedures that are consistent with the organization's hiring practices. Students are expected to behave in a professional and ethical manner which includes complying with all rules, policies and procedures that are standard for employees in their internship organization. Failure to comply will be considered as academic misconduct relative to the completion of internship requirements which could impact the grade assigned up to and including a failing grade issued for the internship course and dismissal from the internship site.

Students can expect to be required to submit to physical exams, drug screenings, background checks, and to sign HIPAA confidentiality pledges. Students may be responsible for the costs of some of these processes.

6.6 Internship Background Check and Drug Screening

Students are required to undergo an additional background check and drug screening the semester prior to placement in an internship. Instructions for requesting the background check and appropriate consent forms are provided at the time of program admission and internship.

6.7 Professional Demeanor

Students are expected to behave in a professional manner throughout the internship. It is expected that the student will dress in a professional manner that fits the culture of the organization. The preceptor can provide information about dress codes. Usually the organization understands that the student has not developed a professional wardrobe and allows men to work without ties and jackets or women to work in pants. Students are responsible for transportation to and from internship sites. Students are responsible for meals and lodging expenses incurred during internships.

6.8 Exit Exam

The intern will be required to undertake an exit exam during the semester. The exit exam will survey the student's knowledge and retention of materials from the entire Health Care Management program. If the student fails to pass the exam with a score of 70 percent or higher, he or she will be required to undergo counseling and review of the materials where the scores fell below that mark, then retake those sections. A study guide will be provided for the students to review the materials.

REQUIRED DRESS CODE

Section 7. Required Dress Code

- 7.1 Neat, well groomed, business casual dress is acceptable for class, and abbreviated tops are not acceptable.
- 7.2 When at internship sites, students are expected to appear in suitable professional business attire. Students must adhere to the dress code of the healthcare organization.
- 7.3 Students in the Health Care Management program may be required to wear professional dress/business attire during presentations throughout their time in the program.

BACKGROUND CHECKS AND DRUG SCREENING

Section 8. Background Checks and Drug Screening

- 8.1 Students are required to undergo an additional background check and drug screening the semester prior to placement in an internship. Background checks, including prior criminal convictions, are considered during application to the HCM program and may be grounds for denial of admission or may disqualify an individual for internship placement.
- 8.2 Students with initial drug screen results indicating current misuse or abuse of chemical substances, as defined by SHP *Policy on Impairment and Substance Abuse*, during the admissions process will be denied admission.
- 8.3 Students with drug screen results indicating current misuse or abuse of chemical substances in secondary drug screens prior to internship placement will be subject to provisions of the SHP *Policy on Impairment and Substance Abuse*.
- 8.4 If an individual is found to have abused chemical substances, further actions and consequences will depend upon the facts of the case. Resolution may range from probation and random drug screening to dismissal from the program.

STUDENT ORGANIZATIONS

Section 9. Student Organizations

9.1 Health Care Management Student Association (HCMSA)

The HCM Student Association is open to all BSHCM students. The Association sponsors service and fraternal activities during the academic year. Information on HCMSA membership is provided at the time of admission to the program.

9.2 Upsilon Phi Delta Honor Society (UPD)

The Upsilon Phi Delta Honor Society (UPD) invites members from among HCM seniors with qualifying grade point averages when entering the last year of the program curriculum. Information on UPD membership is provided at the time of admission to the program.

9.3 Students enrolled in the 3:2 Health Care Management / Occupational Therapy Program may join the Occupational Therapy Student Association (SOTA).

ACADEMIC ADVISING

Section 10. Academic Advising

10.1 Students should communicate and have consistent contact with their assigned HCM academic advisor for academic and career-related counseling. Advising appointments may take place in person, by phone or email correspondence. Due to the volume of students assigned to advisors, unscheduled “walk-in” appointments are not feasible.

10.2 Students are provided with the access to the HCM Student Center on Canvas and the program curriculum upon admission to the HCM program. A complete program of study and audit of program curriculum can be viewed in the Graduation Planning System (GPS), which can be accessed through BlazerNet. The HCM Advising Syllabus is provided on Canvas.

10.3 Students should contact their assigned HCM academic advisor regarding registration issues in any HCM curriculum course.