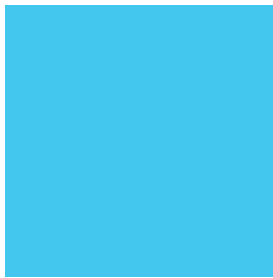


2026-2027 Student Handbook

Department of Health Services Administration

MS in Health Informatics



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

UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION
MASTER OF SCIENCE IN HEALTH INFORMATICS
2026-2027 ACADEMIC HANDBOOK



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08/24/2026

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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

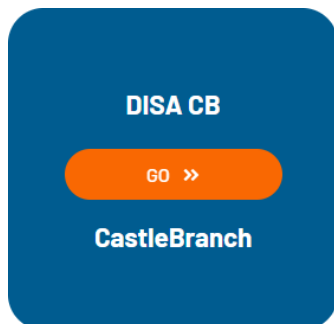
[Disa Healthcare Technology](#) is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features, including document storage, portfolio builders and reference tools. Disa Healthcare Technology 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: MS IN HEALTH INFORMATICS (MSHI) SPECIFIC INFORMATION

PROGRAM OVERVIEW

INTRODUCTION

The Master of Science in Health Informatics (MSHI) is an innovative program designed for clinical and administrative professionals who are seeking to engage in a rigorous forum for developing knowledge and skills that integrate the domains of information and communications technology, the healthcare delivery process, and leadership and management principles. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). UAB has been providing education in this field for over 40 years, and our faculty members are recognized leaders in healthcare IT practice, research, and education.

MISSION, VISION AND VALUES

Through teaching, research, and service, the Master of Science in Health Informatics creates a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and information management. The program educates leaders of healthcare transformation through informatics. We are guided by our values of academic rigor, ethical practice, collaborative excellence, and compassionate accountability.

OVERVIEW

The Master of Science in Health Informatics (MSHI) program is within the UAB Graduate School. The program is housed within the Department of Health Services Administration, School of Health Professions, at the University of Alabama at Birmingham. The program offers four specialized tracks that allow students to concentrate their studies in Data Analytics, User Experience, Artificial Intelligence, or Research.

Students graduating with an MSHI will gain a deeper understanding, with increased specificity in their area of specialization, of Health Informatics in the truest sense. With courses in the effective design and use of information systems, databases, software, hardware and networks, students in the MSHI program learn how to successfully manage the flow of information throughout a healthcare ecosystem. Students also learn the value of building a solid business case for the purchase, implementation and use of technology across multiple diverse healthcare environments. Graduates are equipped

with knowledge for upskilling and are prepared to become senior and executive level leaders in the healthcare industry.

We prepare health informatics professionals to meet the growing demand for highly qualified healthcare IT leaders. Entry into the MSHI program can be through a variety of channels:

- Direct application to the MSHI program
- Collaborative programs
 - Prior earned Graduate Certificate in Clinical Informatics from UAB
 - Enrollment in the Bachelor of Science in Health Care Management to Master of Science in Health Informatics fast-track program
 - Coordinated degree with Master of Science in Health Administration

FACULTY AND STAFF

Our faculty and staff are teachers, scholars, researchers and leaders who provide exceptional mentoring and training. They are prepared to deliver high-quality education to all our students. Visit our website by clicking [here](#) to see our faculty and staff.

ACCREDITATION

The MSHI program is accredited by CAHIIM, the Commission on Accreditation for Health Informatics and Information Management Education. Accreditation is assessed against the 10 foundational domains for Health Informatics identified by the American Medical Informatics Association. MSHI courses are designed to address and assess competencies across these domains. As shown on the CAHIIM, website which can be accessed by clicking [here](#), *students in the health informatics discipline should have working knowledge and competency of these foundational domains as they define and affect the practice of health informatics. The program graduate is expected to demonstrate the knowledge, skills, and attitudes that exist in the following domains:*

- F1. Health
- F2. Information Science and Technology
- F3. Social and Behavioral Science
- F4. Health Information Science and Technology
- F5. Human Factors and Socio-technical Systems
- F6. Social and Behavioral Aspects of Health
- F7. Social, Behavioral, and Information Science and Technology Applied to Health
- F8. Professionalism
- F9. Interprofessional Collaborative Practice
- F10. Leadership

REQUIRED ACADEMIC KNOWLEDGE, SKILLS, AND ATTITUDES

Academic knowledge, skills, and attitudes are those specifically needed to function within the classroom setting (online, in-person) to produce deliverables that meet requirements set forth by individual program faculty. These knowledge, skills, and attitudes are then transferable to the workplace. Specific foundational domains for competence for the MSHI are set forth by the American Medical Informatics Association and the Commission on Accreditation of Health Informatics & Information Management Education, also known as CAHIIM. A visual representation can be reviewed below:

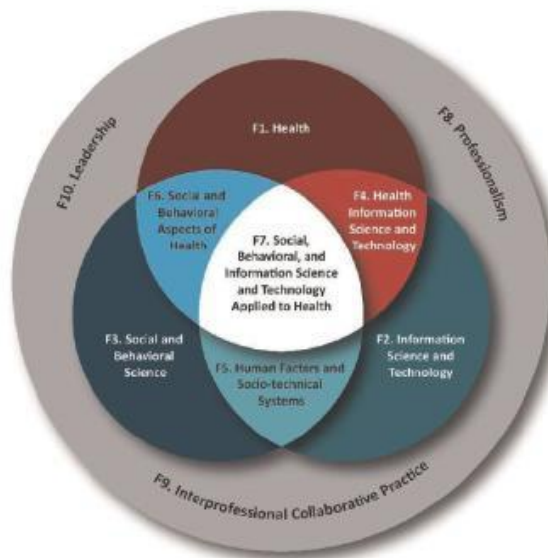


Figure 1. Foundational domains of applied health informatics. Graphic: Christina Lorenzo, MS in Biomedical Visualization, 2017, Department of Biomedical and Health Information Sciences, University of Illinois at Chicago.

Valenta, A. L.; Berner, E. S.; Boren, S. A.; Deckard, G. J.; Eldredge, C.; Fridsma, D. B.; Gadd, C.; Gong, Y.; Johnson, T.; Jones, J., AMIA Board White Paper: AMIA 2017 core competencies for applied health informatics education at the master's degree level. 2018, 25, (12), 1657-1668.

REQUIRED INTERPERSONAL & COMMUNICATION SKILLS

Interpersonal skills encompass verbal, non-verbal and written exchange of information. To be successful in the healthcare industry, graduates must possess effective interpersonal skills to manage a diverse variety of stakeholder relationships and the communication skills to clearly engage these stakeholders.

PROFESSIONALISM

1. Commitment to ethical principles pertaining to business practices and security & confidentiality of information
2. The ability to identify, use and manage emotions (one's own and others') in positive ways to maintain positive relationships with others
3. Ability to work in teams effectively

4. Ability to present information to a group of people in a structured, deliberate manner

COMMUNICATION

1. Ability to communicate clearly with others in written and verbal form
2. Ability to use effective listening (verbal and non-verbal) skills to make appropriate decisions

ADMISSIONS & ENROLLMENT REQUIREMENTS

CRITERIA AND REQUIRED MATERIALS

ADMISSION STANDARDS

Admission in good academic standing to the Master of Science in Health Informatics (MSHI) program requires the following:

- An undergraduate, graduate, or professional degree from a regionally accredited college, university, or an international equivalent of a four-year degree
- Minimum GPA of 3.0 (4.0 = A) in the last 60 hours of coursework
- Completion of a program-specific application that includes, but is not limited to, a personal statement, current resume or curriculum vitae (CV) outlining professional work experience, official transcripts, and an online application fee
- TOEFL/IELTS/PTEA/Duolingo test scores (international students only)
- Two confidential letters of recommendation
- Admission interviews

TERM OF ENROLLMENT

The Master of Science in Health Informatics (MSHI) admits only in the Fall semester.

PREREQUISITES

The MSHI program requires an introductory programming language course in SQL. This requirement may be waived if the applicant's undergraduate coursework or current professional work requires knowledge of the programming language. An online minicourse is available to students who do not meet this requirement.

Completion of three credit hours of an undergraduate or graduate course in statistics with a B or better in the last five years is also required. An online minicourse is available to students who do not meet this requirement.

APPLICATION PROCEDURES

The application procedure for the Master of Science in Health Informatics (MSHI) requires an online application through the UAB Graduate School which can be reviewed [here](#).

ADMISSION

The Admissions Committee for the Master of Science in Health Informatics (MSHI) reviews applications and will conduct interviews when determining an entry decision. Applicants receive admission decisions via email from the Program Manager. The Dean of the UAB Graduate School will also communicate official admission decisions via email.

MINIMUM SOFTWARE/HARDWARE REQUIREMENTS

- Operating System: Windows 10 (either on PC or VM on Mac)
- Processor: 2 GHz (At least one dedicated core for VM on Mac)
- Memory: 4 GB (4-6 GB for Mac)
- Storage: 50 GB (50-70 GB for Mac)
- Network: Reliable Internet connection (when needed by a software, ability to open ports on firewall)
- Webcam and microphone

Note: The capstone project may demand higher software/hardware requirements.

DEFERRAL POLICIES

Students wishing to defer their admission should submit a deferral request under the Links/Forms section of BlazerNET by August 1 if deferring to the next fall semester.

TRANSFER CREDIT POLICIES

The Master of Science in Health Informatics adheres to the UAB Graduate School policy on transfer credit. Visit the UAB catalog by clicking [here](#) for more details.

CONTINUOUS ENROLLMENT REQUIREMENTS

To maintain active status in the Master of Science in Health Informatics (MSHI) program, students must be continuously enrolled in at least one credit hour every consecutive semester (Fall, Spring, and Summer) from the time of matriculation until degree completion. Students who fail to register for coursework in any given semester without an approved, formal Leave of Absence will be considered inactive and may be subject to administrative withdrawal from the Graduate School. Inactive students who wish to resume their studies may be required to formally reapply to the program.

LEAVE OF ABSENCE, RE-ENTRY & WITHDRAWAL PROCEDURES

The Master of Science in Health Informatics adheres to the UAB Graduate School procedures on leaves of absence, re-entry, and withdrawal. [Visit the UAB catalog for more details.](#)

DEGREE REQUIREMENTS

CREDIT HOURS

The Master of Science in Health Informatics consists of 45 credit hours.

CURRICULUM OUTLINE

Students must complete all degree requirements of the MSHI program. Students are required to master foundational concepts prior to moving on to topics that are more complex. The Master of Science in Health Informatics (MSHI) has an official course sequence pre-determined by the program; courses are only offered in certain semesters and some courses have prerequisites. Visit the UAB Catalog website by clicking [here](#) for course descriptions. Students are highly encouraged to follow the prescribed sequence to ensure successful completion of the MSHI program. For students whose sponsoring/funding agent requires nine credit hours per semester, you will work under the advisement of the Program Director to enroll in elective courses to support your final capstone project. This enrollment satisfies the nine-semester-hour requirement for full-time status.

The following is the curriculum sequence for the single degree MSHI program (those in collaborative programs, including those entering from the Clinical Informatics Graduate Certificate will have a different sequence):

YEAR 1 FALL (CORE) – 8 SEMESTER HOURS

- HI 599: Professional Development, 0 credit hours.
- HI 611: Introduction to Health Informatics and Healthcare Delivery, 4 credit hours.
- HI 613: Analysis and Design of Health Information Systems, 4 credit hours.

YEAR 1 SPRING (CORE) – 9 SEMESTER HOURS

- HI 614: Clinical and Administrative Systems, 3 credit hours.
- HI 617: Principles in Health Informatics, 3 credit hours.
- HI 620: Security and Privacy in Healthcare, 3 credit hours.

YEAR 1 SUMMER (CORE) – 9 SEMESTER HOURS

- HI 618: Research Methods in Health Informatics, 3 credit hours.
- HI 619: Databases and Data Modeling, 3 credit hours.
- HI 621: Strategic Planning, Project Management and Contracting, 3 credit hours.

YEAR 2 FALL (DATA ANALYTICS TRACK) – 7 SEMESTER HOURS

- HI 599: Professional Development, 0 credit hours.
- HI 641: Healthcare Data Analytics Challenges, Methods, and Tools, 3 credit hours.

- HI 642: Advanced Data Management and Analytics for Healthcare, 3 credit hours.
- HI 671: Data Analytics Capstone Project I, 1 credit hour.

YEAR 2 SPRING (DATA ANALYTICS TRACK) – 7 SEMESTER HOURS

- HI 643: Business Intelligence for Healthcare, 3 credit hours.
- HI 646: Advanced Quantitative Methods for Health Informatics, 3 credit hours.
- HI 673: Data Analytics Capstone Project II, 1 credit hour.

YEAR 2 SUMMER (DATA ANALYTICS TRACK) – 5 SEMESTER HOURS

- HI 624: Leadership Theory and Development, 2 credit hours.
- HI 675: Data Analytics Capstone Project III, 3 credit hours.

YEAR 2 FALL (USER EXPERIENCE TRACK) – 7 SEMESTER HOURS

- HI 599: Professional Development, 0 credit hours.
- HI 656: Human Factors in Healthcare IT Systems, 3 credit hours.
- HI 657: Human-centered Research Design Methods for Healthcare, 3 credit hours.
- HI 672: Healthcare User Experience Capstone Project I, 1 credit hour.

YEAR 2 SPRING (USER EXPERIENCE TRACK) – 7 SEMESTER HOURS

- HI 658: Development of User Centered Health Information Systems, 3 credit hours.
- HI 659: Qualitative Synthesis for Healthcare Insights, 3 credit hours.
- HI 674: Healthcare User Experience Capstone Project II, 1 credit hour.

YEAR 2 SUMMER (USER EXPERIENCE TRACK) – 5 SEMESTER HOURS

- HI 624: Leadership Theory and Development, 2 credit hours.
- HI 676: Healthcare User Experience Capstone Project III, 3 credit hours.

YEAR 2 FALL (ARTIFICIAL INTELLIGENCE TRACK) – 7 SEMESTER HOURS

- HI 599: Professional Development, 0 credit hours.
- HCI 611: Foundations of AI in Medicine, 3 credit hours.
- HI Elective, 3 credit hours.
- HI 680: Artificial Intelligence Capstone Project I, 1 credit hour.

YEAR 2 SPRING (ARTIFICIAL INTELLIGENCE TRACK) – 4 SEMESTER HOURS

- HCI 614: Integration of AI in Clinical Workflow, 3 credit hours.
- HI 681: Artificial Intelligence Capstone Project II, 1 credit hour.

YEAR 2 SUMMER (ARTIFICIAL INTELLIGENCE TRACK) – 8 SEMESTER HOURS

- HI 624: Leadership Theory and Development, 2 credit hours.

- HCI 612: Applications of AI in Medicine, 3 credit hours.
- HI 682: Artificial Intelligence Capstone Project III, 3 credit hours.

YEAR 2 FALL (RESEARCH TRACK) – 7 SEMESTER HOURS

- HI 599: Professional Development, 0 credit hours.
- INFO 696: Introduction to Biomedical Informatics Research, 3 credit hours.
- HI Elective, 3 credit hours.
- HI 677: Research Capstone Project I, 1 credit hour.

YEAR 2 SPRING (RESEARCH TRACK) – 7 SEMESTER HOURS

- INFO 697: Biomedical Informatics Methods, 3 credit hours.
- HI Elective, 3 credit hours.
- HI 678: Research Capstone Project II, 1 credit hour.

YEAR 2 SUMMER (RESEARCH TRACK) – 5 SEMESTER HOURS

- HI 624: Leadership Theory and Development, 2 credit hours.
- HI 679: Research Capstone Project III, 3 credit hours.

CAPSTONES

All students are required to complete a track-specific applied capstone project to fulfill the requirements for the MSHI program and to qualify for graduation. The capstone project should be useful to the organization for whom the project is being completed and must be approved in the second-year fall semester by the academic advisor. The capstone is a series of three courses (fall, spring, summer) and is completed during the second year of the MSHI program. The capstone culminates with a formal presentation and written paper. All coursework must be completed and submitted prior to graduation. Students who have not completed the capstone project or cleared incompletes will graduate in the term in which all work has been satisfactorily completed.

STEPS TO COMPLETING DEGREE

A summary of the steps required for the Master of Science in Health Informatics:

1. Admission to program
2. Adherence to expectations regarding academic progress policy (see section on expectations regarding academic progress)
3. Satisfactory completion of coursework and capstone project
4. Application for degree. See UAB Academic Calendar by clicking [here](#) for the deadline
5. Completion of all financial obligations to the University of Alabama at Birmingham
6. Conferring of degree

ADVISING & MENTORING

ADVISOR/MENTOR ASSIGNMENT PROCESS

Each student is assigned a faculty advisor by the Program Director at the start of the program to provide academic guidance and support throughout their course of study and to mentor them during the completion of their capstone project.

CHANGING ADVISORS/MENTORS

Requests to change a faculty advisor will be considered only under rare circumstances, at the discretion of the Program Director, and are subject to faculty availability. Students who wish to request a change in faculty advisor should contact the Program Director directly.

EXPECTATIONS FOR FACULTY ADVISORS AND STUDENTS

The faculty advisor-student relationship is a collaborative partnership designed to foster a deeper experiential understanding. Students are expected to take active ownership of their learning by proactively approaching their faculty advisors with any problems or hurdles they may be experiencing related to their courses, capstone project, or the broader program. Students are expected to attend and actively participate in all advising sessions established by their advisors. Throughout the program and particularly during the rigorous capstone phase, students are expected to consistently communicate with their advisors, actively explore project topics, independently incorporate feedback, and responsibly drive their projects forward while adhering to established timelines. In turn, faculty advisors are expected to foster a supportive and efficient environment by providing timely responses to student concerns, questions, and draft submissions. Advisors monitor student participation, ensure project scopes are appropriate and feasible, and offer continuous feedback and guidance from project inception through the final oral presentation.

PROGRAM POLICIES & STANDARDS

EXPECTATIONS REGARDING ACADEMIC PROGRESS

To be in good academic standing in the Graduate School, a student must maintain a grade point average of at least 3.0 (on a 4.0 scale). Students may be dismissed upon earning the third “C” throughout the duration of the MSHI program or by earning a grade of “F” in any course. Any courses that are being transferred in (such as certificate courses) in which a “C” was earned count toward this rule. Students will be considered to be making satisfactory progress toward the degree if they follow the prescribed course sequence established by the program. Students whose schedules vary from the sequence should discuss this variance with the Program Director.

GRADE POLICIES

The MSHI program adheres to the standard UAB Graduate School grading system. Academic performance is evaluated on a 4.0 scale:

- A letter grade of A equates to 90.00% – 100.00%) and indicates superior performance and mastery of the subject matter.
- A letter grade of B equates to 80.00% – 89.99% and indicates satisfactory, graduate-level understanding and performance.
- A letter grade of C equates to 70.00% – 79.99% and indicates marginal performance and areas of deficiency in understanding.
- A letter grade of F is less than 70.00% and indicates failure to meet course requirements.

ACADEMIC PROBATION & DISMISSAL PROCEDURES

Students who are admitted on probation must demonstrate their ability to perform at the level required for graduation by establishing good academic standing at the end of the first semester. Students who do not accomplish this level of performance may be dismissed from the program and the UAB Graduate School.

A student who has been in good academic standing, but who at the end of any regular term fails to meet the criteria to continue in good academic standing (a 3.0 grade point average or better), may be placed on probation. Such a student must re-establish good academic standing within the next two regular terms of graduate study undertaken. Students who do not accomplish this level of performance may be dismissed from the Program and the UAB Graduate School.

A student who earns three grades of "C" or any grade of "F" on any course taken in pursuit of the MSHI degree may be dismissed from the program. For students in coordinated-degree programs or other collaborative programs, the programs are treated as one and the grades will apply across both programs. For example, if the student earns an "F" in a coordinated-degree program, that could result in dismissal from the MSHI program, even though the "F" was not earned in a MSHI course. It is the Program Director's prerogative to decide if a student may enter their final semester with a grade point average of less than 3.0 in academic coursework needed to complete the MSHI degree. A grade of Incomplete ("I") is a temporary designation granted only under documented, exceptional circumstances. A student receiving a grade of "I" in a course has until the end of the following semester to remove the deficiency or the grade is automatically changed to an "F." **It is the student's responsibility to keep track of this timing and avoid this from happening. Once the "I" has rolled over to an "F," it will not be changed.**

TIME LIMITATIONS

MSHI students are generally expected to complete all degree requirements within 2 years of matriculation. If mitigating circumstances preclude completion of requirements within the time limits, please contact the Program Director with a request for extension that includes a plan and timeline for completion. This plan will be submitted to the Graduate School for approval. The time to degree should not exceed five years from the date of the first course.

REGISTRATION

It is each student's responsibility to be registered for the appropriate courses. Students are expected to register through the UAB registration portal on BlazerNET which can be accessed by clicking [here](#). Registration may commence as soon as the student has received notification of admission from the Graduate School, but no sooner than 60 days before classes are to begin. Continuing students should register before final exams in their current semester. Certain courses will require an "override" by MSHI staff, and it is the responsibility of the student to contact the appropriate person to perform that override. Because of this need, it is ***strongly recommended*** that students register as early as possible and not wait until the last minute. We will not waive late registration fees. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end according to UAB Academic Calendar. Students experiencing difficulty (outside of overrides) with BlazerNET should contact the Office of the Registrar. Their website can be reviewed by clicking [here](#).

HOW TO REGISTER USING BLAZERNET

1. Access BlazerNET with your web browser.
2. Log in with your Blazer ID and strong password.
3. Click on the *Student Resources* tab
4. View the Registration Tools channel. Select either *Look Up Classes* to gather CRNs or *Add or Drop Classes* if you already have the course reference numbers.
5. Register for the appropriate courses by either clicking the checkbox to the left of the course on the *Look Up Classes* screen, or by submitting CRNs in the blocks on the *Add or Drop Classes* page.
6. Please make sure that your course schedule states *Web Registered* and that you can view all of your classes on the *Student Detailed Schedule* page. A BlazerNET Registration Guide is available on the *Student Resources* tab if you need more assistance.

LATE REGISTRATION (ADD/DROP CLASSES)

Starting with the first day of regular classes, a late registration fee will be charged. Please see the UAB Academic Calendar linked [here](#) for the last day to Add/Drop classes.

SYNCHRONOUS COURSE SESSIONS

Many of the courses (coded QJ) have synchronous sessions that require attendance/participation. Each course syllabus will have scheduled dates/times and attendance requirements. It is the responsibility of the student to communicate with the course instructor if they cannot attend a required synchronous session. If a course has required synchronous sessions, they are typically scheduled in the evenings and not scheduled on Fridays.

- You are expected to attend all class meetings as defined by your instructors and the program and other planned meetings (e.g., team or group meetings).
- Be on time and do not expect to leave early.
- Be prepared and participate meaningfully in all synchronous class sessions.
- Be interested in and interesting to others in your class. Participating is not only about what you learn, but what others might learn from you. Engage your instructor and peers in meaningful discussion of the class topics. Participants must be engaged and make significant contributions.
- It is our expectation that you will come to class prepared to contribute meaningfully to discussions. Class assignments are akin to business work assignments.
- Ask questions to seek understanding and answer questions to the best of your ability. If you do not understand an assignment or topic, it is your responsibility to explore ways to comprehend the material.

RESIDENTIAL VISITS

DATES

The Fall 2026 MSHI Residential Visit will be held ***Wednesday, August 19th through Friday, August 21st.***

The Spring 2027 MSHI Residential Visit will be held ***Wednesday, January 13th through Friday, January 15th.***

ATTENDANCE

All residential visits are **MANDATORY**. If you must miss a portion of any session, inform the Program Director in advance (or as soon as practical) of the reason you must miss any portion of the residential visit. If you become ill or have a legitimate reason to leave the residential visit early, inform the Program Director of the circumstances. Documentation will be required for any of the legitimate reasons to miss a portion of the residential visit.

DRESS CODE

Business casual is expected during residential visits. Clothing that is immodest or suited for parties, sporting events, and other social occasions is not suitable for residential visits.

PROFESSIONALISM EXPECTATIONS

PROFESSIONAL EXPECTATIONS

Students are expected to demonstrate ethical and professional behavior by adhering to business standards and maintaining the security and confidentiality of information; foster positive interpersonal relationships through effective emotional awareness and management; collaborate productively within teams; and communicate information clearly and professionally through organized presentations and discussions.

ACADEMIC INTEGRITY AND STUDENT CONDUCT

Students are expected to adhere to the UAB Academic Integrity Code linked [here](#) and Student Conduct Code linked [here](#). It is the student's responsibility to both understand and comply with these and all other UAB policies which can be reviewed [here](#). If you have questions/concerns about the academic integrity policy, please contact the Program Director. Violations of either policy will be addressed following university procedures outlined in each policy.

The MSHI follows the SHP Grievance Procedures for Violations of Academic Standards. The policy can be reviewed [here](#).

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards of behavior. The MSHI program regards honesty and integrity as qualities essential to professional practice and health services. The purpose of this policy is to promote guidelines so that each student can fully develop their individual potential and to cultivate behaviors, attitudes, and values that will contribute to their performance as a leader. This policy governs student conduct in all academic activities associated with the MSHI program.

Each student is expected to:

1. truthfully represent fact and self at all times and not misrepresent one's work at any time; (Examples include always making correct representation for work presented as one's own. Work presented as group work should be the product of the specified members of the group. Work presented as individual work should be the product of that individual alone. Group work assumes collaboration by all members of the group. All other work should be an individual effort.)

2. not seek an unfair advantage over other students, including, but not limited to, giving or receiving unauthorized aid during completion of academic requirements; (Examples of an unfair advantage include receipt and/or use of test and/or test preparation material, paper and/or paper preparation material, and project and/or project preparation material from either the current academic year or a prior academic year obtained without authorization and consent of a faculty member, use of instructors' manuals, or other material not intended for student use.)
3. report violations of these expectations and to cooperate with any investigation of an alleged violation; and
4. obey applicable organizational rules and laws, including confidentiality of information.

Reports of suspected academic misconduct can be confidentially initiated, without fear of retaliation, by a faculty or staff member, preceptor, or student colleague who has direct knowledge of such behavior. Some instances within an individual class on an individual assignment may be handled on a case-by-case basis with the instructor and may also be reported to the Program Director. If necessary (for instance, if another student is bringing forth a charge, or if a preceptor is bringing forth a charge), the instructor will then notify the student of the charge and provide the student with an opportunity to respond. The Program Director may be notified of all reports of suspected academic misconduct that result in counseling a student.

CLASSROOM ETIQUETTE

All phones, tablets and other portable devices should be turned off during class. If you anticipate an emergency, set your device to vibrate. The use of cell phones for talking and/or texting in class is not allowed. Avoid leaving class for any reason. If you anticipate having to leave or must take a call, please inform the instructor in advance.

DISTANCE LEARNING AND CANVAS

Each course will employ a variety of distance-learning instructional methods. Course requirements may involve reading selections from texts, periodicals, and empirical literature; participating in online discussions with instructors and fellow students; conducting applied projects; writing research papers; and completing assignments that are designed to reinforce course principles and analytic skills. Students will access course materials, syllabi, readings, assignments, etc. via the online Canvas system or through the UAB library system. Canvas course sites can be accessed through [BlazerNET](#) or [Canvas](#). Students should monitor their course sites routinely for communication from faculty and to manage course assignments. Course sites are available on the first day of class for each semester.

Assignments and due dates will be described in the course syllabus at the beginning of each semester. Course materials (including readings, assignments, and course announcements) will be available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates.

Assignments should be submitted via Canvas. Email is not a reliable method for submitting assignments and is discouraged for this purpose. Canvas has a messaging feature that should be used for all communication with instructors.

Communication between students and instructors is key to the success of any distance-learning activity. Instructors are accessible via email, phone call, and/or video conferencing during the off-campus portion of the course. Additionally, faculty are in the office regularly and you are encouraged to visit with them in person as geography permits. Please refer to the course syllabus for contact information and details regarding instructor availability and communication expectations.

TEST PROCTORING

Proctoring for online examinations will be done with either ProctorU linked [here](#) or Lockdown Browser and Monitor linked [here](#), at the discretion of the instructor. For both of these you will need a webcam as well as a computer with internet access. Laptops with integrated webcams will work also. These test taking systems have a person watching while you take the exam and record the session. In both cases, you will have to show identification and comply with other instructions that are provided.

TEAM/GROUP ACTIVITIES

In preparation for students assuming leadership roles in health informatics, there is a strong emphasis on team participation in the MSHI program. Working in teams, often remotely, is a characteristic of the healthcare IT workplace today. Many courses will have at least one team or group project. In most cases, the teams are self-organizing—identifying leaders, setting internal deadlines, assigning tasks.

The team will establish a set of team norms, which include the expectations for participation, quality of work, communication, meetings, and deadlines, and responses to infractions of the norms. To facilitate team collaboration, we will do a survey at the beginning of the program where students can indicate their preferred time to meet and other information that helps forming cohesive teams. This information will be shared with all instructors and if there are changes over the course of the program, the student needs to communicate the changes to their individual instructors.

USE OF GENERATIVE AI AND AI TOOLS IN THE CLASSROOM

The use of generative AI (GAI) and other AI tools, referred here to as “AI” collectively, in the classroom is at the discretion of the individual instructor. If AI is allowed in the

classroom, the following are suggested guidelines – the guidelines of the individual instructor may vary:

- **Academic Integrity:** The use of AI should not be a substitute for critical thinking or academic rigor. If you use AI, then you are expected to use it as a tool to complement and enhance your own knowledge and skills. Any form of academic misconduct, such as plagiarism, cheating, or misrepresentation of work, is strictly prohibited.
- **Citation and Acknowledgment:** When using AI for the designated assignments, you must appropriately cite and acknowledge their use. This includes documenting the AI tools used, the prompts provided, and any other relevant information about the AI-assisted process. Failure to properly acknowledge the use of AI tools may be considered a form of academic dishonesty.
- **Review and Verification:** AI tools have limitations, and their accuracy is not guaranteed. They may also perpetuate biases due to their algorithms. It is your responsibility to review and verify the output generated by AI and to use your own critical thinking skills and judgment in interpreting and utilizing the results. Any errors or omissions resulting from the use of AI are your responsibility.
- **Privacy and Protected Health Information (PHI):** AI tools may pose privacy risks. You may not submit PHI to such platforms due to their inadequate safety measures. Always ensure that you comply with privacy regulations and protect sensitive information.

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 Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration and required procedures. The DSS website is linked [here](#). Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff.

Students who may need course accommodations should make an appointment with the instructor to discuss their needs. Students with disabilities must be registered with Disability Support Services (DSS) and provide an accommodation request letter before receiving academic adjustments. DSS is located in the Hill Student Center, Suite 409 1400 University Blvd, Birmingham, AL. Additional information is available on the DSS website or by calling (205) 934-4205 (Voice) or (205) 934-4248 (TDD).

FUNDING & FINANCIAL INFORMATION

SCHOLARSHIPS

A variety of scholarships and awards are available to second-year MSHI students. Please consult with the Program Director or Program Manager for more information. Typically, emails will be sent out alerting students of scholarship opportunities. In addition, first- and second-year students can explore scholarships through the [UAB Graduate School](#) and the [School of Health Professions](#).

PROFESSIONAL ORGANIZATIONS

Active engagement in professional organizations is a critical component of professional development for emerging healthcare IT leaders. Participation in these organizations provides students with invaluable networking opportunities, access to industry best practices, and exposure to the latest technological advancements and regulatory shifts shaping healthcare delivery. By stepping beyond the classroom and integrating into the broader professional community, students build a foundation for lifelong learning, strategic collaboration, and industry advocacy.

HEALTHCARE INFORMATION AND MANAGEMENT SYSTEMS SOCIETY (HIMSS)

HIMSS is a mission-driven independent society, a global thought leader, and an advisor dedicated to creating an informed and empowered community of providers, innovators, and individuals.

HIMSS stands apart by bridging strategic and visionary ideas with practical execution, empowering health systems and governments globally to achieve measurable impact for the future of health and care. Their website can be accessed by clicking [here](#).

HIMSS ALABAMA CHAPTER

At the chapter level, the HIMSS Alabama Chapter brings a focus on measurable impact, responsible AI, and trusted digital health transformation to Alabama's healthcare community. The chapter connects providers and innovators with global strategies, benchmarks, and conversations that help shape the future of health through practical local execution. Their website can be accessed by clicking [here](#).

AMERICAN MEDICAL INFORMATICS ASSOCIATION (AMIA)

AMIA is the professional home for informaticians dedicated to advancing a world where informatics transforms health and healthcare. By bringing together experts who collect, analyze, and apply data to improve care and decision-making, AMIA supports innovation that drives healthcare transformation, accelerates reform, and improves outcomes for millions of people. Through leadership, collaboration, and professional

development, AMIA helps shape the future of informatics and its impact on patient care, public health, and healthcare delivery. Their website can be accessed by clicking [here](#).