UAB The University of Alabama at Birmingham.

School of Health Professions

2025 - 2026 Student Handbook

Department of Health Services Administration
Graduate Certificate in Healthcare Quality and Safety

UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS

DEPARTMENT OF HEALTH SERVICES ADMINISTRATION

GRADUATE CERTIFICATE IN HEALTHCARE QUALITY AND SAFETY

2025-2026 ACADEMIC HANDBOOK

08/06/2025

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Geoffrey Silvera, PhD   Date

Program Director

08/07/2025

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Jane Catherine Banaszak-Holl (Aug 7, 2025 14:57:52 CDT)

Jane Banaszak-Holl, PhD   Date

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Andrew Butler, PhD   Date

Dean, School of Health Professions

TABLE OF CONTENTS

Table of Contents

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 Profession, 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:
    o 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.
    o 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 http://instagram.com/uab_shp
- Vimeo: http://vimeo.com/uabshp
- LinkedIn: UAB SHP LinkedIn
- Instagram: https://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. <u>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.</u>

- 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.

CB CastleBranch

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

PROGRAM OVERVIEW

The graduate programs in Healthcare Quality and Safety (HQS) are designed for clinical and administrative professionals that are seeking to engage in a rigorous forum for developing knowledge and skills needed to deploy quality- and safety-focused improvement projects in their organization while maintaining their professional and personal responsibilities. UAB is one of only a handful of universities in the nation that offer graduate education in this innovative field. The HQS Programs have grown through a collaborative partnership with the School of Health Professions and UAB Medicine.

We offer preparation to leaders in quality improvement and patient safety to meet the growing demand of transparent, highly efficient and excellent clinical care. The Graduate Certificate is offered in two formats: blended and online.

CERTIFICATE CONFERRED:

Graduate Certificate in Healthcare Quality and Safety

TERM OF ENROLLMENT:

GCHQS Program: Blended Format – Fall and Spring Semesters

GCHQS Program: Online Format – Fall and Spring Semesters

HQS PROGRAMS MISSION:

The Graduate Programs in Healthcare Quality and Safety develops health care professionals into leaders who will improve and sustain the quality, safety, equity, and effectiveness of health services.

HQS PROGRAMS VISION:

The Graduate Programs in Healthcare Quality and Safety strive to be recognized as the preeminent program for graduate education in healthcare quality and safety in the United States.

ORGANIZATION OF PROGRAM

The Graduate Programs in Healthcare Quality and Safety are within the UAB Graduate School. The programs are housed within the Department of Health Services Administration, School of Health Professions, at the University of Alabama at Birmingham.

School of Health Professions

Dean: Andrew Butler, PhD

Department of Health Services Administration

Department Chair: Jane Banaszak-Holl, PhD

Healthcare Quality and Safety Graduate Programs

Program Director: Geoffrey Silvera, PhD MHA

Medical Director: Scott Buchalter, MD

Chief Quality Officer: Leslie Hayes, MD

Program Manager: Juanitra Moore, MSHEA

APPLICATION & ADMISSION

ADMISSION STANDARDS

Admission in good academic standing to the Graduate Programs in Healthcare Quality and Safety require the following:

- An undergraduate, graduate, or professional degree from a regionally accredited college, university, or an international equivalent.
- At least three years of relevant experience in health care.
- Minimum GPA of 3.0 (4.0 = A) in the last 60 hours of course work.
- Completion of a program-specific application that includes but is not limited to an essay question, current resume or cv outlining professional work experience, official transcripts, and an online fee.
- TOEFL/IELTS test scores (International students only)
- Transcript evaluation (International students only)

Admission Standards specific to HQS Cert program:

- 3 years of full-time relevant healthcare work experience.
- Working full-time in a healthcare setting.
- Three professional letters of recommendation.

APPLICATION PROCEDURES

The application procedure for the HQS Graduate Certificate requires an application to the UAB Graduate School.

ADMISSION

The Admissions Committee of the Graduate Programs in Healthcare Quality and Safety reviews applications and may conduct interviews when determining an entry decision. The committee forwards a recommendation to the Dean of the UAB Graduate School who then communicates official admission decisions via the Salesforce portal.

CURRICULUM

Students must complete all certificate requirements in the program of study.

Students are required to master foundational concepts prior to moving to topics that are more complex. The programs have an official course sequence pre-determined by the program, courses are only offered in certain semesters and some courses have prerequisites. It is highly encouraged to follow the prescribed sequence to ensure successful completion of your chosen program. The curriculum is organized for part-time enrollment.

The following is the curriculum sequence for both the online and blended formats of the Graduate Certificate in Healthcare Quality and Safety.

Fall Term (8 hours)	Credit Hours
HQS 600: Introduction to Clinical Quality Improvement	4
HQS 610: Quantitative Methods, Measurement, and Tools for Quality Improvement	4
Spring Term (7 hours)	Credit Hours
HQS 625: Fundamentals of Patient Safety	4
HQS 630: Leadership of High Reliability Organizations	3
Total Credit Hours Earned for Certificate	15

COURSE DESCRIPTIONS

HQS Foundation	Credit Hours
HQS 600: Introduction to Clinical Quality Improvement Clinical quality improvement theory; classes of outcomes; process management; management tools and modeling techniques for improvement of clinical processes and decision-making.	4
HQS 610: Quantitative Methods, Measurement, and Tools for Quality Improvement Statistical process control techniques applied to clinical and patient service processes, including Lean and Six Sigma methodologies; data system design concepts applied to clinical and financial data for managing health care business processes.	4
HQS 625: Fundamentals of Patient Safety Nature and science of patient error; strategies for design of safety-critical systems; hazard analysis and risk assessment in health care organizations; design elements of safety program and high reliability systems.	4
HQS 630: Leadership of High Reliability Organizations Applying concepts of high reliability organizations to create an organizational culture that supports strong, functional, and safe patient care environments resulting in quality clinical care and patient satisfaction.	3

DEGREE REQUIREMENTS

STEPS TO COMPLETING A CERTIFICATE OR DEGREE

A summary of the steps required for the Graduate Certificate and Master of Science in Healthcare Quality and Safety:

1. Admission to program,
2. Adherence to academic performance policy (see section on academic performance),
3. Satisfactory completion of coursework,
4. Application for certificate or degree – no later than two weeks into the expected term of graduation,
5. Completion of all financial obligations to the University of Alabama at Birmingham, and
6. Conferring of certificate.

ATTENDANCE AND CONTRIBUTION

As appropriate, you are to attend all class meetings as defined by your instructors and the program (on campus visits and synchronous web-enabled instructor/student meetings) and other planned meetings (e.g. teams). If you must miss a class meeting, inform your instructor in advance (or as soon as practical) of the reason for your failure to meet your obligation. If you become ill or have a legitimate reason to leave class early, inform your instructor of the circumstances.

It is the program's expectations that you:

- Are prepared and participate in all class sessions/activities/assignments (synchronous and asynchronous).
- For synchronous classes, you should be on time and should not expect to leave early. Showing up late and "slipping away early" are unacceptable behaviors.
- Engage instructors and peers in meaningful discussion of the class topics. Participants must be engaged and make significant contributions.
- Come to class prepared to contribute meaningfully in discussions. Class assignments are akin to business work assignments.
- Ask questions to seek understanding. It is the student's responsibility to explore ways to comprehend the material, if he or she does not understand an assignment or topic.

If enrolled in the blended format of the Graduate Certificate Program:

- You are to attend the on-site orientation and the four in person on-site sessions (Friday sessions, unless otherwise noted) during the semester of enrollment. Failing to attend an on-site sessions is equivalent to missing a week's work.
- Business casual dress is expected during orientation and the Friday sessions. All phones, tablets

and other portable devices should be turned off during class time.

- If you anticipate an emergency call, set the device to vibrate. The use of cell phones for talking and/or text messaging in class is not allowed.

DISTANCE LEARNING AND CANVAS

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

Assignments and due dates will be described in the course syllabus at the beginning of each semester.

Course materials (including readings, assignments, and course announcements) will be available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates.

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

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

Many of the courses have synchronous sessions that require attendance/participation. Each course syllabus will have scheduled dates/times and attendance requirements.

ACADEMIC INTEGRITY

The graduate programs in Healthcare Quality and Safety follow the [University's Academic Integrity Code](#).

GENERATIVE AI USE AND UAB POLICY

With the increasing prevalence and capabilities of AI tools, it is important to address the appropriate use of AI in academic coursework. The use of AI tools for assignments is at the discretion of individual instructors. If not addressed in the syllabus, students should consult their instructor directly about the AI policy for that course. Some uses may be permitted while others restrict use to ensure academic integrity. For general UAB guidelines on responsible AI use in academics, refer to the UAB policy: [Generative AI and UAB policy - AI](#)

ACADEMIC PERFORMANCE

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

Students who are admitted on probation must demonstrate their ability to perform at the level required for graduation by establishing good academic standing at the end of the first semester of fulltime academic coursework (i.e., at the completion of 8 credit hours). Students who do not accomplish this level of performance will be dismissed from the Program and the UAB Graduate School.

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

A student who earns two grades of "C," or any grade of "F" on any course taken in pursuit of any HQS degree will be dismissed from the Program. For students in dual degree programs or other collaborative programs, the programs are treated as one and the grades will apply across both

programs. For example, if the student earns and "F" in a dual degree program, that could result in dismissal from the HQS program in which the student is enrolled, even though the "F" was not earned in a course in the HQS program. It is the Program Director's prerogative to decide if a student may enter his/her final project with a grade point average of less than 3.0 in academic coursework needed to complete the MSHQS degree. A student receiving a grade of "I" in a course has until the end of the following semester to remove the deficiency or the grade is automatically changed to an "F." It is the student's responsibility to keep track of this timing and avoid this from happening. Once the "I" has rolled over to an "F," it will not be changed.

TIME LIMITATIONS

HQS students are generally expected to complete all certificate requirements within 1 year of matriculation. If mitigating circumstances preclude completion of requirements within the time limits, please contact the HQS Program Director with a request for extension that includes a plan and timeline for completion. This plan will be submitted to the Graduate School for approval. The time of degree cannot exceed five years.

REGISTRATION

It is each student's responsibility to be registered for the appropriate courses. Students are expected to register through the UAB registration portal on BlazerNet. Registration may commence as soon as the student has received notification of admission from the Graduate School, but no sooner than 60 days before classes are to begin. Continuing students should register before final exams in their current semester. Certain courses will require an "override" by HQS staff and it is the responsibility of the student to contact the appropriate person to perform that override. Because of this need, it is **strongly recommended** that students register as early as possible and not wait until the last minute. We will not waive late registration fees. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end when the registration period closes. Students experiencing difficulty (outside of overrides) with BlazerNET should call the Registrar's Office at 1.205.934.8222 or email registrar@uab.edu.

FOLLOW THESE STEPS TO REGISTER IN BLAZERNET:

1. Access BlazerNET with your web browser.
2. Log in with your Blazer ID and strong password.
3. Click on the Registration tab
4. View the Registration Tools channel. Select either Look Up Classes to gather CRNs or Add or Drop Classes if you already have the course reference numbers.
5. Register for the appropriate courses by either clicking the checkbox to the left of the course on the Look Up Classes screen, or by submitting the CRNs in the blocks on the Add or Drop

Classes page.

6. Please make sure that your course schedule states "Web Registered" and that you can view all of your classes on the Student Detailed Schedule page.

LATE REGISTRATION (ADD/DROP CLASSES)

Starting with the first day of regular classes, a late registration fee will be charged. Please see the UAB Academic calendar for the last day to Add/Drop classes.

STUDENT HANDBOOK

The student handbook will be updated on an annual basis and is subject to change.