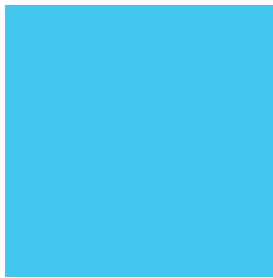


2026-2027 Student Handbook

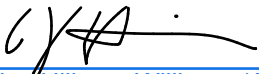
Department of Health Services Administration

BS in Health Care Management



UAB
The University of
Alabama at Birmingham.
School of Health Professions

UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION
BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT PROGRAM
2026-2027 ACADEMIC HANDBOOK



Jessica Hillman Williams (Aug 20, 2026 13:41:11 CDT)

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08/20/2026

Date



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08/20/2026

Date

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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions where you are joining a legacy of excellence!

We are one of the six schools comprising the renowned UAB Academic Health Center. We offer more than 30 programs and 40 offerings at the certificate, baccalaureate, master's, and doctoral levels. And we are home to nearly 3,000 undergraduate and graduate students.

You came here for an outstanding education, and we provide exactly that. However, **only you** can control whether you will become an excellent professional. To do so, you must challenge yourself every day and take advantage of all our vast resources, state-of-the-art facilities and research opportunities during your academic and clinical education. You also need to make the most of your access to the world-class faculty who are here to teach and support your journey. You didn't enroll here to be to be an amateur. You came to become a professional, and not an average one. I encourage you to become a "Pro" and an excellent one at that. Own it, live it, excel at what you do, and make both us and yourself proud.

I look forward to seeing you grow in your respective fields and watching you become the leader we know you can be.

Go Blazers!

Mark Merrick, Ph.D., AT, ATC, FNATA, FNAP, FASAHP

Dean, UAB School of Health Professions

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

The UAB School of Health Professions (SHP) is one of the largest academic institutions of its type in the United States. What began in the 1950s as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic and research excellence.

Today, we have five academic departments – Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy – that are housed in four buildings: Susan Mott Webb Nutrition Sciences Building (WEBB), Learning Resource Center (LRC), the School of Health Professions Building (SHPB), and the Center for Biophysical Sciences and Engineering (CBSE).

We are proud of many accomplishments including:

- *U.S. News & World Report* ranks all eligible SHP programs in the nation's top 25.
- Research funding is at an all-time high of \$26+ million and growing.
- Nearly 10 of our programs you will only find in Alabama at UAB.

- Our school has never been stronger or better positioned as a national leader in health professions education. And this status will only grow stronger as we continue to welcome students like you.

DISCLAIMER

This Handbook is an overview of general academic regulations specific to SOHP programs at UAB. Although UAB will make its best efforts to abide by this handbook, UAB reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the program. UAB also reserves the right to address issues not covered in this handbook and to make changes to the policy without advance notice. Changes become effective at the time the proper authorities determine so and the changes apply to both prospective students and those already enrolled. Please refer to our website for the most up-to-date version.

All students are responsible for knowing and abiding by the general University rules and regulations pertaining to studying at UAB and the specific academic requirements of their particular degree program. This Handbook is not intended to nor does it contain all policies or regulations applicable to students. Each student is responsible for familiarizing him/herself with the contents of this Handbook. Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

This Handbook does not constitute a contract and may not be deemed or construed as part of any contract between UAB and any student or student representative.

IMPORTANT INFORMATION YOU SHOULD KNOW

Although UAB works hard to prepare students for future careers in their desired fields, employment and salaries are not guaranteed. Employment outcomes depend on a student's efforts and market conditions. Students are responsible for understanding their financial responsibilities. [Tuition costs can be found on this UAB website](#). Scholarships are competitive and not guaranteed. Admission to other graduate or professional programs is also not guaranteed. Advisors will provide students with guidance, but students are ultimately responsible for degree completion, and timelines for completion may vary based on individual circumstances.

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](#).

ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. The Academic Integrity Code process is managed by the Academic Integrity Coordinator (AIC). In the School of Health Professions, the AIC is the Associate Dean for Academic and Faculty Affairs, and the office is located in SHPB 660. [You can see the full text of the Academic Integrity Code online.](#)

ADVISING

Undergraduate student advising is provided through advisors assigned to each program as well as through the Office of Student Services. Advisor and recruiter contact information can be found on the [Office of Student Services Website](#). Graduate student advising is provided through the SHP graduate programs.

AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serve as liaisons between the department and university-wide student organizations, and serve as a student voice in school and university committees. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives. [You can learn more about the SHP Ambassadors on their webpage.](#)

AskIT

AskIT is the technology help desk for faculty, staff, and students. You will be asked to supply your BlazerID when you request assistance. Contact them by phone at 205-996-5555 or [via email](#) or [visit the AskIT service portal online](#).

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 attendance policy is as 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 a reasonable accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences for students who have approved disability-related absence accommodations through Disability Support Services may follow the reasonable number of absences outlined in their flex plan or as determined by the instructor. Students are responsible for notifying instructors of these and any other approved accommodations through their Notice of Accommodations letter.
- 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.
- Absences due to religious observances provided that students give faculty written notice prior to the drop/add deadline of the term.

In these instances, instructors must give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope, and format of the original. Options may include making up exams or other assignments, rescheduling student classroom presentations, or arranging for early or late submission of written assignments. The course make-up policy should be included in the syllabus.

BLAZERID / BLAZERNET / EMAIL

BLAZERID

All students receive a unique identifier, the BlazerID, established at [BlazerID Central](#). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BLAZERNET

[BlazerNet](#) is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus.

EMAIL

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. The UAB email is the official communication medium for courses, news, information, and announcements. Students should not forward their UAB account to a personal email account. UAB is not responsible for information not received by the student due to the 'redirecting' of a UAB account to another email server.

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 [visit the Blazer Express website](#).

BOOKSTORE

There is one bookstore located on the UAB campus in the Hill Student Center. It offers a wide variety of products and services to students, including online purchasing and shipping. The bookstore stocks UAB memorabilia and college wear in addition to all required textbooks and course material. Visit [the UAB Barnes and Noble Bookstore online](#) for more details.

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 for 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 on the [UAB OneCard website](#).

CAMPUS MAP

[UAB's campus map can be found online.](#)

CAMPUS SAFETY

[Campus safety procedures and resources can be accessed online.](#)

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 the [UAB Center for Teaching and Learning website](#). Students should monitor their course sites routinely for communication from faculty and to manage course assignments.

CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can [find the Undergraduate or Graduate catalog online](#).

COMMUNITY STANDARDS AND ACCOUNTABILITY

[Community Standards and Accountability](#) 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. UAB Student Advocacy, Rights & Conduct (SARC) delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More information can be found at the [UAB SARC website](#). [The UAB student conduct code may be accessed online](#).

COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located on the 3rd floor of the Student Health and Wellness Center at 1714 9th Avenue South. For more information, call 205-934-5816 or [visit the Student Counseling Services website](#).

DISABILITY SUPPORT SERVICES (DSS)

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please [contact Disability Support Services for information on accommodations, registration, and procedures](#). Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty, and staff. If you have a disability but have not contacted DSS, please call 205-934-4205 or visit [the DSS website](#).

If you are a student registered with Disability Support Services, it is your responsibility to contact the course instructor to discuss the accommodations that may be necessary in each course. Students with disabilities must be registered with DSS and provide an accommodation request letter before receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.

EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law enforcement 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.

BEHAVIORAL THREAT ASSESSMENT AND MANAGEMENT (BTAM)

The UAB and UAB Medicine Behavioral Threat Assessment and Management Team (BTAM) is an interdisciplinary team dedicated to maintaining a safe, secure, and healthy campus environment for all students, employees, and visitors. BTAM uses a structured, proactive process to identify, assess, and manage behavioral threats to campus safety and well-being. Concerning behaviors—such as a significant change in academic performance or conduct, aggressive or irrational behavior, expressions of severe distress, or inability to control anger—should be reported promptly. Non-emergency situations involving students may be reported through the Division of Student Affairs at (205) 975-9509 or via the online reporting form. For more information, visit the [UAB BTAM website](#).

UAB POLICE:

For an emergency, dial 911 *from a campus phone*. For non-emergencies call: 205-934-3535 or 205-934-HELP (4357) or 205-934-4434.

Emergencies affecting campus are communicated via the following:

- UAB Severe Weather & Emergency Hotline 205-934-2165
- [UAB home webpage](#)
- [UAB Emergency Management webpage](#)
- Announcements on [BlazerNET](#)
- Cell phone messages and SMS text via B-ALERT. [Register for B-ALERT online](#).

NONDISCRIMINATION STATEMENT:

UAB is an [Equal Employment/Equal Educational Opportunity Institution](#) dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnicity, national origin, sex (including pregnancy), genetic information, age, disability, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. [The Title IX notice of nondiscrimination is located online](#).

FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. UAB has a dedicated [FERPA website](#) with information about your rights and protection of your records. You may [email any questions or concerns about FERPA issues](#) to FERPA@uab.edu. All SHP students are required to complete FERPA Training. The course can be accessed at [THIS WEBSITE](#).

FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center, [1400 University Blvd.](#) Suite 103. If you have general

questions, you can contact the Office of Student Financial Aid at 205-934-8223 or [via email](#). For additional financial aid information [visit the UAB Cost & Aid website](#).

FOOD SERVICES

There are several dining facilities available on campus. The [campus dining map](#) can show you the closest to the SHP buildings. For additional information about meal plans and campus dining facilities [visit the Campus Dining website](#).

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 [the UAB Graduate School website](#). Policies and Procedures for the Graduate School can be found in the [Graduate School Catalog](#).

GRADUATION

All students must complete an application for degree six months prior to graduating and no later than the deadline in the academic calendar. The University holds commencement every semester. Check the [UAB commencement website](#) for the most current information.

HEALTH INSURANCE

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 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. The plan 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 Student Health Insurance Plan, 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 the [UAB Student Health Insurance Waivers website](#).

HIPAA TRAINING

The Health Insurance Portability and Accountability Act (HIPAA) 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 [UAB Online Learning](#). Compliance with the training requirement is monitored by the Office of Academic and Faculty Affairs.

HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the Alpha Eta Honor 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.

IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty, and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, must provide proof of immunization against certain diseases, unless they have an approved medical or religious exemption. Full details can be found on the [UAB Immunizations webpage](#).

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](#).

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, as well as University Policies on Patents, Copyright, and Intellectual Property are on [the Office of Compliance & Risk homepage](#).

LACTATION CENTERS

The University has provided several lactation centers for students, faculty, and staff across the campus. Visit [the UAB Lactation Resources webpage](#) for a resource guide and a location map. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at [1675 University Blvd](#), Room 431. Lactating 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, Julia Tolbert-Jackson at 205-873-5666.

LIBRARIES AND LEARNING RESOURCE CENTER

[UAB's libraries](#) house excellent collections of books, periodicals, microforms, and other media. Students have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation.

SHP LEARNING RESOURCE CENTER (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing, and innovative learning environment. It provides audio/visual support, and information technology management of public, classroom,

and testing labs. The building is at [1714 9th Avenue South](#), and the SHP student space is on the second floor. You can contact LRC staff [via email](#) or via phone at 205-934-5146.

LISTER HILL LIBRARY OF THE HEALTH SCIENCES

[Lister Hill Library](#) (LHL) is the largest biomedical library in Alabama and one of the largest in the south. It is located [across the crosswalk](#) from the School of Health Professions.

MERVYN H. STERNE LIBRARY

[Mervyn H. Sterne Library](#) has 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. It is located at [917 13th Street South](#).

UAB STUDENT CONDUCT CODE

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

[Undergraduate Non-Academic Policies](#)

[Graduate Non-Academic Policies](#)

ONE STOP STUDENT SERVICES

The mission of the One Stop is to provide a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, OneCard, and other related topics. One Stop is located in the Hill Student Center, [1400 University Blvd.](#) Suite 103. You may contact the [One Stop](#) office by phone or email at 205-934-4300, 855-UAB-1STP (855-822-1787), [or via email](#).

PARKING

Student vehicles must be registered with [UAB Parking and Transportation Services](#), located at [608 8th Street South](#). 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.

PLAGIARISM AND TURNITIN

Plagiarism violates the Academic Integrity Code and will be addressed in accordance with it. 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](#) are added to their database of papers that is used to screen future assignments for plagiarism.

RECREATION CENTER

The [Campus Recreation Center](#) is located at [1501 University Blvd](#). 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.

SCHOOL OF HEALTH PROFESSIONS AWARDS

All students in the School of Health Professions are eligible for consideration for [the SHP Student Awards Program](#), which includes the following awards:

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of their academic and non-academic achievements.
- 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.
- 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.
- 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.

A call for nominations will be sent to program directors each year. Please refer to the program section of this handbook for awards available to students in individual programs.

SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and selects awardees. Please go to [the SHP Scholarship Application webpage](#) for a list of scholarships and instructions for application.

Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please refer to the program section of this handbook for more information.

SCHOOL OF HEALTH PROFESSIONS SHARED VALUES

- Collaboration
- Compassion & Caring
- Excellence & Achievement
- Integrity
- Respect
- Service
- Social Responsibility

- Stewardship

SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. For more information visit [the UAB Social Media Guidelines webpage](#). The school's official sites are on the following platforms:

- [Facebook](#)
- [Instagram](#)
- [LinkedIn](#)
- [Vimeo](#)
- [X/Twitter](#)
- [YouTube](#)

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through [Student Health Services](#) (SHS) located at [1714 9th Avenue South](#). Appointments may be scheduled via [their online portal](#).

TITLE IX

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of sex in any of its programs or services. The University is committed to providing an environment free from discrimination based on sex and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit [the UAB Title IX webpage](#).

TUITION AND FEES

[UAB tuition and fees are published online](#). They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. Payment deadlines for each semester are published on the official academic calendar. 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. UAB has a dedicated [Preparedness webpage with Severe Weather Gathering Points and supply lists](#). Other information sources include the [B-ALERT System](#) (contact information must be setup and current) and the UAB Severe Weather & Emergency Hotline 205-934-2165.

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 of Health Professions are full-time and the curricula specifically sequenced. Withdrawal from a course may risk you having to wait to register for the class again. 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. For more information [visit the UAB Add/Drop, Extended Drop and Withdrawal Policy webpage](#), which also includes a medical withdrawal policy.

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

DISMISSAL OF STUDENT FOR FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS

[Dismissal of Student and Appeal Process](#)

EMERGENCY PLAN – SHPB/LRC/WEBB

[SHPB/LRC/WEBB Emergency Plan](#)

BACKGROUND CHECK AND DRUG SCREEN POLICY

Students in SHP programs are required to undergo a background check and drug screen using the school's approved vendor, [Disa Healthcare Technology](#), at the time of program admission, and again, prior to placement in a fieldwork placement (clinical, internship, practicum, residency, etc.). Additional checks/screens may be required by the individual sites therefore; students should work with the program to ensure compliance requirements are met. Instructions for requesting the background check and drug screens are provided to students by their programs. Students in SHP undergraduate programs must complete a module on drug screening and background checks during their first semester. The module will be located in Canvas, UAB's learning management system.

The [SHP Office of Academic and Faculty Affairs](#) is responsible for ensuring student compliance with the Background Check and Drug Screen Policy throughout the program. Students found to be non-compliant with this policy will not be allowed to matriculate in the program (orientation, attend class, fieldwork placement, etc.) until all requirements are met. Program Directors, Fieldwork Coordinators, and students will be notified of non-compliance and a hold will be placed on the students' account.

- Fees for these screenings will be the responsibility of the student.
- The rules and regulations governing individual fieldwork 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 your criminal background check contain issues, or if you fail a drug screen that may prevent you from receiving or sitting for board certification/licensure, a representative from the Office of Academic and Faculty Affairs will contact you. Depending upon the outcome, students will have a registration hold placed on their account until in compliance and this may result in being dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a criminal background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

- Administration Health Services, PhD
- Biomedical Sciences to Biotechnology Fast Track
- Biomedical Sciences to Clinical Laboratory Science Fast Track

- Biomedical Sciences to Health Physics Fast Track
- Biomedical Sciences to Nuclear Medicine & Molecular Imaging Sciences Fast Track
- Biomedical and Health Sciences, MS
- Biotechnology, MS
- Biotechnology, PhD
- Dietitian Education Program, Graduate Certificate
- Genetic Counseling, MS
- Health Administration (Residential), MSHA
- Health Care Management to Healthcare Quality and Safety Fast Track
- Health Care Management to Health Informatics Fast Track
- Health Care Management to Occupational Therapy Doctorate Fast Track
- Health Physics, MS
- Medical Laboratory Science, MS
- Nuclear Medicine & Molecular Imaging Sciences, MS
- Nutrition Sciences, MS
 - Dietetic Internship Clinical Track
 - Dietitian Education Program
 - Research Track
- Nutrition Sciences, PhD
- Occupational Therapy, OTD – (entry level)
- Physical Therapy, DPT
- Physician Associate Studies, MSPAS
- Rehabilitation Science, PhD

The following students enrolled in SHP undergraduate programs will complete a learning module related to background checks and drug screens in Canvas, UAB's learning management system by the first semester of enrollment. If a fieldwork placement (clinical, internship, practicum, residency, etc.) is required, students must complete criminal background checks and drug screens prior to the first day of the semester of a fieldwork placement:

- Health Care Management, BS
- Biomedical Sciences, BS
- Nutrition Sciences, BS
- Disability Studies and Rehabilitation Science, BS

Programs waived from the Criminal Background Check and Drug Screening requirements are the following:

- Applied Mixed Methods Research, Graduate Certificate
- Biotechnology Regulatory Affairs, Graduate Certificate
- Clinical Informatics, Graduate Certificate
- Health Administration (International and Executive tracks), MSHA
- Health Informatics, MSHI
- Healthcare Finance Management, Graduate Certificate
- Healthcare Leadership, DSc

- Healthcare Leadership, Graduate Certificate
- Healthcare Quality and Safety, MS
- Healthcare Quality and Safety, Graduate Certificate
- Health Services Research, MS
- Healthcare Simulation, MS
- Healthcare Simulation, Graduate Certificate
- Nutrition for Community Health, Graduate Certificate
- Nutrition Sciences, MS
 - Clinical Track-Prior Learning
 - Lifestyle Management and Disease Prevention Track
- Low Vision Rehabilitation, Graduate Certificate
- Multi-Tiered Approach to Trauma, Graduate Certificate
- Occupational Therapy Doctorate (Post Professional)
- Physical Therapy Residencies (Neurologic, Orthopedic)
- Primary Care Physical Therapy for Underserved Populations, Graduate Certificate

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.

DISA HEALTHCARE TECHNOLOGY INSTRUCTIONS

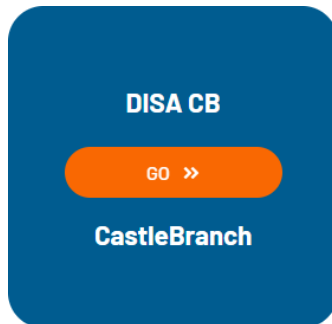
[Disa Healthcare Technology](#) is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features, including document storage, portfolio builders and reference tools. Disa Healthcare Technology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

Order Summary

- Required Personal Information
 - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and email address.
- Drug Test (LabCorp)
 - Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.
- Payment Information
 - At the end of the online 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

[Visit the website](#), click “place order” and choose the Disa CB platform (see logo screenshot below).



Enter package code AHO1 – 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 Disa/CastleBranch profile account. This package code is for the following majors:

- Health Care Management
- Biomedical Sciences
- Biotechnology
- Biomedical and Health Sciences
- Genetic Counseling
- Health Administration – Residential (MSHA)
- Health Care Quality and Safety (not employees of health care organizations)
- Health Informatics
- Health Physics
- Medical Laboratory Sciences
- Nuclear Medicine and Molecular Imaging Sciences
- Occupational Therapy
- Physical Therapy
- Physician Associate Studies
- Rehabilitation Sciences

View Your Results

Your results will be posted directly to your Disa/CastleBranch profile account. You will be notified if there is any missing information needed 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, you may contact the Service Desk at 888-723-4263 x 7196 or submit a question [using the online contact us form](#).

ACCIDENTS / INJURIES OCCURRING ON CAMPUS:

All accidents/injuries occurring while involved in a program associated with the School of Health Professions are to be promptly reported to the faculty member in charge of class. Incident reports for accidents and injuries must be filed with the Department Administrative Office within 48 hours of the incident. Failure to report accidents or injuries within 48 hours of the incident may impact UAB's ability to address the accident or injury.

ACCIDENT / INJURY REPORTING PROCEDURE

When a student, visitor, faculty, or staff is involved in an accident or sustains an injury while involved in a program associated with the School of Health Professions, an accident / injury report is required. The faculty member in charge of the class where the injury occurs, or who is the first point of contact following the injury should download and complete this [Incident Report Form](#).

NEEDLESTICK/ BLOOD OR BODY FLUID EXPOSURES

When a student, visitor, faculty, or staff is involved in a body fluid or needlestick exposure while involved in a program associated with the School of Health Professions, they should follow the procedures on [the UAB Human Resources website](#). The faculty member in charge of the class where the exposure occurs, or who is the first point of contact following the injury should download and complete this [Incident Report Form](#).

UNDERGRADUATE AND GRADUATE VOLUNTEER RESEARCH:

Undergraduate or graduate volunteer students wanting to conduct research in a School of Health Professions laboratory should contact [Dr. Samantha Giordano-Mooga via email](#) for requirements.

UAB POLICIES

ACADEMIC PROGRESS

[UAB ACADEMIC PROGRESS POLICY FOR GRADUATE STUDENTS](#)

[UAB ACADEMIC PROGRESS POLICY FOR UNDERGRADUATE STUDENTS](#)

HEALTH

[UAB POLICY ON IMMUNIZATIONS](#)

[UAB POLICY ON NEEDLE STICKS AND EXPOSURES](#)

EQUAL OPPORTUNITY

[UAB POLICY ON EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

POLICE AND PUBLIC SAFETY

[UAB POLICY ON CAMPUS SAFETY](#)

[UAB POLICY ON FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS](#)

RESEARCH AND SCHOLARLY ACTIVITIES

[UAB POLICY ON ACADEMIC INTEGRITY CODE](#)

[UAB POLICY ON ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES](#)

[UAB POLICY ON PATENTS](#)

SUBSTANCE USE/ABUSE

[UAB POLICY ON ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[UAB POLICY AS A DRUG FREE CAMPUS](#)

[UAB POLICY ON NON-SMOKING](#)

TECHNOLOGY

[UAB POLICY ON TECHNOLOGY RESOURCES](#)

STUDENT COMPLAINTS

[UAB COMPLAINT POLICY](#)

SECTION 3: BS IN HEALTH CARE MANAGEMENT SPECIFIC INFORMATION

PROGRAM OVERVIEW

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 deeply committed to and passionate about health care and leadership. We are a diverse group with interests 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 as a discipline combines two important bodies of knowledge – health care and management – and believe your education should reflect that notable distinction. We develop leaders in health care and aim to provide education beyond a basic understanding of business principles. Given today's rapidly changing healthcare environment, we aim to equip students to improve the health of their patients and communities.

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.

Jessica H. Williams, PhD, MPH

Program Director and Professor
Health Care Management

INTRODUCTION

The Bachelor of Science in Health Care Management (HCM) was established at UAB in 1982. The program prepares graduates to be effective leaders in entry and 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 can offer a pathway into graduate- level academic or professional degree programs.

MISSION, VISION AND VALUES

HCM MISSION

Developing leaders to shape tomorrow's health care.

The Bachelor of Science in Health Care Management Program focuses on the development of capable, innovative, and ethical leaders who will shape the future of health care. These leaders typically serve in entry -and mid-level management positions within a variety of health system and health related organizations.

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 are aligning with UAB's Shared Values:

Collaborate: Work as a team for the greater good.

Act with integrity: Be accountable and always do the right thing.

Respect all: Champion diversity and opportunities for all, with civility.

Excel: Innovate and strive for excellence in everything we do.

HCM APPROACH

We are dedicated to evolving our curriculum offerings and course content to maintain value and relevance in a rapidly 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.

OVERVIEW

HCM PROGRAM CONCENTRATIONS AND TRACKS

Students in the program will complete the HCM curriculum courses and select electives in collaboration with the HCM academic advisor that reflect the student's area of interest and develop business and management skills applicable to a variety of health care organizations.

HCMG: On-campus students

HCMQ: Online only students prior to Internship term

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 **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.
 - The General Manager track also prepares students to pursue 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. Graduate program prerequisites can be added to the curriculum as required program electives.
 - Completion of the General Manager track along with a long-term care focused Internship qualifies a student for licensure examination through the Alabama Board of Examiners of Nursing Home Administrators.
- 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.

FAST TRACK PROGRAMS

HCM Clinical Doctorate in Occupational Therapy (OTD) Fast Track allows qualified students entering UAB as a freshman to complete the BS in Health Care Management and the Clinical Doctorate in Occupational Therapy degree program in less time than completing the degrees separately. An application is required for admission.

HCM Health Informatics Fast Track allows qualified students to pursue the BS in Health Care Management and the MS in Health Informatics concurrently. An application and interview are required for admission.

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. An application and interview are required for admission.

FACULTY AND STAFF

The Health Care Management Program is one of the thirteen academic programs in the Department of Health Services Administration in the School of Health Professions. Our faculty teach across programs and 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.

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CERTIFICATION

The UAB Undergraduate Health Care Management Program is certified through the Association of University Programs in Health Administration (AUPHA). UAB is a long-standing member of AUPHA alongside other premier baccalaureate, master's and doctoral degree programs in health administration education in the United States, Canada, and around the world. Its faculty and individual members represent more than 300 colleges and universities.

The Association of University Programs in Health Administration is a global network of colleges, universities, faculty, individuals and organizations who are committed to improving health and healthcare delivery through excellence in healthcare management and policy education. The mission of AUPHA is to foster excellence and drive innovation in health management and policy education, and to promote the value of university-based management education for leadership roles in the healthcare sector.

CERTIFICATION EXAM

Students are required to complete an exit exam as part of the HCM 481 course. The exit exam will survey 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, the student will be required to retake the exam. A study guide will be provided in the course.

ADMISSIONS & ENROLLMENT REQUIREMENTS

ADMISSION

Students intending to enroll in the Health Care Management program must meet all UAB undergraduate admission and academic requirements. Entering freshmen are admitted directly to the HCM program through the UAB Office of Undergraduate Admissions and designate a concentration or fast track through the program's academic advisor.

Admission to the program from high school requires graduation from an accredited high school with a grade point average (GPA) of 2.5 or higher on a 4.0 scale. Transfer admissions from another college or university and UAB students changing their declared major to HCM must have an overall GPA of 2.5 or higher and an institutional GPA of 2.5 or higher, if applicable. The following additional requirements also apply for admission and progression in the HCM program.

- HCM fast track programs have additional admission requirements.
- The **Clinical Manager** track is restricted to credentialed graduates of certificate and/or associate degree programs; students are not placed in the clinical track directly from high school.

OVERVIEW OF HCM ADMISSION REQUIREMENTS:

- General Manager Track
 - Freshmen Admission: Graduate of accredited high school with GPA of 2.5 or higher on 4.0 scale
 - Transfer Admission: Overall GPA of 2.5 or higher on 4.0 scale & UAB institutional GPA of 2.5 (if applicable)
- Clinical Manager Track
 - Freshmen Admission: Graduate of accredited high school with GPA of 2.5 or higher on 4.0 scale & certificate or license in health professions discipline
 - Transfer Admission: Overall GPA of 2.5 or higher on 4.0 scale & certificate or license in health professions discipline

FAST TRACKS

The HCM fast track applications are completed through the HCM Program and the UAB Graduate School for the program of interest.

HCM CLINICAL DOCTORATE IN OCCUPATIONAL THERAPY (OTD) FAST TRACK

- Must have completed less than 30 hours of coursework
- High School or Overall GPA of 3.0 or above
- ACT of 24 or above (or equivalent)
- Placement in or completion of English Composition I and Pre-Calculus Algebra or higher
- A background check and drug screening are required during the first semester of enrollment and again prior to fieldwork placement.

HCM HEALTH INFORMATICS & HCM HEALTHCARE QUALITY AND SAFETY FAST TRACKS

- Must have completed 60 hours of coursework
- Must have an overall UAB GPA of 3.0 or higher on a 4.0 scale.
- Must have three years of work experience in healthcare (Healthcare Quality and Safety only)
- Must complete the admission and interview process for the graduate program

ADDITIONAL FAST TRACK ACADEMIC REQUIREMENTS:

- A minimum 3.0 overall GPA and 3.0 UAB institutional GPA must be maintained to remain enrolled in a Fast Track.
- A grade of B is required for all prerequisite courses in the OTD Fast Track.
- Students are required to apply to the graduate program and pay the graduate school application fee (\$50).

- Because of the rigid structure of the curriculum, a student may not have an opportunity to retake a course, which could result in dismissal from the track. A student unable to continue in a Fast Track may transfer into an alternative track provided admission requirements are met.

HCM HEALTH REQUIREMENTS

HCMG (ON-CAMPUS)

- Required at admission:
 - Proof of Immunizations
 - Proof of Insurance
 - Background Check & Drug Screen Learning Module
- Required the semester prior to Internship:
 - Proof of current Immunizations
 - Proof of Insurance
 - FERPA & HIPAA Training Certificates
 - Completion of a Background Check & Drug Screen

HCMQ (ONLINE ONLY PRIOR TO INTERNSHIP TERM)

- Required at admission:
 - Proof of Immunizations
 - Background Check & Drug Screen Learning Module
- Required the semester prior to Internship:
 - Proof of current Immunizations
 - Proof of Insurance
 - FERPA & HIPAA training certificates
 - Completion of a Background Check & Drug Screen

CONTINUOUS ENROLLMENT REQUIREMENTS

Our policy in the School of Health Professions is that a student who fails to make acceptable academic progress after admission to a degree program in the School can be administratively dismissed from the program if improvement in GPA is not made. In the Health Care Management program, a student will be placed on academic probation the immediate semester after their GPA falls below the required 2.5. If acceptable academic progress is not made during their semester on academic probation and the GPA still fails to meet the required minimum of 2.5, the student can be administratively dismissed from the program. Dismissal for academic non-performance may be defined as failure to maintain the minimum required GPA.

ACADEMIC PROBATION

The Health Care Management program faculty and administration expect students to maintain an acceptable quality of academic performance from the time of admission through graduation.

Once a student's GPA falls below the accepted minimum of 2.5 for the program, the student will be placed on program academic probation for the next term and will be notified by program staff. If the student's GPA does not improve following the next term, the student may be dismissed from the Health Care Management program.

MINIMUM STANDARDS

The following outlines minimum standards for academic performance to continue in the program.

- A minimum of 2.5 Overall GPA and 2.5 UAB institutional GPA must be maintained to remain enrolled in the Health Care Management program.
- A minimum grade of C is required in all courses, including core curriculum and HCM program courses.
- Students may retake a course in which they earned below the minimum accepted grade, provided they maintain the required GPA and follow the [undergraduate course repeat policy](#).

A student on academic probation may meet with the HCM Academic Advisor to discuss any help or resources needed to be successful in future semesters.

A GPA below the minimum may impact Financial Aid and the student should contact [Financial Aid](#) directly to discuss aid if needed.

PROGRAM DISMISSAL

Once a student has received warning and is placed on academic probation for a full semester following a drop below the required GPA, a student can be administratively dismissed from the Health Care Management program for failure to meet the minimum required GPA. Notification of dismissal will be sent via email by the program director.

A student may appeal the dismissal decision following the defined administrative procedure as follows:

STUDENT APPEAL PROCESS

Within five working days of receiving the formal letter of program dismissal, the student will email the department chair by UAB email of their intent to appeal the decision. This email should include a letter of appeal as an attachment. The appeal letter should state the grounds for appeal to the department chair and requesting a specific alternative to dismissal. If preferred, the letter may be delivered in hard copy, or both.

Within three working days of receiving the formal letter of appeal, the department chair will respond to the student, in writing, of their decision to support the dismissal or to provide alternative resolution. This communication will be delivered by UAB email following with a mailed copy to the student's address on record with the University.

The decision of the department chair is final. There is no second level of appeal.

Until the dismissed student enrolls in another academic program, their major will be changed to 'undeclared'. A dismissed student will be assigned an academic advisor who will work with them to determine the best path forward based on career interests and admission requirements for other programs. Once the student's major is changed, their assigned advisor will be updated on BlazerNet.

After dismissal, the student will not be eligible to take 400 level HCM courses in semester following dismissal and must immediately withdraw from HCM courses.

Dismissal from the program does not have to be permanent and if the student's GPA increases to the required minimum, the student can declare HCM as their major again.

DEGREE REQUIREMENTS

HEALTH CARE MANAGEMENT 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 core curriculum courses, program courses and electives to fulfill requirements for the selected curriculum track. With the assistance of the HCM academic advisor, students can incorporate coursework from other programs to fulfill prerequisites to qualify for a graduate program.

Health Care Management students must complete institutional core curriculum requirements, as listed in the [UAB Undergraduate Catalog](#). 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.

Through the curriculum, students will develop leadership fundamentals and communication skills and will broaden their global perspectives. Students will also gain skills in strategic planning, quality management, and in understanding ethical and legal issues. Students will develop their critical thinking skills and hone in on their ability to acquire and evaluate new knowledge and perspectives. The core curriculum also enables students to learn about ethnic, cultural, and social groups other than their own, which will enhance their performance in a multicultural work setting.

Graduates of the HCM can demonstrate achievement in the following professional 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

CURRICULUM OUTLINE

[Visit the UAB Catalog website for course descriptions.](#)

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

MANAGEMENT AND LEADERSHIP

HCM 401 Organizational Studies in Health Care (4 hours, Spring)
HCM 403 Operations Management in Health Care Organizations (4 hours, Spring)
HCM 405 Human Resources Management in Health Care Organizations (4 hours, Fall)
HCM 407 Strategic Management in Health Care Organizations (3 hours, 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 Summer)
HCM 421 Introduction to Long Term Care Administration (3 hours, Fall)
HCM 480 Health Care Policy and Reform (3 hours, Fall)

EVALUATION AND OUTCOMES

HCM 350 Medical Terminology (3 hours, All Terms)
HCM 360 Statistics for Managers (3 hours, Fall and Spring) HCM 375 Epidemiology (3 hours, Spring and Summer)
HCM 450 Quality Improvement for Health Professionals (3 hours, Spring)
HCM 460 Research Methods (3 hours, Fall)
HCM 470 Introduction to AI and Data Analytics for Healthcare (4 hours, Spring)

INFORMATION RESOURCES

HCM 320 Microcomputer Applications for Health Care Managers (3 hours, Fall and Summer)

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

HCM ELECTIVES

HCM 306 Introduction of Cultural Awareness/Competency (3 hours, Fall)

HCM 550 Healthcare Lean Six Sigma Green Belt Seminar (2 hours, Summer)

HEALTH CARE MANAGEMENT PROGRAM MINORS

Undergraduate students matriculating at the University of Alabama at Birmingham may earn a minor in Health Care Management or Health Information Management. Students must have an overall GPA of 2.5 or higher for admission to the minor. 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 requires completion of 21 semester hours of coursework.

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 (4 hours)

Select two 400 level electives:

- HCM 402 Economics for Healthcare Managers (3 hours)
- HCM 407 Strategic Management in Health Care Organizations (3 hours)
- HCM 416 Financial Management in Health Care Organizations (3 hours)
- HCM 421 Introduction to Long Term Care Administration (3 hours)
- HCM 425 Healthcare Reimbursement Methods (3 hours)
- HCM 435 Survey of Clinical and Administrative Information Systems (3 hours)
- HCM 450 Quality Improvement for Health Professionals (3 hours)
- HCM 460 Research Methods (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 in the management of health information and in the operation of electronic health record systems. The minor is comprised of 18 semester hours of coursework.

Required Courses:

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

INTERNSHIPS

HEALTH CARE MANAGEMENT PROGRAM INTERNSHIP

The Management Internship (HCM 481) 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. Internships are available in hospitals, long term care organizations, clinics, health organizations and health related companies. Healthcare research experiences are also available.

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.

During the students’ time within the organization, they should focus on observation, activities, and projects in six basic areas.

- **Management Experience** - The students should have an opportunity to research, observe and become familiar with the nature and structure of the organization.
- **Technical Experience** - The students should understand and be able to discuss the technical aspects of the organization’s business(es).
- **Project Experience** - Students are expected to develop, with their preceptor,

specific projects where they are responsible for specific outcomes.

- **Cultural Experience** - The students should become familiar with the cultural aspects of the organization.
- **Personal Management Experience** - The internship opportunity gives the students the chance to operate in a situation where they are expected to be at a specific job for a specific time. The students should be aware of the work requirements of the job and of their response to those requirements.
- **Service-Learning Experience** - The Health Care Management Internship is designed as a service-learning experience. Service learning is an educational approach that integrates community service, academic learning, and civic learning.

INTERNSHIP APPLICATION AND PLACEMENT

All coursework in the Health Care Management curriculum must be completed prior to enrollment in the internship.

Internship may not be taken with:

- HCM major degree requirement courses
- UAB Core requirement courses

Internship may be taken with:

- Electives
- Courses toward a minor degree
- Pre-requisites for graduate school

The student will be notified of internship eligibility during the semester prior to the internship. The student will complete the internship application and participate in the internship placement process.

- The Instructor will use the information from the application process to determine potential internship sites. The Instructor will select and assign the internship site.
- The student may request a specific internship site or preceptor. The Instructor will review the request and determine if the request meets the internship objectives.
- A student can complete an internship at a current place of employment. In this situation, a student cannot undertake an internship experience with a current direct supervisor. The student should also complete activities or duties outside of current job responsibilities. The Instructor will either approve or recommend a different site.
- Students with four or more years of management experience in a health professions discipline may be eligible for an optional Alternative Internship experience. The Alternate Internship experience includes a management project

- supervised by a project preceptor.
- The process of securing the internship site for the student may be lengthy especially for out-of-state internships. An affiliation agreement is required for all internship sites.
- When the site has been selected and the internship preceptor confirmed, the Instructor will notify the student and provide internship site information. The preceptor and intern will be provided with a copy of the current Internship Handbook.

REGISTRATION AND TIME REQUIREMENTS

The internship requires a significant amount of time and effort. The internship is a three or six credit hour course (HCM 481) required for all Health Care Management majors. The internship may be completed in the fall, spring, or summer semester.

The hours are composed of facility-based time, work, and projects planned with the internship preceptor. A schedule for the required hours should be developed between the student and the preceptor. Students who are currently employed may need to discuss the internship requirements and job responsibilities with their supervisor. It may be necessary to discuss schedule flexibility, vacation, or other work schedule adjustments.

CREDIT HOURS

- 6 credit hours (240 hours): General Manager Track, Health Informatics Fast Track and Health Care Quality & Safety Fast Track
- 3 credit hours (120 hours): Clinical Manager Track

PLEASE NOTE: Internships are not designated as 'online' even if the degree program is offered online. Tuition for professional practice courses is assessed based on the student's official residency status. If your official residency is out of state at the time of internship, you will be charged out-of-state tuition regardless of the location of your internship.

INTERNSHIP POLICIES

During the internship, the student is required to follow organizational policies. The student is expected to behave in a professional and ethical manner which includes complying with all rules, policies and procedures that are standard for employees in the internship organization. It is expected that the student dress in a professional manner that fits the culture of the organization. Failure to comply could impact the final course grade or result in dismissal from the internship site.

The student is responsible for transportation, meals and lodging expenses incurred during the internship.

INTERNSHIP HEALTH REQUIREMENTS

IMMUNIZATIONS:

Even for non-clinical activities in healthcare organizations, interns may be at a higher risk of contracting or transmitting certain diseases. Therefore, the School of Health Professions has a policy that all Healthcare Management students (HCMG & HCMQ) must be immunized for Measles, Mumps, Rubella (MMR); Tetanus, Diphtheria, Acellular, Pertussis (Tdap); Varicella, Meningococcal and Tuberculosis. See the [UAB Student Health Website](#) for immunization requirements.

Students are required to comply with any third-party organization vaccination requirement unless an exemption is approved by that third-party organization. If a student does not comply with a vaccination requirement or receive an exemption, the internship placement may be impacted.

BACKGROUND CHECK AND DRUG SCREEN:

All Health Care Management students are required to undergo a background check and drug screen through DISA CB prior to internship. The background check and drug screen are not waived for any reason. The student will receive instructions during the internship placement process. The student will use a Package Code and payment will be required at the time of the request.

Codes and prices (prices subject to change):

- AH01: \$92.74- first background check and drug screen
- AH01re: \$81.74- repeat background check and drug screen
- AH01DT: \$47.99- repeat drug screen only (includes dilute negative results)

The results of the background check and drug screen are posted to the DISA CB site in a secure environment, where the school representative can view the results. The Instructor receives a compliance report.

If the results of the background check or drug screen contain an issue, the results may be shared with the internship site representative to determine if the student can participate in the internship experience. A student with a background check or drug screen issue may not be able to complete the internship at certain site or may not be able to complete the internship or program.

If an additional drug screen is required, the cost is the responsibility of the student. If the result is deemed inconclusive, the student is required to retake the test.

If an internship site requires additional screenings, the intern may be responsible for the cost.

INSURANCE:

Students are required to follow the UAB health insurance requirement. Students are also covered by liability insurance provided by UAB during their internship.

HIPAA AND FERPA:

Students are required to complete the UAB HIPAA & FERPA training prior to internship. The student is expected to adhere to the organization's Health Insurance Portability and Accountability Act (HIPAA) & Family & Educational Rights & Privacy Act (FERPA) confidentiality policies. The University of Alabama at Birmingham does not consider itself a party to this arrangement and will not enter into any HIPAA arrangements between the student and the organization. A student who violates the confidentiality rules may be subject to dismissal from the internship.

PHYSICAL EXAM:

A physical exam may be required by the internship organization.

ADVISING & MENTORING

ACADEMIC ADVISING

- The HCM Academic Advisor is located in the School of Health Professions Building, room 550C.
- Students should communicate and have consistent contact with their assigned academic advisor for academic and career-related counseling.
- Students are provided with the access to the HCM Student Center on Canvas upon admission to the HCM program. The site includes program information, resources, and announcements.
- 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.

POLICIES & STANDARDS

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 from their academic advisor before repeating courses. 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 is not initiated by the HCM program. For additional info, see the Academic Forgiveness Policy in the Undergraduate Catalog.

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 describe 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 advisor of the program.

ONLINE COURSE POLICIES

- 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.
- 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 time frame). The course instructor should be contacted and arrangements made if it is necessary to miss scheduled activities.
- 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.
- Student names must be included on each paper document and within the text file 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.
- Students who experience technical 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.
- 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 HelpDesk at (205) 996-5555.

- 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.

STUDENT COMPLAINTS

Students should always feel free to voice concerns or complaints about the program to the appropriate faculty member including course directors, academic advisors, the HCM Program Director, Director of Student Affairs and Department Chair. If the student has a complaint or concern about a particular course, the student should first approach the course director. If the complaint is not resolved with the course director, the student should then approach the HCM Program Director. If the complaint is still not resolved with the HCM Program Director, the student may approach the Department Chair. If the complaint is still not resolved with the Department Chair, the student may approach the Associate Dean for Academic and Faculty Affairs. Complaints regarding Title IX or Disability Support Services Issues should involve the respective office.

ACADEMIC MISCONDUCT

The [Academic Integrity Code](#) applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Associate Dean for Academic and Faculty Affairs.

EXPECTATIONS REGARDING ACADEMIC PROGRESS

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.

- Students must have a 2.5 Overall GPA and 2.5 UAB institutional GPA to enroll in HCM 481 Management Internship.
- All coursework in the Health Care Management curriculum must be completed prior to enrollment in the required HCM 481.

GRADE POLICIES

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. First, instructors have the right to assign a grade based on any method that is professionally responsible and applied equitably. 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.

- 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.
- 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.
- Grades awarded as a result of academic misconduct are not considered under this section. Students desiring to appeal grades awarded for academic misconduct will follow processes provided in [UAB Academic Integrity Code](#).
- 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.
 - 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.

- 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.
- 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.
- If the program director or chair determines that there is a legitimate basis for the petition and upholds the student's appeal, the program director or chair will ensure that the assigned grade is appropriately changed.
- The determination and decision of the program director 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.

ACADEMIC EXAMINATIONS AND TESTING

- 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.
- 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 complete examinations through UAB's remote proctoring service ([Respondus Lockdown Browser & Monitor](#))
 - 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.
- Make-up exams for unexcused absences will be conducted at the discretion of the course instructor. An instructor may apply a penalty. 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.

PROFESSIONALISM EXPECTATIONS

UNDERGRADUATE HEALTH CARE MANAGEMENT PROGRAM PROFESSIONALISM POLICY

The Health Care Management (HCM) Program prepares students for leadership and professional roles in healthcare organizations. As future healthcare professionals, students are expected to demonstrate professionalism, integrity, accountability, and respect in all academic, professional, and community settings. Professional behavior is an essential component of student success and career readiness.

Failure to adhere to these expectations may result in corrective action, including grade penalties, removal from professional activities, referral to the university's student conduct process, or dismissal from internships, field experiences, or program-sponsored activities.

I. PROFESSIONAL EXPECTATIONS

Students enrolled in the HCM Program are expected to conduct themselves in a manner consistent with the standards of healthcare professionals.

Students are expected to:

- Demonstrate respect toward faculty, staff, classmates, guest speakers, employers, patients, and community members.
- Arrive on time and prepared for classes, meetings, presentations, and professional events.
- Participate actively and constructively in classroom discussions and group activities.
- Accept responsibility for their actions and assignments.
- Communicate professionally in all written, verbal, and electronic interactions.
- Demonstrate reliability by meeting deadlines and fulfilling commitments.
- Be receptive to feedback and use it for professional growth.
- Maintain confidentiality when discussing healthcare organizations, patients, employees, or other sensitive information.

Professional Email Communication

Email communication should reflect workplace standards and professional etiquette.

Students must:

- Use their official university email account for academic and professional communications whenever possible.
- Include a clear and informative subject line.

- Begin emails with an appropriate greeting (e.g., "Dear Professor Smith" or "Hello Ms. Johnson").
- Write in complete sentences using proper grammar, spelling, punctuation, and capitalization.
- Clearly state the purpose of the email.
- Include a professional closing and signature.
- Allow a reasonable response time (typically 24–48 business hours).

Students should not:

- Use text-message language, slang, emojis, excessive abbreviations, one-line emails, all lower-case letters, or all-capital letters.
- Send emails that are disrespectful, demanding, hostile, or inappropriate.
- Expect immediate responses during evenings, weekends, holidays, or university closures.

Example Professional Signature

Jessica Williams
 Health Care Management Student
 University of Alabama at Birmingham
 jhwilliams@uab.edu

II. CONDUCT AND INTEGRITY

The HCM Program expects students to uphold the highest standards of ethical behavior and academic integrity.

Academic Integrity

Students must:

- Complete all coursework honestly.
- Properly cite all sources and give credit to the work of others.
- Follow university policies regarding plagiarism, cheating, unauthorized collaboration, and misuse of artificial intelligence tools.
- Submit original work unless collaboration is specifically authorized.

Professional Conduct

Students must:

- Treat others with dignity, courtesy, and respect.
- Contribute fairly to team projects and group assignments.
- Avoid disruptive classroom behaviors.
- Respect diverse viewpoints and backgrounds.

- Follow all university, program, internship, and employer policies.

Examples of unprofessional conduct include:

- Academic dishonesty.
- Harassment, discrimination, or bullying.
- Chronic tardiness or absenteeism.
- Disrespectful communication.
- Failure to fulfill responsibilities in team projects.
- Violations of confidentiality.
- Dishonesty or misrepresentation of credentials, experiences, or work.

III. DRESS CODE FOR PRESENTATIONS AND PROFESSIONAL EVENTS

Students represent both themselves and the HCM Program during presentations, employer interactions, networking events, advisory board meetings, career fairs, and professional conferences.

Required Attire

Students should wear business professional or business casual attire as directed by the instructor.

Business Professional Examples for all students:

- Suit or blazer with dress slacks or skirt
- Dress shirt, blouse, or professional top
- Professional dress
- Closed-toe professional shoes or dress shoes
- Conservative accessories and grooming

Business Casual Examples for all students:

- Dress pants, khakis, or professional skirts
- Collared shirt, blouse, sweater, or professional top
- Professional footwear

Not Appropriate for Professional Presentations

- Athletic wear
- Sweatpants or leggings worn as pants
- Pajamas or loungewear
- Flip-flops or slides
- Clothing with offensive language or graphics
- Excessively revealing clothing
- Baseball caps or hats unless worn for religious, cultural, or medical reasons

Faculty may require a higher level of dress for specific presentations, employer visits, interviews, conferences, or networking events.

IV. SOCIAL MEDIA POLICY

Students should recognize that their online presence can affect their professional reputation, employability, and representation of the HCM Program and healthcare profession.

Expectations

Students are encouraged to:

- Maintain professional online profiles and communications.
- Use good judgment before posting content online.
- Protect confidential, sensitive, or proprietary information.
- Demonstrate respect toward classmates, faculty, employers, organizations, and community members.

Students must not:

- Post confidential patient, employee, organizational, or internship information.
- Share photographs, videos, or information obtained through internships or professional experiences without permission.
- Engage in cyberbullying, harassment, threats, or discriminatory conduct.
- Misrepresent themselves as speaking on behalf of the university or the HCM Program.
- Publish content that violates university policies or professional standards.

Professional Reputation

Employers, graduate schools, and healthcare organizations frequently review applicants' online presence. Students are encouraged to consider whether online content reflects the professionalism expected of future healthcare leaders.

Students remain responsible for content they create, share, repost, or endorse through social media platforms.

V. ACCOUNTABILITY

Professionalism is considered an essential competency within the Health Care Management Program.

Faculty may address professionalism concerns through:

1. Verbal feedback or coaching.
2. Written documentation.
3. Grade penalties when professionalism affects course requirements.

4. Removal from professional activities or presentations.
5. Referral to university student conduct processes.
6. Referral to internship preceptors or field placement supervisors.
7. Additional corrective actions as appropriate.

Repeated or serious violations may affect eligibility for internships, leadership opportunities, letters of recommendation, or other professional experiences.

Acknowledgment

Enrollment in the Health Care Management Program indicates a student's commitment to uphold these professional standards and contribute to a respectful, ethical, and professional learning environment.

STUDENT ORGANIZATIONS

HEALTH CARE MANAGEMENT STUDENT ASSOCIATION (HCMSA):

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

UPSILON PHI DELTA HONOR SOCIETY (UPD):

The mission of the Upsilon Phi Delta Honor Society is to recognize, reward, and encourage academic excellence in the study of healthcare management and policy. Membership in UPD is open to individuals who meet the national and local standards of the organization and are accepted into membership of the UAB chapter. As a member of Upsilon Phi Delta, students also have the opportunity to wear graduation cords, signifying this accomplishment and your membership in UPD.