

2025 - 2026 Student Handbook

Department of Health Services Administration
PhD in Administration-Health Services



UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS
HEALTH SERVICES ADMINISTRATION
PHD IN ADMINISTRATION-HEALTH SERVICES
2025-2026 ACADEMIC HANDBOOK

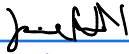


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INTRODUCTION

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 Website: https://uabprod.service-now.com/service_portal

ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory, or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB 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.

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

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

Email: uab.edu 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/.

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.

CAMPUS MAP

UAB's campus map can be found at the following: 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. 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.

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 9th Avenue South (3rd 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
- Webpage: 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

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. If you have questions or concerns about FERPA issues, you may email 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. 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 9th Avenue South (2nd Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: 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 13th 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.

PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th 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
- 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
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 9th Avenue South (3rd 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

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

Order Summary

Required Personal Information

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

Drug Test (LabCorp or Quest Diagnostics)

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

Payment Information

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

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

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

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

View Your Results

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

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 – PROGRAM POLICIES

PHD PROGRAM OVERVIEW

The PhD program in Administration – Health Services offers an interdisciplinary approach – advanced studies in the conceptual, philosophical, and applied aspects of administrative processes, within the context of health services – that makes it relatively unique among doctoral programs in the United States. The program's interdisciplinary foundation is based on the active involvement of faculty members who are nationally recognized scholars in their field from a variety of departments across campus including the School of Public Health, School of Medicine, and School of Nursing. Faculty members are actively involved in teaching, research, and service, and in many cases have ongoing funded research. It is worth noting that funded research is not an expectation among faculty members in the School of Business (as is true in most universities). The program also draws on the resources of campus wide centers, such as the Lister Hill Center for Health Policy, Center for Outcomes and Effectiveness Research and Education, and Center for Aging, to enhance the training environment of the program.

The program was founded in 1978 to provide effective educational, research, and consultation support for a health care environment that was undergoing profound changes. The primary purpose of the program is to improve health administration practice and policy through the generation and conduct of research in the management of health service organizations. The mission is accomplished through the education of individuals for academic positions, and for high-level analytical and research positions in non- academic organizations.

The program is designed as a full-time, residential program, and is typically completed in 3 to 6 years (mean completion time is 4.9 years), including the dissertation phase. Students with outstanding qualifications may be admitted on a part-time basis. Students spend two years completing core and specialization course work. The third year and beyond are spent preparing for comprehensive examinations, developing and defending a dissertation proposal, and writing and defending the dissertation. Students must pass comprehensive examinations in three areas (health care, quantitative and research methods, and their area of specialization) before submitting a dissertation proposal. (Total credit hours for the Ph.D. is between 92 and 95 credits.)

Our program provides doctoral level study and research programs for selected individuals with proven academic ability who wish to pursue advanced studies in health services research. Students are recruited locally, regionally, nationally, and internationally.

The program's curriculum is designed to provide students with the necessary tools to conduct research and contribute to the fields of health administration, health informatics, health policy, strategic management, and/or health services research. It consists of three parts: the core courses, research methods and quantitative methods courses, and specialization courses. Students are strongly encouraged to establish individual working relationships with faculty members early in the program to foster collaborative research resulting in publications and/or presentations at regional and national meetings. Student-faculty interaction is facilitated through a high faculty to student ratio, small class sizes, assignment of research assistants to one or two specific faculty members, and student and faculty attendance at frequent seminars and informal social gatherings.

The program is designed to prepare individuals for faculty positions and other types of research positions.

Upon completion of the program, the student is expected to be a competent researcher. Students completing the program should be capable of the following:

1. Conducting and managing empirical and conceptual research.
2. Demonstrating high levels of expertise in a specialization.
3. Meeting the requirements for a faculty position in a department of health services administration or policy.
4. Performing well in a high-level research or policy-making role in a non-academic organization such as a corporation, non-profit institution, or a government agency.
5. Effectively communicating their ideas both orally and in writing.

In addition, recognizing that many of our graduates will find employment in academic settings, we offer students opportunities to develop their teaching skills. Doctoral students are often invited to provide guest lectures for master's level courses, to serve as teaching assistants or graders for master's level courses, and to serve as primary instructors for undergraduate courses in the School of Health Professions,.

PROGRAM MISSION

Believing that outstanding teaching and research are essential to the future of health care delivery in our nation and abroad, the Ph.D. Program in Administration - Health Services provides doctoral-level training to individuals who will be our future health care leaders in academic and non-academic research organizations.

We seek to recruit a diverse and talented group of national and international students who are attracted to careers in research and teaching. The educational experience in the Ph.D. Program is characterized by exposure to the various disciplines relevant to health administration and policy from across the university. Among the most relevant areas where coursework and mentor relationships may be developed are health administration, business, public health, nursing, and medical sociology. Students are expected to work closely with selected faculty in one-on-one mentorship relationships both prior to and during the writing of the doctoral dissertation. These research experiences are expected to serve as a foundation for future research throughout their careers. Our alumni are partners with us in terms of advising and hiring new graduates, providing feedback to the program, and conducting joint research with faculty associated with our program.

We seek to be a program internationally recognized for excellence in attracting and graduating outstanding students from the U.S. and other countries. In serving the best interest of the State of Alabama and its citizens, we will manage the Ph.D. Program in a way that uses resources efficiently without jeopardizing the quality of the experience from the students' perspective. Our graduates will be placed in academic and non-academic positions in Alabama, the nation, and the world.

DEGREE REQUIREMENTS

Program requirements include successful completion of the prerequisite courses, required Ph.D. coursework (including core courses, quantitative courses, and specialization courses), comprehensive

examinations, a dissertation proposal, and a dissertation. A three-paper dissertation option may be used instead of the traditional dissertation format. Specific program policies related to this option is provided in Appendix A.

ACADEMIC ADVISING: Upon entry into the program, the student uses the Director of the Program as their academic advisor. First year students should meet with the Director prior to registering for classes each term to ensure that they are meeting program requirements in a timely manner and that they are aware of any changes in the projected schedule of courses.

Students should also consult with the Director regarding preparations for comprehensive exams, selection of faculty members for Program Committees, and selection of faculty members for dissertation committees. Academic advisors may change for the student after the first year.

It is the student's responsibility to make appointments to meet with his or her academic advisor at least once per term.

CHRONOLOGY OF STEPS FOR DEGREE: Summary of the steps required for the doctoral degree in Administration – Health Services:

1. Admission to doctoral degree program.
2. Maintenance of good standing throughout program.
3. Completion of IRB Investigator Training and the Responsible Conduct of Research (GRD 717) course during first two years of program.
4. Completion of first year of coursework.
5. Appointment of graduate study committee by the end of first academic year.
6. Eligible students may elect to sit for the health care comprehensive examination after 3 semesters.
7. Completion of second year of coursework.
8. Third year and beyond: must be enrolled for at least 1 credit hour per term. Students typically take "non-dissertation research" hours (AH 798), which carry no workload other than preparing for comprehensive exams and developing a dissertation proposal.
9. Passing of three comprehensive examinations (health care/health administration, research methods/statistics, and specialization area).
10. Selection of dissertation committee (5 members, no more than 3 from one department).
11. Development and defense of dissertation proposal. Deadlines for defense dates can be found at <https://www.uab.edu/graduate/graduate-school-quicklinks/deadline-dates#Candidacy>.
12. Admission to candidacy - no later than two regular terms before expected graduation. Must take a minimum of 12 hours of "dissertation research" hours (AH 799) before graduation. Can now be referred to as a "doctoral candidate."
13. Application for degree - no later than two weeks into the expected term of graduation.
14. Production of preliminary version of dissertation.
15. Final defense of dissertation – established each term by the Graduate School. Deadlines for defense dates can be found at <https://www.uab.edu/graduate/graduate-school-quicklinks/deadline-dates#Candidacy>.
16. One copy of defended committee-approved version of thesis to Graduate School Office no later than 10 days after defense.
17. Conferring of degree.

Example Curriculum: Program requirements include successful completion of the prerequisite courses, required Ph.D. coursework (including core courses, quantitative courses, and specialization courses), comprehensive examinations, a dissertation proposal, and a dissertation. Students must be registered for at least one credit hour of an AH-prefix course each term.

First Year

Fall

*HA 602 Introduction to Health Care Systems (3)**

*HA 632 Quantitative Methods (3)**

HPO 704 Health Economic & Public Health Policy (3)

AH 755 Dissemination & Implementation Science in Health Care (3)

GRD 717 Principles of Scientific Integrity (3)

** denotes prerequisite; may be waived based on prior coursework or qualifications*

Spring

HI 617 Introduction to Health Informatics (3)

AH 788 Health Policy (3)

AH 722 Regression (3)

AH 720 Doctoral Seminar (2)

Elective (3)

Summer

AH 705 Health Care Finance (3)

AH 727 Multivariate Statistics (3)

AH 715 Research in Organization Theory (3) OR AH 725 Information Systems Theory and Practice (AH 725 every other year)

Second Year

Fall

HRP 705 Teaching in Health Professions (3)

AH 703 Philosophy of Science (3)

AH 710 Comparative Health Systems (3)

AH 712 Organizational Behavior (3)

Elective (3)

Spring

AH 707 Research Methods (3)

AH 777 Mixed Method Research (3) OR AH 785 Qualitative Research (3)

AH 720 Doctoral Seminar (2)

AH 775 Strategic Planning and Management Health Care Organizations (3)

Elective (3)

Summer

AH 798 Independent Study (3)

Elective (3)

Elective (3)

Strategy Electives- Highly recommended for students focusing on strategy. Classes to be taken in sequence.

AH 775 Strategic Planning/Health Care Strategy (3) AH 716 Macro-Environmental (3)

DISSERTATION RESEARCH HOURS

12 hours, taken over at least 2 semesters.

COMPREHENSIVE EXAMS: Students in the PhD Program in Administration – Health Services must pass three comprehensive examinations before they can be admitted to candidacy (i.e., before they will be allowed to defend their dissertation proposal). The three areas are:

- Health care and health administration
- Research methods and statistics
- Area of specialization

Students are eligible to sit for a comprehensive exam once they have completed the required courses for that area and have obtained consent from the program director. The comprehensive exam questions for a

given area are written by one or more primary faculty members from that area after consulting with other primary faculty members from that area as she/he/they deem(s) appropriate. Not all faculty members from a given area will necessarily write and grade the comprehensive exam.

Each comprehensive exam consists of two parts: a written examination (consisting of several questions), followed by an oral examination. Written exams are blind-graded (i.e., the professors do not know the identity of the student when they grade each written exam) when possible. The purpose of the oral exam is to provide an opportunity for the faculty to clarify the students' answers to the written questions. Oral exams are usually given within 4 to 6 weeks after the written exam.

Approximately 4 to 6 weeks prior to a scheduled comprehensive exam, the program manager will notify students and request responses from those students who wish to take the exam. Students must reply to these requests; if no students state their intent to take the exam, preparations will not be undertaken (having faculty write questions, arranging for an appropriate testing site, etc.) and the exam will not be available until the following scheduled date. For the health care and health administration and the research methods and statistics exams, if the exam has already been written and arrangements made, additional students may request to take the exam up to one week before the scheduled date, but such requests will only be granted on a space-available basis.

Five (5) business days (Monday-Friday) is allowed for the completion of each comprehensive exam. Students are encouraged to use resources such as the published literature, the internet and course material in preparing responses. However, students are still expected to work independently on their responses and at no time during the exam should students talk with each other or anyone else about the exam. Compliance with the letter and spirit of all academic integrity policies of the program and the university is fully expected.

	Health Care and Health Admin.	Research Methods and Statistics	Specialization
Offered:	Once a year Before summer semester begins	Once a year Before summer semester begins	As Scheduled
Required Courses:	Intro. to HC Systems	Quantitative Methods	Specialization courses as approved by student's Graduate Studies Committee
	Health Economics	Regression Analysis	
	Health Care Finance	Multivariate Analysis	
	Health Policy	Philosophy of Science	
	D&I Science in Health Care	Research Methods	

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Primary Faculty:	Larry Hearld, Ph.D.	Nataliya Ivankova, Ph.D.	Graduate Studies Committee
	Phil Cendoma, Ph.D.	Ria Hearld, Ph.D.	
	Allyson Hall, Ph.D.	Wei Lyu Ph.D.	

One overall grade of “pass” or “fail” will be provided for the entire exam based on separate grades for the written and oral exams. That grade will be determined by the committee after the student has completed both the written and oral exams in that area. Students have only two opportunities to pass each comprehensive exam. Students who fail the first administration of these exams must wait until the following year to retake the exam. Students who fail the first administration of the specialization exam must coordinate a second administration with the comprehensive exam committee for that exam. Failure on the second exam will constitute a basis for dismissal from the program.

THE DISSERTATION

The successful completion of a dissertation is the final requirement for obtaining the Ph.D. 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. The dissertation is expected to make an original contribution to theory or methods. 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.

DISSERTATION COMMITTEE

A Dissertation Committee must consist of at least five members. The committee's chair may hold a primary faculty appointment in the UAB Department of Health Services Administration (HSA) or may have a primary appointment in another UAB Department. No more than three members of the committee can be from any one department.

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. University faculty and staff who are not regular faculty members and qualified people from outside the University whose service on a Dissertation Committee would contribute significantly may be nominated to serve as special members on the committee. In making a nomination for a person to serve as a special member on a specific Dissertation committee, the nominee's expertise pertinent to the dissertation topic must be detailed. Inclusion of curriculum vitae is strongly encouraged. Special members of a committee need not be employed by The University of Alabama at Birmingham and need not hold academic appointments.

DISSERTATION PROCESS

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

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.

1. The student submits to the Doctoral Program an abstract of the proposed dissertation topic, along with a proposed list of members for the student's Dissertation Committee.
2. The Dissertation Committee approves the proposal. Provided all other pertinent requirements (including IRB approval) are satisfied, the student at that point advances to Candidacy.
3. 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.
4. 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 Ph.D. 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 a 3–5-page abstract of the proposed dissertation topic and a proposed list of members for the committee to a faculty member willing to serve as chair. The abstract should describe the question to be addressed, its significance for health management theory and practice, and the approach that will be followed in addressing the question. Once the dissertation topic and the membership of the committee have been determined, the student will work with the Program Coordinator to request that the committee be appointed by the Dean of the Graduate School. The specific content of that letter is described in the next section.

The letter to the Program Director requesting that the committee be appointed by the Dean of the Graduate School should list the membership of the proposed committee, providing for each member the academic rank, departmental affiliation, and role on the committee (i.e., chair, or member). Nominations of any special members should also be included and should provide the pertinent information to support the nomination. The letter should also briefly describe the dissertation topic. The Program Director will forward this information to the Dean of the Graduate School to formally appoint the committee. The committee is officially constituted when appointed by the Dean. Any changes in the membership of the dissertation committee must be approved by the Dean. Requests for change in committee membership should be sent by the student to the Program Director, with an explanation for the requested change. If the resulting composition of the Committee meets all relevant criteria, the Program Director will request the Dean's approval. Changes in status of any committee member, such as resignation or retirement from the University, will necessitate adjustments in the dissertation committee's composition if as a result of the change the committee's membership no longer has the

requisite composition. 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. Although it should be relatively brief, it must be substantial enough to serve as a contract between the student and the dissertation committee. Although an exhaustive literature review is expected to be included in the dissertation, the proposal need not include an exhaustive one, nor does the proposal need to be the equivalent of several chapters of the dissertation itself. In most cases the proposal can be less than 30 double-spaced pages in length.

Key elements of an acceptable proposal are:

1. One-page summary.
2. The problem, question, or hypotheses to be addressed.
3. Brief 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 his/her proposed research, the Program Director will send a letter to the Graduate School Dean requesting that the student be advanced to candidacy status.

Oral Examination

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. 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. 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. The committee chair in turn is responsible for returning to the Program Director the oral examination report with signed certification that all requested corrections have been completed. Once all requirements have been met, the dissertation committee chair will recommend to the Dean that the student be awarded the Ph.D. degree.

THE THREE ARTICLE DISSERTATION

The University of Alabama at Birmingham allows students to assemble three related research articles as a complete body of work for the dissertation instead of using the traditional approach to conducting a dissertation. The Doctoral Program in Administration – Health Services has specific policies governing this approach which are described in Appendix A.

ENGLISH LANGUAGE PROFICIENCY: All international students who have not lived in the United States or other English-speaking country for at least two of the last five years are required to take courses designed for non-native English speakers offered by the UAB Graduate School Professional Development Program. A list of available courses can be found on the Graduate School Professional Development Courses web site.

Students are required to take at least one course per term until they demonstrate proficiency in English, as determined by the program director.

PROGRAM COMMITTEES: All students must select a Program Committee to guide them in selecting an appropriate array of courses to fulfill their specialization requirements. This committee should consist of three faculty members, one of whom must be from the Department of Health Services Administration. The other two faculty members of the committee may be selected from any department or school within UAB, although each faculty member selected for the committee must hold an appointment in the UAB Graduate School. Faculty members should be selected based on their ability to help the student craft a curriculum that will enable the student to develop the skills and knowledge needed for the student's area of research interest.

In addition to advising the student on selection of courses, the faculty members of the committee will be asked to write and grade questions for the student's specialization comprehensive examination upon completion of the student's coursework. However, participation on a student's Program Committee in no way obligates a faculty member to serve on the student's dissertation committee.

It is the student's responsibility to ask faculty members to serve on his or her Program Committee, although students should seek advice from their primary advisor prior to approaching potential committee members. The student's advisor will provide a copy of the "Rules and Expectations of HSR Program Committees" (see Appendix B) for the student to share with the potential Program Committee members.

Once three faculty members have been selected and agreed to serve on a committee, the student must submit the HSR Program Committee Form to the program secretary (see Appendix C). The form must contain the signatures of the student, each of the faculty members who have agreed to serve, and the student's primary academic advisor.

All HSR students must select their Program Committee and submit the HSR Program Committee Form to the program secretary by June 1 of their first academic year.

RESEARCH ETHICS

Responsible Conduct of Research: All students are required to complete GRD 717 Responsible Conduct of Research offered through the UAB Graduate School prior to submitting a dissertation proposal or participating in any type of research activities. Therefore, it is highly recommended that students complete this training during their first academic year.

The objectives of the course are as follows:

- Provide an introduction to behavioral and biomedical research ethics.
 - To discuss the history of human subject research including "The Common Rule," The Nuremberg Code and The Belmont Report, and current Federal Regulations.
 - To distinguish and apply various Federal Regulations including international principles.
 - To clearly define human subject protection and human subject research.
- Provide up-to-date institutional policies regarding human subject research.
 - To define and provide information regarding UAB's Multiple Project Assurance (MPA). (Including current FWA policies).
- To provide information regarding Principal Investigator's responsibilities; information regarding the IRB's Responsibilities; and the Institution's responsibilities.

After you have completed the entire course, you will need to complete the Verification of Training Completion form found here:

<http://www.uab.edu/research/administration/offices/IRB/Training/Pages/IRBCoursesProgramsApprove.d.aspx>. A copy of this form and a transcript showing credit for the GRD 717 course must be submitted to the Office of Institutional Review Board (OIRB). The IRB office will issue a Certificate of Training. It is your responsibility to provide a copy of your Certificate of Training to the program manager. This certificate must be in your file before you will be allowed to schedule a dissertation proposal defense.

WAIVING COURSES: There may be some courses in the curriculum that a student has completed during previous graduate coursework. For that reason, the program allows students to petition to waive a course based on previous academic work. Each waiver must be approved by the program director.

To initiate a petition to waive a course, the student should obtain a Course Waiver Form from the program manager. The completed form, along with documentation of the previous coursework, must be submitted to the program director. Appropriate documentation of previous coursework includes a course syllabus, detailed course description from a published source (e.g., a printed or on-line graduate catalog from the university where the course was taken), or textbook used. Petitions to waive a course must be submitted to the program director at least six weeks prior to the beginning of the term in which the course to be waived is offered. No student will be allowed to waive more than three courses in the PhD curriculum.

ASSISTANTSHIP STANDARDS: Each year a limited number of research assistantships are awarded on a competitive basis. These positions provide a monthly stipend, as well as tuition and most fees, and carry an obligation of 20 work hours per week.

Research assistants are assigned by the Program Director to work with faculty members in the School of Business and/or the Department of Health Services Administration in order to facilitate the development of the students' own research skills and to provide research support to the faculty.

Assistantships are awarded to students for a period of one year and may be renewed after the first year based on satisfactory work and academic progress in the program, contingent upon available funds. Research assistants are formally evaluated by the faculty members for whom they work once each year. Additionally, graduate assistants are expected to complete an annual self-assessment and meet with the program director to discuss these assessments at the end of the year. Faculty members are also encouraged to communicate regularly with the program directors concerning the quality of work completed by the research assistants.

Research assistants must register for, and complete, at least thirty-two (32) semester hours of approved graduate work each year. Students will be responsible for all tuition and fees if they withdraw from the Graduate Assistantship Program after the published withdrawal deadlines for any term. Research assistants may not engage in other remunerated activities either on campus or off campus. Exceptions to this rule are rare and must be approved in writing by the Program Director and the Graduate Dean.

Appointments as a Graduate Assistant normally end on August 31. If recommended by the Program Director and approved by the Graduate Dean, the appointment may be renewed for a subsequent year.

ACADEMIC PROGRESS & DEGREE COMPLETION: The UAB Graduate School generally expects doctoral students to complete all degree requirements within 7 years of matriculation into the program.

One extension of these time limits can be requested when mitigating circumstances preclude completion of requirements within the time limit. Moreover, limited financial resources precluded 'open ended' support for students who are receiving financial support from the Ph.D. Program and the Department of Health Services Administrations. Given these considerations, the Ph.D. Program in Administration-Health Services has developed a policy to ensure its students are making meaningful progress toward completing the degree in a reasonable timeframe. The policy (Appendix D) describes important milestones for completing the degree and remedial steps to be taken when these milestones are not met.

TYPICAL TWO-YEAR COURSE SCHEDULE: A two-year course schedule is shown in Appendix E.

APPENDIX A

Doctoral Program in Administration- Health Services

Three Paper Dissertation Option

Students may elect to write a three-paper dissertation, as an alternative format to the traditional monograph. The following specific rules apply to the three-paper option. These are in addition to the existing rules established by the Graduate School at the University of Alabama at Birmingham (UAB).

1. Overview

A three-paper dissertation will contain three papers in academic-journal format, with a brief introduction (about 10 pages) placing them in context. The papers must be viewed by the dissertation committee as potentially publishable, that is, ready or nearly ready for submission to a reputable peer-reviewed journal. The three papers should be thematically linked and reflect a trajectory of work with depth of inquiry in a common area without considerable overlap in the material covered in the papers. The candidate's committee (or chair) will have the final say as to whether or not the three-paper model is appropriate.

2. The proposal stage

Choice of option: A student planning to pursue a dissertation project in a three-paper format should indicate this in the letter requesting the formation of the dissertation committee. The choice to adopt the three-paper approach must be announced as part of the dissertation proposal, and the proposal must be organized accordingly.

Content of proposal: in addition to the usual requirements, a proposal for a three-paper dissertation must outline the three papers, explaining:

- a. What question each paper will address
- b. What method and data source each paper will use
- c. What general type of journal will be targeted for each paper (e.g., strategic management, healthcare policy, healthcare management, health services research)

In addition, any authorship issues should be explained, for example if one of the proposed papers will be jointly written with others or result from a team project. The aim is to assure that the student has truly identified unique questions and analyses that are distinct from the larger project. This is not intended to pre-specify co-authorship. It is possible that the design of later papers is contingent on results of earlier ones, making it difficult for students to pre-specify methods or journal choices up front. In this case the committee may view it as sufficient for the student to outline a general analytic strategy for handling different outcomes of initial analyses.

University of Alabama at Birmingham faculty input: An article published before the proposal hearing will not be acceptable as part of the proposed dissertation. This rule is intended to protect the supervisor-advisor interchange as an important component of the dissertation process and the student development activity. Therefore, articles already submitted, accepted, or published before the proposal defense are not acceptable. If the committee is not satisfied with the quality of the articles, the student must continue to make improvements to satisfy the committee.

3. Preparation of papers

Type of paper: Each paper must report on original scholarship. One of the papers may consist of a literature synthesis which leads to specification of a conceptual framework for addressing a research question or questions.

Content of paper: Each paper must also contain the information that would allow it to be read separately and still make sense. Each paper should have its own methods section and its own list of references. In addition, each paper should include a separate literature review focused on the specific question addressed by that paper (in contrast to the single literature review chapter often found in monograph dissertations).

Format of papers: Prior to the defense, the student must specify a target peer-reviewed journal for each and format each accordingly (e.g., write more on "policy implications" for a paper aimed at a policy journal, more on methods for a methodologically oriented journal). This will make it easier for faculty to evaluate publishability.

Relationship among papers: It is required that the papers be related to each other, for example in terms of addressing a common question and/or considering a common theoretical and policy context. It is recommended that the papers are also related by using a common dataset or applying a common methodology. This requirement ensures a similar depth of scholarship and attention to the nuanced formulation of meaningful new contributions to social policy research and analysis required in all dissertations. However, it must be kept in mind that the papers will have no overlap that would preclude their publication as individual works.

Length: In general, each paper would be expected to be about 25 to 30 double spaced pages, excluding tables and references.

Co-authorship: In collaborative research, persons other than the student often make contributions which would, in some disciplines or journals, qualify them for co-authorship on a paper. For purposes of the dissertation document, these persons will not be listed as co-authors, but acknowledged on the 'Statement of Contributions' (see below) and in a footnote on the relevant paper(s). This does not preclude subsequent recognition as co-authors in papers submitted after the defense, depending on the conventions of the relevant discipline or journal and the understandings among co-contributors.

4. Preparation for the defense

In preparing for the defense, the PhD candidate should prepare the following, and distribute them to both the dissertation committee:

The dissertation document should include the following:

- a. An introduction of at least 10 pages which summarizes the three papers.
- b. The papers themselves
- c. a synthetic section at the end that addresses implications for practice and research, in non- technical terms, to the extent not already addressed in the separate papers
- d. Any additional material which would not usually be part of a journal article (e.g. a survey instrument) but which the dissertation committee deems relevant.

Statement of contributions. The student will prepare a statement specifying his/her role and those of others in selecting study questions, designing the analyses, identifying appropriate methods, analyzing the data, and writing and reviewing the papers. This statement will be signed by each contributor named.

Dissemination plan. This form will specify a target peer-reviewed journal for each of the three papers. For each paper, the student is required to obtain a signature from a faculty member with experience publishing in or reviewing for the target journal (or other similar ones). The faculty member will sign a statement to the effect that in his/her opinion, the paper is potentially publishable in the journal selected. (The form should have all needed signatures by the conclusion of the defense).

5. Evaluation by dissertation committee

In addition to the usual criteria for three-paper dissertations, the dissertation committee must consider the following:

- a. Extent of the student's contribution. The committee should be persuaded that the student played the primary role in the formulation and write-up of the research for all three papers. For example, if a faculty member provided the data, selected the methodology and directed the analyses, the student's role may not meet the required standard of independence.
- b. Eventual publish ability of the three papers. The committee should only approve the dissertation if it feels that the three papers are potentially publishable, that is, ready for submission to peer- reviewed journals. Faculty endorsement of the Dissemination Plan will be relevant for this.
- c. University of Alabama at Birmingham faculty input and papers published before the final defense are acceptable as described below. In some cases, one or more of the papers may have already been accepted or published by a peer-reviewed journal at the time of the defense. While this satisfies the publish ability criterion, the committee will still need to evaluate the paper(s) in light of the other criteria.

6. Admissions and Policy Committee Oversight

During the first four years after the three-paper option becomes available, the Admissions and Policy Committee will exercise some additional supervision of these dissertations to evaluate how

well the option is working. This supervision will involve collecting information about experience with three-paper dissertations and reporting back periodically to faculty. The report will include discussion of any problems identified with this option, and proposed solutions. The Committee will develop the specific approach to evaluating this option.

7. Journal submission before the defense

Some students may wish to submit papers to journals before the dissertation defense (for example, if delay reduces publish ability of results). This is acceptable but will require the approval of the dissertation committee, after reviewing the paper and the statement of contributions. If the committee feels it necessary, it has the option of holding a 'mini-defense' on that/those paper(s) before approving submission to a journal.

APPENDIX B

Rules and Expectations of

PHD in Administration—Health Services Program Committees

All students in the PhD in Administration -Health Services program must select a Program Committee to guide them in selecting an appropriate array of courses to fulfill their specialization requirements. This committee should consist of three faculty members, one of whom must be from the Department of Health Services Administration. The other two faculty members of the committee may be selected from any department or school within UAB, although each faculty member selected for the committee must hold an appointment in the UAB Graduate School. Faculty members should be selected based on their ability to help the student craft a curriculum that will enable the student to develop the skills and knowledge needed for the student's area of research interest.

In addition to advising the student on selection of courses, the faculty members of the committee may be asked to write and grade questions for the student's specialization comprehensive examination upon completion of the student's coursework. However, participation on a student's Program Committee in no way obligates a faculty member to serve on the student's dissertation committee.

It is the student's responsibility to ask faculty members to serve on his or her Program Committee, although students should seek advice from their primary advisor or the program director prior to approaching potential committee members. The student's advisor or the program director will provide a copy of this document for the student to share with the potential Program Committee members.

Once three faculty members have been selected and agreed to serve on a committee, the student must submit the Program Committee form to the program manager. The form must contain the signatures of the student and each of the faculty members who have agreed to serve.

All students must select their Program Committee and submit the Program Committee Form to the program manager by December of their first academic year.

APPENDIX C

PhD in Administration—Health Services Program Committee Selection Form

Student's Name:

Year of Entry into Program:

Briefly state area of research interest:

I agree to serve on this student's Program Committee to guide him/her in the selection of at least 7 courses to fulfill his/her specialization requirement for the PhD Program in Administration – Health Services. I understand that in agreeing to serve on this committee, I also agree to participate in the writing and grading of a comprehensive exam for this student. I also understand that participation in this committee does not obligate me to serve on this student's dissertation committee.

Faculty member's name (printed)	Department	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's signature	Date	Advisor's signature	Date
_____	_____	_____	_____

APPENDIX D

PhD Academic Progress & Degree Completion Policy

Overview

The UAB Graduate School generally expects doctoral students to complete all degree requirements within 7 years of matriculation into the program. One extension of these time limits can be requested when mitigating circumstances preclude completion of requirements within the time limit. Moreover, limited financial resources precluded 'open ended' support for students who are receiving financial support from the Ph.D. Program and the Department of Health Services Administrations.

Given these considerations, the Ph.D. Program in Administration-Health Services has developed this policy to ensure its students are making meaningful progress toward completing the degree in a reasonable timeframe. The policy set forth below describes important milestones for completing the degree, how the program will assess progress toward these milestones, and the steps taken by the program if these milestones are not met.

Program Assessment

At the end of each academic year, the Program Director will review individual student progress toward the degree by:

- Reviewing coursework completed to date.
- Reviewing comprehensive exams completed to date.
- Discussing with the comprehensive exam committees' reasons for non-successful exams (when necessary)
- Discussing with dissertation committee members the reasons for delays in dissertation proposal defense (when necessary)
- Discussing with dissertation committee members progress to date and any reasons for delays (when necessary)

Milestones

Milestones: Full-time Workload

- Pass Health Services Comprehensive Exam – within 1 years of matriculation
- Pass Research Methods Comprehensive Exam – within 2 years of matriculation
- Pass Specialization Comprehensive Exam – within 3 years of matriculation
- Successfully defend dissertation proposal – within 4 years of matriculation
- Successfully complete dissertation research – within 5 years of matriculation

Milestones: Part-time Workload

- Pass Health Services Comprehensive Exam – within 2 years of matriculation
- Pass Research Methods Comprehensive Exam – within 3 years of matriculation
- Pass Specialization Comprehensive Exam – within 4 years of matriculation
- Successfully defend dissertation proposal – within 5 years of matriculation
- Successfully complete dissertation research – within 6 years of matriculation

Table 1. Milestones & Remedial Steps if Not Met

Pass Health Services Comprehensive Exam	Meet with Ph.D. Program Director to discuss reasons for not completing exam
Pass Research Methods Comprehensive Exam	Meet with Ph.D. Program Director to discuss reasons for not completing exam
Pass Subject Matter Comprehensive Exam	Meet with Ph.D. Program Director to discuss reasons for not completing exam
Successfully defend dissertation proposal within 5 years of matriculation	Submit plan for completion to Program Director and Dissertation Committee Chair
Successfully complete dissertation research within 7 years of matriculation	Submit plan for completion to Program Director and Dissertation Committee Chair

It is the student's responsibility to monitor his/her progress toward degree and meet these milestones. Failure to meet these milestones and respond with an appropriate plan to bring him/herself into compliance in a timely manner will result in dismissal from the program.

APPENDIX E

Example of a Two-year Course Schedule

First Year

Fall

HA 602 Introduction to Health Care Systems (3)* HA

632 Quantitative Methods (3)*

HCO 704 Health Economic & Public Health Policy (3)

AH 755 Dissemination & Implementation Science in Health Care (3)

GRD 717 Principles of Scientific Integrity (3)

* denotes prerequisite; may be waived based on prior coursework or qualifications

Spring

HI 617 Introduction to Health Informatics (3) AH

788 Health Policy (3)

AH 722 Regression (3)

AH 720 Doctoral Seminar (2)

Elective (3)

Summer

AH 705 Health Care Finance (3)

AH 727 Multivariate Statistics (3)

AH 715 Research in Organization Theory (3) OR AH 725 Information Systems Theory and Practice (AH 725 every other year)

Second Year

Fall

HRP 705 Teaching in Health Professions (3)

AH 703 Philosophy of Science (3)

AH 710 Comparative Health Systems (3)

AH 712 Organizational Behavior (3)

Elective (3)

Spring

AH 707 Research Methods (3)

AH 777 Mixed Method Research (3) OR AH 785 Qualitative Research (3)

AH 720 Doctoral Seminar (2)

AH 775 Strategic Planning and Management Health Care Organizations (3)

Elective (3)

Summer

AH 798 Independent Study (3)

Elective (3)

Elective (3)

Strategy Electives- Highly recommended for students focusing on strategy. Classes to be take in sequence.

AH 775 Strategic Planning/Health Care Strategy (3)

AH 716 Macro-Environmental (3)

Student Receipt of Handbook Form



Department of Health Services Administration
Ph.D. in Administration-Health Services
Agreement to Abide by Student Handbook Policies

I, _____, have read and understand the policies outlined in the Ph.D. in Administration-Health Services student handbook. I agree to abide by all policies of the program, the Department of Health Services Administration, the School of Health Professions, the UAB Graduate School, and UAB.

Signature:

Date:

Printed Name:

UAB B0 Number: