

# 2025 - 2026 Student Handbook

Department of Health Services Administration  
Executive Doctor of Science (DSc) in Healthcare Leadership




**UAB SCHOOL OF HEALTH PROFESSIONS**  
***DEPARTMENT OF HEALTH SERVICES ADMINISTRATION***  
***EXECUTIVE DOCTOR OF SCIENCE IN HEALTHCARE LEADERSHIP***  
**2025-2026 ACADEMIC HANDBOOK**

  
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08/07/2025

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08/07/2025

Andrew Butler, PhD  
Dean, School of Health Professions

Date

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions!

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.

I encourage you to take advantage of all our vast resources, state-of-the-art facilities and research opportunities during your academic and clinical education. Also, please make the most of your access to the world-class faculty who are here to teach and support your journey.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations upon graduation. Graduating from the School of Health Professions means you will be well prepared to make a difference in your community.

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



Andrew J. Butler, PhD, FAPTA

### 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 (WEBB), Learning Resource Center (LRC), the School of Health Professions (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 graduate study 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.

## 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. 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 Professions, the AIC is the Associate Dean for Academic and Faculty Affairs, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: [Academic Integrity Code](#).

### 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. Learn more about the SHP Ambassadors [HERE](#).

### ASKIT

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

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

### ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory, or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB 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 of students registered with Disabilities Services for disabilities eligible for “a reasonable number of disability-related absences” provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
- 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: [www.uab.edu/blazerid](http://www.uab.edu/blazerid).

Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select “Activate Accounts.”

**BlazerNET** is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu](http://www.uab.edu) then choose UAB Quicklinks.

**Email: [uab.edu](mailto:uab.edu)** 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 go to [www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

## BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stocks UAB memorabilia and college wear in addition to all required textbooks and course material.

### UAB Barnes and Noble Bookstore

Location: 1400 University Blvd, Hill Student Center, Birmingham, AL. 35233

Hours: M – F 8:00am – 5:00pm | Sat 10:00am – 2:00pm | Sun Closed

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

## CAMPUS ONECARD

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and 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 at [www.uab.edu/onecard](http://www.uab.edu/onecard).

## CAMPUS MAP

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

## CAMPUS SAFETY

Campus safety procedures and resources can be accessed at <https://www.uab.edu/students/home/safety>.

## CANVAS LEARNING MANAGEMENT SYSTEM

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas). Students should monitor their course sites routinely for communication from faculty and to manage course assignments.

## CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can link to the Undergraduate or Graduate catalog at [www.uab.edu/catalog](http://www.uab.edu/catalog).

## 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. 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 here: [UAB Student Advocacy, Rights & Conduct](#). The UAB student conduct code may be accessed online: [UAB Student Conduct Code](#).

## 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 in the Student Health and Wellness Center at 1714 9<sup>th</sup> Avenue South (3<sup>rd</sup> Floor), Birmingham, AL. 35233. For more information, call (205) 934-5816 or <https://www.uab.edu/students/counseling/>.

## DISABILITY SUPPORT SERVICES (DSS)

Accessible Learning: 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 Disability Support Services, please call (205) 934-4205 or visit [Disability Support Services](#).

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 officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

**UAB Police:** Dial 911 *from a campus phone*

or call: (205) 934-3535 | (205) 934-HELP (4357) | (205) 934-4434

Emergencies affecting campus are communicated via the following:

- UAB Severe Weather & Emergency Hotline: (205) 934-2165
- University home web page: [www.uab.edu](http://www.uab.edu)
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## UAB EQUAL EMPLOYMENT/EQUAL EDUCATIONAL OPPORTUNITY 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 at [uab.edu/titleix](http://uab.edu/titleix)

## 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. Information about your rights and protection of your records is available at the following site: [FERPA](http://FERPA). If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu). All SHP students are required to complete FERPA Training.

## 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, Birmingham, AL 35233. If you have general questions, you can call the Office of Student Financial Aid at (205) 934-8223 or send an email to [finaid@uab.edu](mailto:finaid@uab.edu). For additional financial aid information: [Cost & Aid](#).

## FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. For additional information about meal plans and campus dining facilities: [Student Dining](#).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [Graduate School](#). Policies and Procedures for the Graduate School can be located 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 commencement website for the most current information: [UAB Commencement](#).

## 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 this website: [Student Health Insurance Waivers](#).

## 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 [online learning](#). Compliance with the training requirement is monitored monthly.

## 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: [Student Immunizations](#) unless they have an approved medical or religious exemption.

## 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 are available at: [University Policies on Patents, Copyright, and Intellectual Property](#).

## LACTATION CENTERS

The University has provided several lactation centers for students, faculty, and staff across the campus. [Center locations](#). The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Blvd, Room 219A, Birmingham, AL 35233. 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) 934-4133.

## 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. [UAB Libraries](#).

### SHP Learning Resource Center (LRC)

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

Location: 1714 9<sup>th</sup> Avenue South (2<sup>nd</sup> Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

### Lister Hill Library of the Health Sciences

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold "office hours" in the Learning Resource Center weekly.

Location: 1700 University Blvd. Birmingham, AL. 35233

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

Phone: (205) 975-4821

### Mervyn H. Sterne Library

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 917 13<sup>th</sup> Street South, Birmingham, AL. 35233

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) | (205) 934-4338 (User Services)

## 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, ONE card, and other related topics. One Stop is located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. You may contact the [One Stop](#) office by phone or email at (205) 934-4300; (855) UAB-1STP [(855) 822-1787]; [onestop@uab.edu](mailto:onestop@uab.edu).

## PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South, Birmingham AL. 35294. The office is open Monday – Friday from 7:30am – 5:00pm. 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. For additional information: [UAB Student Parking](#).

## PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Academic Integrity Policy). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to [Turnitin.com](#) are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

The [Campus Recreation Center](#), located at 1501 University Blvd, Birmingham, AL 35233, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track.

## SCHOOL OF HEALTH PROFESSIONS AWARDS

All students in the School of Health Professions are eligible for consideration for 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 [this website](#) 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

The School of Health Professions is a tight-knit community that is connected from students to staff to faculty to alumni. We are dedicated to serving all from campus to community and beyond. And we are a knowledge-driven mass that is committed to classrooms, laboratories, clinics and more.

## SOCIAL MEDIA

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

- X: [https://x.com/uab\\_shp](https://x.com/uab_shp)
- Facebook: <https://facebook.com/uabshp>
- YouTube: <https://youtube.com/uabshp>
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](#)
- Instagram: [https://instagram.com/uab\\_shp](https://instagram.com/uab_shp)  
[http://instagram.com/uab\\_shp](http://instagram.com/uab_shp)

## STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services (SHS) located at 1714 9<sup>th</sup> Avenue South (3<sup>rd</sup> Floor), Birmingham, AL. 35233. The clinic is open from 8:00am – 5:00pm Monday – Thursday; 9:00am – 5:00pm Friday. They are closed for lunch



between 12:00pm – 1:00 pm weekdays. For more information: [Student Health Services](#). Appointments may be scheduled by calling (205) 934-3580.

## TITLE IX

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender 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: <https://www.uab.edu/titleix/>.

## TUITION AND FEES

Tuition and fees for the University are published annually under the “Students” tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. For more information: [Tuition & Fees](#).

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. For more information: [Emergency Management](#).

Other information sources include:

- [B-ALERT System](#) (contact information must be setup and current)
- 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: [UAB Add/Drop and Withdrawal Policy](#) including 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, [CastleBranch](#), 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 enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment.

The Office of Academic and Faculty Affairs is responsible for ensuring student compliance throughout the program. Students found to be non-compliant 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 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 in the campus 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  
 Biobehavioral Nutrition and Wellness, 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.



## STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

### About CastleBranch.com

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

### Order Summary

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#### Required Personal Information

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

#### Drug Test (LabCorp or Quest Diagnostics)

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

#### Payment Information

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

### Place Your Order

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Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:

**AH01** - Background Check and Drug Test

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

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

### View Your Results

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

# UAB POLICIES

## ACADEMIC PROGRESS

[GRADUATE](#)

[UNDERGRADUATE](#)

## HEALTH

[IMMUNIZATIONS](#)

[NEEDLE STICKS AND EXPOSURES](#)

## EQUAL OPPORTUNITY

[EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

## POLICE AND PUBLIC SAFETY

[CAMPUS SAFETY](#)

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

## RESEARCH AND SCHOLARLY ACTIVITIES

[ACADEMIC INTEGRITY CODE](#)

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

[PATENT](#)

## SUBSTANCE USE/ABUSE

[ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[DRUG FREE CAMPUS](#)

[NON-SMOKING](#)

## TECHNOLOGY

[TECHNOLOGY RESOURCES](#)

## STUDENT COMPLAINTS

[UAB COMPLAINT POLICY](#)

## SECTION 3 – DOCTOR OF SCIENCE IN HEALTHCARE LEADERSHIP

### PROGRAM OVERVIEW AND CONTACTS

The Executive Doctoral program is designed for healthcare executives who are seeking to engage in a rigorous course of study that will also permit them to retain their demanding work and life responsibilities. D.Sc. students are typically interested in continuing a practice-focused career, as opposed to the academic career sought by most residential Ph.D. students.

#### PROGRAM DIRECTOR

Amy Landry, PhD  
Professor and Howard W. Houser Endowed Chair  
Director, Executive Doctoral Program  
University of Alabama at Birmingham  
1716 9<sup>th</sup> Ave S. (SHPB 557)  
Birmingham, AL 35294  
1-205-996-7767 [akyarb@uab.edu](mailto:akyarb@uab.edu)

#### DIRECTOR OF OPERATIONS

Leandra Y. Celaya, MSc  
Assistant Professor and Director of Operations, International Programs and Executive Doctoral Program  
Director, Center for Healthcare Management and Leadership  
University of Alabama at Birmingham 1716  
9<sup>th</sup> Ave S. University Blvd. (SHPB 555)  
Birmingham, AL 35294  
1-205-934-3588 [lcelaya@uab.edu](mailto:lcelaya@uab.edu)

#### PROGRAM MANAGER

Shirley Levins, Program Manager  
Doctoral Programs in Health Services Administration  
University of Alabama 1716 9<sup>th</sup> Ave. S. (SHPB 553)  
Birmingham, AL 35294  
1-205-934-3113 [mrsvito@uab.edu](mailto:mrsvito@uab.edu)

### APPLICATION AND ADMISSION

#### ADMISSION STANDARDS

Qualified applicants will preferably have a master's degree in health administration; health informatics; business administration; or a related field. Degree(s) must be from an accredited institution. In addition, qualified applicants will have a minimum of five years of mid- to senior-level managerial/leadership experience in health care.

Students whose first language is not English must submit recent scores for the Test of English as a

Foreign Language (TOEFL) exam or IELTS. Applicants who have received a degree from an accredited U.S. institution or from institutions in countries where English is the primary language are not required to submit the TOEFL or IELTS score.



## GRE/GMAT WAIVER

As of January 2010, the UAB Graduate School has approved a waiver of the GRE/GMAT requirement for all applicants to the Executive Doctoral Program. Admission requirements to the *residential* PhD Program are not affected by this change.

## APPLICATION PROCEDURES

The application procedure for the D.Sc. Program requires an application to the UAB Graduate School. Application instructions can be found on the “Admissions” page of the program website [www.uab.edu/execdoc](http://www.uab.edu/execdoc).

### ADMISSION

Applications are reviewed by the Admissions and Policy Committee of the Executive DSc Program. The committee forwards a recommendation to the Dean of the UAB Graduate School who then communicates official admission decisions via written letter.

As it is based on a cohort model, the Executive DSc Program only admits for the fall of each year.

### DEPOSIT

Students who accept an admission offer into the Executive Doctor of Science Program are required to pay a \$1,000.00 deposit, in order to secure their space in the cohort. This deposit is non-refundable and will be credited to fall tuition of the first year.

## DEGREE REQUIREMENTS/STEPS TO COMPLETING DEGREE

Program requirements include successful completion of required DSc coursework, a comprehensive examination, a dissertation proposal, and a dissertation.

### CHRONOLOGY OF STEPS FOR DEGREE:

1. Admission to doctoral degree program.
2. Maintenance of good standing throughout program.
3. Completion of first year of coursework.
4. Completion of second year of coursework.
5. Passing of comprehensive examination at the end of the second year.
6. Completion of IRB Investigator Training.
7. Participation in the international study experience at the beginning of the third year
8. Selection of dissertation committee (4 members, Chair must hold a primary appointment in HSA).
9. Students begin the third year by taking 6 hours of “non-dissertation research” (AHD 798). This course carries no workload other than developing a dissertation proposal.
10. Development and defense of dissertation proposal and receipt of IRB approval for the study.
11. Admission to candidacy - Students must take a minimum of two semesters AND 12 hours of “dissertation research” hours (AHD 799) before graduation. Students typically take 6 hours

of AHD 799 in each semester, following admission to

candidacy. Students who have been admitted to candidacy can be referred to as a “doctoral candidate.” If a student has completed the required 2 semesters and 12 hours of AHD 799 after admission to candidacy, but has not yet defended the final dissertation, the program only requires enrollment in 1 hour of AHD 799 for the additional semesters.

12. Application for degree – See deadlines for each term, as set by the Graduate School.
13. Production of preliminary version of dissertation.
14. Final defense of dissertation – deadline established each term by the Graduate School.
15. Complete the Graduate School post-defense checklist, including submitting a PDF of the defended, committee-approved manuscript via ProQuest no later than 10 days after defense.
16. Conferring of degree.

## CURRICULUM

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

The third year of the program is devoted to the completion of the applied dissertation. The UAB Graduate School website and the DSc Canvas Student Center contain more detailed explanations of the requirements for candidacy and completing the dissertation.

The following is a *sample* curriculum sequence for the DSc program. The specific sequencing of courses depends upon the year in which the student enrolls in the program and is subject to change. Courses with an asterisk (\*) are offered every year and are sequenced as part of the Research Methods core. Other courses are offered every two years. AHD 798 and AHD 799 are offered every semester as part of the dissertation phase of the program.

### FIRST SEMESTER

AHD 715 - Research in Organization Theory  
AHD 731 - Health Policy and Politics in the United States  
\*AHD 707 - Research Methods

### SECOND SEMESTER

AHD 710 - Comparative Health Systems AHD  
714 – Marketing Strategy & Research HCI 719-  
Foundations of AI for Healthcare Leaders

### **THIRD SEMESTER**

AHD 735 - Quality Improvement

\*AHD 632 - Quantitative Methods in Health Services Administration

## FOURTH SEMESTER

AHD 711 - Leadership of Health Systems AHD

705 - Health Care Finance

\*AHD 722 - Regression Analysis

## FIFTH SEMESTER

AHD 730 - Health Economics & Insurance

AHD 718 - Strategic Implementation and Evaluation

AHD 775 - Strategic Planning and Management in Health Care Organizations

## SIXTH SEMESTER

AHD 706 - Strategic Management Theory and Research

\*AHD 727 – Applied Multivariate Statistics for Health Administration Research

# DISSERTATION PHASE (YEAR 3)

## SEVENTH SEMESTER

AHD 798 - Non-Dissertation Research (6 hours)

## EIGHTH SEMESTER

AHD 799 - Dissertation Research (6 hours)

## NINTH SEMESTER

AHD 799 - Dissertation Research (6 hours)

*\*\*Students who do not complete their dissertation by the end of the third year will continue to enroll in either AHD 798 or AHD 799, depending upon their candidacy status. Program leaders will provide guidance on an individual basis.*

# ON-CAMPUS SESSIONS

The Executive DSc Program is taught in a blended delivery format, with one intensive on-campus session each semester.

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

Dates for the on-campus sessions occur once each semester (three times per year) and are set by the Program. Attendance is *required* at all on-campus sessions. Due to the executive format of the courses, one or more absences may result in the student's inability to complete the course during the current term. Accommodations are considered on a case-by-case basis and typically require filing with UAB DSS, the UAB Title IX Office, or (in extremely limited cases) DSc program leadership.  

Due to the potentially confidential nature of classroom discussions, recording of on-campus sessions

is not allowed.

## IMPORTANT DATES FOR 2025-2026 ACADEMIC YEAR ARE AS FOLLOWS:

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

### FALL 2025

August 25	First day of classes for Fall semester
October 4	Orientation for first year students
October 5-9	Fall On-Campus Session
December 5	Last Day of classes for Fall semester

### SPRING 2026

January 12	First day of classes for Spring semester
February 15-19	Spring On-Campus Session
April 24	Last Day of classes for Spring semester

### SUMMER 2026

May 11	First day of classes for Summer semester
June 23-26	Summer On-Campus Session
August 7	Last day of classes for Summer semester

The dates of the international experience for third-year students are determined in consultation with students and in-country hosts. The trip typically occurs in early- to mid-September of the 3<sup>rd</sup> year.

During the third year, on-campus meetings are scheduled at the convenience of the student and the dissertation committee. Students work with their dissertation chair to schedule at least one on-campus visit in each semester of the third year.

## DISTANCE LEARNING AND CANVAS

The off-campus portion of each course will employ a variety of distance-learning instructional methods. Students will read selections from texts, periodicals, and empirical literature; participate in online discussions with instructors and fellow students; conduct applied projects within their organizations; write research papers; and complete assignments that are designed to reinforce course principles and analytical skills.

Students will access course materials, syllabi, readings, assignments, etc. via the online Canvas system. Canvas course sites can be accessed through BlazerNET or at [www.uab.edu/canvas](http://www.uab.edu/canvas). Students should monitor their course sites routinely for communications from faculty and to manage course assignments. Course sites are available on the first day of classes for each semester.

Assignments and due dates will be described in the course syllabus at the beginning of each semester. Course materials (including readings, assignments, and course announcements) will be

available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates.

Assignments should be submitted via Canvas. Email is not a reliable method for submitting assignments and is discouraged for this purpose. Students are, however, encouraged to



communicate with their instructors and classmates via the email feature in Canvas. Communication between students and instructors is key to the success of any distance-learning activity. Instructors are accessible via email, phone call, and/or video conferencing during the off-campus portion of the course. Please refer to the course syllabus for instructor contact information, preferred method of communication, and details regarding instructor availability.

## COMPREHENSIVE EXAMINATION

Students in the DSc Program must pass a comprehensive examination before they can be admitted to candidacy (i.e., before they will be allowed to defend their dissertation proposal).

Students are eligible to take the comprehensive exam once they have completed the required courses for the didactic portion of the program. The comprehensive exam question for each student will be unique, and the topic is often closely related to or the same as the student's dissertation topic.

Therefore, detailed feedback on written proposal chapters will not be given prior to or during the comprehensive exam.

Comprehensive exams are in the form of take-home, open-book exams. Each student must submit a one-page prospectus that describes the topic they plan to research. The prospectus will be emailed to the DSc Program Director and Director of Operations by the deadline established by the program. The Program Director will then write each student's comprehensive exam question and will email each student's question on a previously established day.

Students have one month to write and turn in a paper in which they must respond to the questions provided. At the time they receive the question, students will be reminded of the deadline to submit their manuscripts. Late submissions will not be accepted and will result in a failing grade for the comprehensive exam. Early submissions are permitted but are not encouraged.

Students are expected to write their responses to the questions in the form of a research paper, complete with appropriate citations in the most current version of APA format. Students are not allowed to confer with any other person (including, but not limited to, the student's dissertation committee members and/or committee chair) in writing their responses. Compliance with the letter and spirit of all academic integrity policies of the program and the university is fully expected.

Students will be granted an opportunity to provide additional information on any portion of the response that needs clarification. A student will receive a passing grade only after completing the exam to the satisfaction of the grading committee. Students have only two opportunities to pass the comprehensive exam. Failure on the second attempt will constitute a basis for dismissal from the program.

## THE DISSERTATION REQUIREMENT/YEAR THREE

The successful completion of a dissertation is the final requirement for obtaining the D.Sc. degree once Candidacy has been achieved. The student is required to work on the dissertation under the guidance and supervision of a Dissertation Committee.

The dissertation, like other individual work that is assigned in the Program, must represent the student's own effort. Jointly authored papers or otherwise collaborative work may not under any circumstance count toward satisfying the dissertation requirement. In fact, the submission of such

collaborative papers or work in fulfillment of the dissertation requirement is a form of academic misconduct.

It is important, therefore, that whenever the dissertation is in any way related to a larger study or data collection effort two conditions be satisfied: the dissertation project must clearly represent a separate and distinct entity within the broader study or effort; and the project must be understood by all concerned to be the sole responsibility of the student, who is to work on it under the guidance of the Dissertation Committee. Because of the basic orientation and goals of the Doctoral Program, all dissertations are expected to include an explicit discussion of how the dissertation's topic, findings, and conclusions are relevant and important from the perspective of healthcare management.

Similarly, given the applied, practitioner orientation of the D.Sc. degree, unlike most traditional Ph.D. dissertations, students are not expected to make an original contribution to theory or methodology, even though making such contributions is a welcome feature. Rather, in judging a dissertation's appropriateness and worth the emphasis is expected to be on the skill and rigor with which the analytic and conceptual approaches taught in the Program have been put to good use in shedding new light on an important healthcare management question. Moreover, it is expected that every dissertation will be of sufficient quality to result in a least one published paper in a leading journal in the health field. Submission for publication is encouraged but not required.

## DISSERTATION COMMITTEE

A Dissertation Committee must consist of at least four members. The committee's chair must hold a *primary* faculty appointment in the UAB Department of Health Services Administration (HSA). Each committee may have a member outside of HSA who is either a regular University of Alabama at Birmingham faculty member or an individual who is eligible for and receives a UAB Graduate School Appointment. For purposes of service on Dissertation Committees a regular faculty member is defined as any person holding an unmodified appointment (i.e., not visiting, adjunct, emeritus, etc.) at The University of Alabama at Birmingham as a Professor or an Associate Professor, or as an Assistant Professor with an earned doctorate from an accredited institution. A minimum of three regular members of the faculty must be on each committee. One of them must be the Chair of the committee.

## SPECIFIED DISSERTATION COMMITTEE ROLES

The Chair is responsible for guiding and encouraging the Candidate's design and execution of an original, high quality, doctoral project. The Chair is also expected to play a leading role in providing direction for the project. Additional faculty members monitor the quality of the dissertation. These members should also hold an appointment in a cognate discipline related to the student's dissertation topic. University faculty and staff who are not regular faculty members and qualified people from outside the University whose service on a Dissertation Committee would contribute significantly may be nominated to serve as special members on the committee. In making a nomination for a person to serve as a special member on a specific Dissertation committee, the nominee's expertise and research experience pertinent to the dissertation topic must be detailed. Special members of a committee need not be employed by The University of Alabama at Birmingham and need not hold academic appointments. However, they must be reviewed and approved for AdHoc appointment by the UAB Graduate School.

## DISSERTATION PROCESS

Students are expected to proceed on their dissertation work according to the following sequence:

1. During the second year of the Program each student begins working with a faculty member of the student's choosing on selecting and specifying a dissertation topic and identifying potential members for the student's Dissertation Committee.
2. The student submits to the D.Sc. Program an abstract of the proposed dissertation topic, along with a proposed list of members for the student's Dissertation Committee.
3. The Dissertation Committee approves the proposal. Provided all other pertinent requirements (including IRB approval) are satisfied, the UAB Graduate School will advance the student to Candidacy.
4. When the Dissertation Committee agrees that the student's dissertation is essentially completed, the final oral examination is scheduled. The final oral examination is not scheduled until each member of the committee concurs.
5. Once the student successfully passes the oral examination and obtains approval of any final corrections, the student should have thereby met all graduation requirements and is eligible to receive the D.Sc. degree upon completing a diploma application. Additional information on each of the above steps is provided in the sections that follow.

## SELECTION OF TOPIC AND COMMITTEE MEMBERSHIP

In their second year in the Program, students are expected to work with a faculty member of their choosing in selecting a dissertation topic, refining it, and identifying potential members for the student's Dissertation Committee.

Once the topic is sufficiently well specified, the student should submit to the D.Sc. Program a one-page prospectus of the proposed dissertation topic and a proposed list of members for the student's Dissertation Committee. The prospectus should describe the question to be addressed, its significance for health management, and the approach that will be followed in addressing the question. The D.Sc. Program will evaluate the proposed topic for its consistency with Program expectations and assess whether the proposed membership of the Dissertation Committee is appropriate for the topic, sufficiently balanced, and in a good position to assure that students are held to uniform standards of performance. The D.Sc. Program may approve the topic and Dissertation Committee membership as submitted by the student, or with suggested modifications, or it may ask the student to reconsider and submit another proposal that addresses the concerns. Once the dissertation topic and the membership of the Dissertation Committee have been approved by the D.Sc. Program, and once all prospective members have indicated their willingness to serve, the student must formally request that the committee be appointed by the Dean of the Graduate School.

The Committee Approval Form should list the membership of the proposed committee, providing for each member the academic rank, departmental affiliation, and role on the committee (i.e., chair, or member). Nominations of any special (i.e. ad hoc) members should also be included and should provide the pertinent information to support the nomination. The committee is officially constituted when appointed by the Dean. Any changes in the membership of the Dissertation

Committee must be approved by the Graduate School Dean. Requests for change in committee membership should be sent by the student to the Program Director, with an explanation for the requested change. If the resulting composition of the Committee meets all relevant criteria, the Program Director will request the Dean's approval. Changes in status of any Committee member, such as resignation or retirement from the University, will necessitate adjustments in the Dissertation Committee's composition if as a result of the change the Committee's membership no longer has the requisite composition. For example, if the chair of the Committee resigns from the HSA Department, it would be necessary to appoint a new chair who is currently a member of the Department. Students are encouraged to consult with the Program Director about such changes in the Committee members' status. Every effort will be made to minimize the resulting disruption while still meeting the basic criteria and requirements for Dissertation Committee composition.

## DISSERTATION PROPOSAL

The student must prepare a dissertation proposal for formal approval by the Dissertation Committee. This document must be sufficiently specific and well-grounded to guide the actual conduct of the dissertation, and it must be substantial enough to serve as a "contract" between the student and the Dissertation Committee.

Key elements of an acceptable proposal are:

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

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

## ORAL EXAMINATION/DEFENSE

The Dissertation Committee Chair will inform the student when the Committee considers the dissertation to be complete and the Committee is ready to conduct the final oral examination. The student and the Committee members should then schedule the examination (the final defense). Faculty, graduate students and others will be invited to attend. During the oral examination, the student may be asked to reconsider certain aspects of the work done for the dissertation and to make certain changes or corrections in the document submitted. At the end of the examination, the chair will discuss the oral examination with the other members of the committee in private and

inform the student of their assessment.

If a member of the committee is not able to attend the oral examination (either in person or via distance-supporting technology), the member must read the dissertation and abstract and submit their evaluations to the Dissertation Committee Chair at least two working days before the examination. An absent member of the committee may also communicate questions to the Chair to be discussed at the oral examination. The findings of the absent member must be incorporated into deliberations of the Committee.

After the oral examination, the Dissertation Committee Chair will notify the Program Director of the outcome of the examination. Should there be a disagreement within the Dissertation Committee over the acceptability of the dissertation, the Program Director will consult with the members of the Dissertation Committee and will act as final arbiter. If the Dissertation Committee asks for changes or corrections in the dissertation, the student should make these and show them to the Committee Chair for approval. Once all requirements have been met, the Dissertation Committee Chair will recommend to the Graduate School Dean that the student be awarded the D.Sc. degree.

## INSTITUTIONALLY-APPROVED FEE

The cost of the Executive Doctoral Program is \$36,600 per year for each of three years. Students enrolled in the Executive DSc Program will not experience an increase in the total cost during their three-year period of enrollment.

The institutionally-approved fee includes required courses, university fees, required software, and costs associated with supporting distance learning technologies. Tuition also covers all books and learning materials, meals during the on-campus sessions, speaker costs associated with national experts brought to Birmingham, and an international experience (excludes airfare).

## COMPUTERS AND SOFTWARE

### Students who matriculated Fall 2019 and/ or in any future terms

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

### Students who matriculated prior to fall 2019

Prior to 2019, the institutionally-approved fee included a laptop that was purchased by the program and delivered to students. Program IT support personnel will load student laptops with all required software and will adjust settings to be compatible with online course management software. Students may be asked to sign a software license agreement for certain software that will be loaded onto the machines. Please note: Students who do not complete the Executive DSc Program are required to return the laptop and all software to the program.

### Software Library

UAB students also have access to several programs via the UAB software library. Please refer to the [software library website](#) for further details and instructions.

## BOOKS AND MATERIALS

Required text books and learning materials will be purchased by the program and delivered to students, prior to the beginning of each semester. All required readings (journal articles, cases, etc.) will be made available via Canvas or shipped to students. Only *required* books and readings are covered by the institutionally-approved fee.

Executive DSc students also have access to an expansive collection of resources via the UAB libraries.

## PARKING

Executive DSc students do not need to purchase a parking pass through UAB Parking and Transportation. The cost of a pass for on-campus sessions is included in the institutionally-approved fee. Students who require parking for the on-campus sessions should contact the program office (205-934- 3113) to request access.

Students should contact their hotel directly for information regarding parking at the hotel location.

## MEALS

The institutionally-approved fee includes the cost of meals during the on-campus sessions, orientation, and special workshops. Included meals are breakfast, lunch, and dinner on full days of the on-campus session and breakfast on half days. Meals during the orientation session in the first year are also included. Included meals will be catered or scheduled group dinners at local restaurants. Snacks and beverages are also provided throughout the week.

As a state institution, UAB cannot and will not cover the cost of alcoholic beverages.

## INTERNATIONAL EXPERIENCE

The institutionally-approved fee includes the cost of the international experience at the beginning of the third year. The fee includes educational fees, speaker fees, iTAP insurance through UAB's provider, in-country transportation to various lectures and site visits, and lodging for four nights (Sunday, Monday, Tuesday, and Wednesday). Included meals are Sunday dinner; breakfast, lunch, dinner, and planned breaks Monday-Wednesday; and breakfast on Thursday. The cost of a CFAR insurance policy may also be covered by the program, subject to availability through the university's insurance provider. Airfare and transportation between the airport and the designated hotel are *not included*.

Participation in the international health system visit is a requirement of the DSc program. In the event that a student is unable to travel with the group, the university will not be able to offer a refund of any portion of their institutionally-approved fee. Participation in a future health system visit might be available but will be at the student/alum's additional expense and subject to space restraints.

For any students who bring spouses or travel companions on the international experience, our contracted logistics vendor will set a special "package rate" that includes the additional cost of double occupancy in the hotel and select meals and expenses. The package rate will be communicated in advance and will depend upon the agenda and location of the visit.

## TUITION BEYOND YEAR THREE

For students who do not finish at the end of year three, the institutionally-approved fee will not apply beyond the ninth semester of the program. The cost for any extended semesters will revert to the tuition and fee rates as determined by the Board of Trustees and will vary depending upon residency status and the number of credit hours in which the student is enrolled (based on candidacy status and whether the student has completed 2 semesters and 12 hours of AHD 799.

## DEADLINES, INVOICING AND PAYMENTS

Typically, students (or their organizations) pay a portion of the year's cost each semester. Please refer to your program-issued invoice for the amount due for each term. Each semester, UAB Student Accounting issues deadlines for payment. A missed deadline may result in late fees and/or reinstatement fees. Payment deadlines will also appear on the invoice that students receive from the Program Office.

## INVOICES

Our program has received special permission to issue our own invoices for Executive Doctoral Students who are enrolled in years 1, 2 and 3. Students with organizational support should contact the Program Coordinator with any requests for special structure or processing of the invoices.

## PAYMENTS AND FEE BREAKDOWN

The cost of the Executive Doctoral Program in Healthcare Leadership is \$36,600 per year for each of three years. The UAB Student Accounting system is not designed to support a "flat rate" tuition structure. Therefore, manual adjustments must be made to the account to ensure that charges for the year are equal for all students, regardless of residency. If your student account does not match the invoice you received from the program and/or the numbers below, please contact the Program Office immediately. [mrsvito@uab.edu](mailto:mrsvito@uab.edu) ]

For the 2025-2026 academic year, the breakdown per term is as follows...

	Fall 2025	Spring 2026	Summer 2026	Total for Year
Alabama Residents Years 1 & 2	\$12,200	\$12,200	\$12,200	\$36,600
All Domestic Students Year 3	\$12,200	\$12,200	\$12,200	\$36,600
Domestic, Non- Alabama Residents Years 1 & 2	\$13,950	\$13,950	\$9,300	\$37,200



International Students Years 1 & 2	\$14,715	\$14,715	\$9,810	\$39,240
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*(The costs above reflect the tuition breakdown/distribution for 2025-2026. The cost of the program is \$36,600 per year for three years. The distribution of charges may vary, depending on the “regular” domestic and international tuition rates which are determined by the Board of Trustees each academic year. Non-Alabama residents currently paying more than \$36,600 in Years 1 & 2 will see the adjustment on their total cost for Year 3 (in other words, the cost for year 3 will be less than \$36,600 to compensate for the higher rates in Y1&2.)*

## PAYMENT BY CHECK

Checks should be made payable to “The University of Alabama at Birmingham” and should be mailed to the Program Office Attn: Shirley Levins (see address below). The Program will process your check and apply the payment to your student account. Address:

University of Alabama at Birmingham  
Executive Doctoral Program in Healthcare  
Leadership 1716 9<sup>th</sup> Ave S. (SHPB 553)  
Birmingham, AL 35294

## ELECTRONIC PAYMENT METHODS

There is also an option to make payments online at [www.uab.edu/blazernet](http://www.uab.edu/blazernet) via credit card or e-check. Please note that credit card payments will incur a surcharge of 2.95% for all credit card payments that are made via this system. E-checks do not incur the surcharge.

At the beginning of the semester, a series of manual adjustments must be made to your account. Please do not attempt to make a payment if your online student account does not match your program invoice. **Students who receive an email directly from the Student Accounting Department, encounter problems with their Student Accounts, or receive emails regarding an account hold should notify the program office *immediately and* before taking any further action. [mrsvito@uab.edu](mailto:mrsvito@uab.edu)**

## FINANCIAL AID

The UAB Financial Aid Department is the primary contact for any questions regarding student loans or other forms of financial aid. <https://www.uab.edu/cost-aid/contact-us> . Financial Aid advisors can assist students with applying for financial aid, understanding how to accept an award, etc.