

Department of Health Administration and Policy
Medical University of South Carolina

DHAP Student Handbook

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DEPARTMENT INFORMATION

Mission Statements

DHAP Mission Statement

The Department of Health Administration and Policy strives to improve the delivery of health care services by educating current and future health care leaders, engaging in excellence in research and scholarly activities, and providing service to the university, the region, and the professional community.

BHS Program Mission Statement

The Medical University of South Carolina's Bachelor of Health Sciences Degree Program serves the citizens of South Carolina and beyond in meeting the undergraduate education needs of current and future health professionals by:

- Providing personal and professional growth opportunities
- Enabling students to view the health care system and their disciplines' role in that system in a broader context
- Helping clarify individual skills and interests
- Developing attitudes and skills for success, to include but not limited to:
 - Strong communication skills
 - Comfort with complexity and ambiguity
 - Application of research and computer skills to health care environments
 - Development of knowledge and skills for both personal and professional environments

MHA Program Mission Statement

The Medical University of South Carolina's Master in Health Administration Program serves the citizens of South Carolina and beyond in meeting health services management needs by preparing students for leadership in mid- and senior-level administrative positions.

- The Residential MHA Program prepares full-time, day students, who are being introduced to the health care system. These students are provided the needed knowledge and skills to advance in health care management positions. Concepts presented in class are reinforced and applied in practice settings throughout the students' program of study. Upon completion of course requirements, students will be prepared to compete for administrative fellowships or employment.
- The Executive MHA Program prepares working health care professionals with the needed knowledge and skills for advancement in the health care industry. Classes are offered in a format conducive for the working student, including using weekend offerings and distance education technologies.

DHA Program Mission Statement

The Medical University of South Carolina's Doctor of Health Administration Program advances the health services leadership needs of South Carolina and beyond by:

- Providing innovative leadership techniques to experienced health administrators
- Enabling students to engage in both individual and collective efforts to further develop their systems, strategic and critical thinking abilities
- Serving as a catalyst for the students' personal and professional growth and change

ACADEMIC POLICIES

Philosophy

The Department of Health Administration and Policy is committed to maintaining high academic standards in all of its programs. The following policies are intended to provide clear guidance for both faculty and students when a student is performing below current academic expectations and when a student requests a withdrawal from a course.

A student is considered to be in “good” academic standing when he/she maintains a 3.0 grade point average for each semester of enrollment and he/she maintains a 3.0 cumulative grade point average during the course of study.

It is important for all DHAP students to recognize that they are responsible for their academic performance and that they must arrange their study habits and personal affairs in such a way as to maximize it. The faculty recognizes that there may be extenuating circumstances that will impact a student’s academic performance. However, these circumstances do not eliminate the student’s responsibility. We encourage any student with personal circumstances that could impact academic performance to seek counsel from his/her academic advisor. Hopefully, this consultation will occur early enough to allow the student and advisor to work together to form a plan of action to protect the student’s academic standing. If the circumstances are such that a student is unable to focus on his or her studies and academic requirements, she or he should consider a leave of absence or withdrawal from the program.

Application Requirements and Admission Criteria

BHS Program

A minimum of 21 semester hours must be completed before admission to the BHS program. The 21 hours specifically include:

- English Composition and Literature (6.0 sh)
- College Math (College Algebra) (3.0 sh)
- Sciences (6.0 sh)
- Social Sciences and/or Humanities (6.0 sh)*

****We strongly recommend that you complete Public Speaking or other communication course to fulfill humanities preadmission course hours.***

These hours may be fulfilled through acceptable college transfer course work or approved challenge exam mechanism (CLEP, ACT Pep, or Advanced Placement).

It is the applicant’s responsibility to verify all general education work by submission of official transcripts to the Office of Enrollment Services. This policy also applies to any prerequisite courses that are completed at other academic institutions after acceptance into the BHS program.

Applicant's initial transcript evaluation will indicate the academic credit we are able to transfer from your previous professional and general education course work. Only courses completed with a grade of C (2.0 on a 4 point scale) will be transferred for credit. The transcript evaluation will specifically itemize the general education course credits awarded, and any deficiencies by category, e.g. English, Math, Social Sciences, etc., indicate the total number of professional hours awarded. Applicants and their advisor will use the transcript evaluation as a guide in designing your academic plan of study.

Applications must also include an essay describing the applicant's professional goals, reason for seeking admission to the BHS program and summary of professional accomplishments, names of three references, a resume, evidence of allied health practice credentials and the online application form.

Admission recommendations will be based on review of all submitted information. In general, applicants must have successfully completed all prerequisites with a grade of C (2.0 on a 4 point scale) or better, have received an Associate degree or provide evidence of licensure/certification in an allied health profession, and obtained satisfactory references.

MHA Program

Applicants for the MHA program must complete the GRE or GMAT exam prior to application review. Applicants must complete the online application forms, submit all transcripts, complete an essay describing the applicant's professional goals, reason for seeking admission to the MHA program and summary of professional accomplishments and submit the names of three references. Applicants may be asked to participate in a faculty interview prior to application review.

In general, applicants must have completed a Bachelor degree with a overall grade point average (GPA) of 3.0 (on a 4 point scale) or better, achieved a score of 1,000 or better on the verbal and quantitative portions of the GRE exam (500 on the GMAT exam), and obtained satisfactory references.

DHA Program

Applicants for the DHA program must have completed a Masters degree in a health related discipline or other professional terminal degree (e.g. M.D., J.D.) Applicants must complete the online application forms, submit all transcripts, complete an essay describing the applicant's professional goals, reason for seeking admission to the DHA program and summary of professional accomplishments, submit the names of three references, submit a current organizational chart of the applicant's employing organization and a current job description. Applicants may be asked to participate in a faculty interview prior to application review.

In general, applicants must have at least five years of senior management experience in a health care organization, have an overall grade point average (GPA) of 3.0 (on a 4 point scale) for graduate work and obtained satisfactory references.

All applications to DHAP programs will be reviewed by the DHAP Admissions Committee. The Admissions Committee will make recommendations for admission to the DHAP Chair who will submit recommendations to the Dean of the College of Health Professions. All notices of admission decisions will be sent to the applicant from the Dean's office.

Probation and Dismissal for Failure to Meet Academic Standards

Standards for Automatic Dismissal for Failure to Meet Academic Requirements

A DHAP student will be automatically dismissed from his/her program of study in either of the following situations.

- (a) He/she engages in plagiarism and/or the unauthorized giving or receiving of help on tests or other assignments.
- (b) He/she meets the conditions for placement on academic probation two times while enrolled as a student in one of the programs within the department.

Academic Probation

A DHAP student will be placed on academic probation for any one of the following three reasons:

BHS Program

1. Earning a failing grade (under 2.0) in any academic course during the semester,
2. Earning a grade point average below a 2.0 for the semester, or
3. Failure to earn cumulative grade point average of 2.0.

MHA and DHA Programs

1. Earning a failing grade (under 2.0) in any academic course during the semester,
2. Earning a grade point average below a 3.0 for the semester, or
3. Failure to earn cumulative grade point average of 3.0.

Placement on academic probation is an indication that the student's performance in the previous semester was not acceptable. All students' academic records will be evaluated at the end of each semester to determine whether or not they meet any of the conditions to be placed on academic probation for the next semester. It is the student's responsibility to be cognizant of his or her academic status at the end of each semester. A student will be asked to withdraw or will be dismissed from his/her program of study if he/ she meets the conditions to be placed on academic probation two times while a DHAP student. Students will be asked to withdraw or will be dismissed regardless of whether the two semesters in question run consecutively or not. This policy applies to both full-time and part-time students.

Any student who is dismissed from his/her program due to academic difficulties may write a letter of appeal to the Chair of the DHAP Academic Affairs Committee.

Withdrawal from a course

MUSC Enrollment Services records the following grades on a student's transcript to indicate a withdrawal from a course.

WD: indicates the student withdrew from course after the drop/add period but before the end of the first third of the course. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.

WP: indicates the student withdrew from a course, for reasons beyond his/her control, after the first third of the course was completed. The student was performing at a satisfactory level. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.

WF: indicates the student withdrew from a course after the first third of the course was completed. The student was performing at an unsatisfactory level. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.

WR: indicates the student withdrew after the drop/add period from all courses at the University with permission to take a leave of absence. This requires the prior approval of the dean and may result in dismissal if the terms of the leave of absence are not met.

The Department of Health Administration and Policy will award these withdrawal grades according the following criteria.

If the student requests a withdrawal from a course:

- **before the published MUSC drop/add period deadline**, no grade is required from the instructor. The course will not be recorded in the student's permanent record.
- **after the published MUSC drop/add deadline, but before one third of the course is completed**, the instructor will record a grade of WD on the drop/add form.
- **after the first third of the course is completed, but before two thirds of the course is completed**, the instructor will record a grade WP or WF on the drop/add form. Students must have at least a 2.0 average in the course to receive the WP grade. WR is recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.
- **after two thirds of the course is completed, the student will not be permitted to withdraw from a course.** WR may be recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.

It is the student's responsibility to acquire, complete and file a Request for Add and/or Drop form when he/she wants to request permission to withdrawal from a course. These forms are available from the DHAP Student Services Coordinator. *No withdrawal, other than one prior to the drop/add date, is automatic.* A withdrawal from a course requires the permission of the instructor and the approval of the dean. Failure to submit properly completed and approved forms could result in a 0.0 grade.

Degree requirements

BHS Program

The student must complete all course requirements and earn a cumulative GPA of 2.5 or higher in order to graduate and be awarded the BHS degree.

Course requirements include 40 semester hours of the MUSC BHS curriculum plus 90 semester hours of general education as outlined below.

General Education Requirements

Course	Semester hours	Quarter hours
English	6	9
Mathematics (recommend college algebra)	3	4.5
Sciences	20	30
Social Sciences – from at least two of the following: anthropology, business administration, computer science, economics, history, political science, psychology, sociology	9	13.5
Humanities – from at least two of the following: communications, education, foreign language, fine arts, literature, philosophy, speech	9	13.5
Professional	5 – 30	7.5 – 45
Electives – Must include CPT-101 or the equivalent. Accounting, speech, additional science and humanities recommended.	13 - 38	19.5 – 57
Total	90	135

MHA Program

Academic Performance

The student must complete all course requirements and earn a cumulative GPA of 3.0 or higher in order to graduate and be awarded the MHA degree.

Community Service Experience

All students are expected to perform meaningful community service as part of the degree requirements for graduation. Community service is broadly defined to include service to formally chartered and recognized community social and/or health services organizations without pay or equivalent compensation. The requirements and procedures are as follows:

- (1) A minimum total of twenty (20) hours of community service is required for DHAP master's programs. This minimum may be met by serving in one or more voluntary, community organizations as long as the total combined meets the requirement.
- (2) Community service must be performed between the official date of admission (start date) and the date of graduation.

- (3) Community services must be documented on the official forms furnished by the Department.

DHA Program

The program requires: (i) the completion of formal coursework consisting of forty-five (45) semester hours in required courses (ii) completion of the comprehensive examination with passing grades; and (iii) successful proposal defense and subsequent completion of the Doctoral Project, which is assigned eighteen (18) semester hours of credit.

1. **Coursework** - Formal coursework will be provided to students during intensive on-campus sessions offered during extended weekend and weeklong summer, on-campus sessions. Papers and other required assignments will be completed during periods of home study between sessions. The third year of the program will be devoted to individual, supervised doctoral project research.

A listing of courses and course descriptions can be found in the current DHA brochure or online at <http://www.musc.edu/dhap/>.

2. **Comprehensive Examination.** A comprehensive examination will be given to all satisfactorily progressing students during the fall after the completion of coursework. The written examination will require the examinee to demonstrate the ability to effectively integrate and apply his/her knowledge to specific healthcare issues and problems. Examinations will be evaluated as Pass, Incomplete – Oral Examination Required, or No Pass. If a student is required to participate in one or more Oral Examinations, her/his examination grade will be changed to either a Pass or No Pass after the Oral Examination(s).
3. **Doctoral Project Proposal and Project.** Students should begin to consider possible topics for their Doctoral Project no later than the latter part of their first year of coursework, when they begin participating in the Doctoral Project workshops. The Doctoral Project proposal should be developed in detail over the second year of course work, with the formal establishment of the Doctoral Project Committee by the end of the second year. After successful completion of the comprehensive examination, the Doctoral Project proposal must be formally defended by the student, with the candidate's committee approving the project only after a successful defense is provided. After formal approval, project data collection can begin. For more information on the DHA Project, see the *Doctoral Project Guidelines* prepared by the program.

Attendance

Students in general are expected to attend all class sessions scheduled by the instructors. Class sessions include in-class meetings, online chats, and other arranged sessions. Failure to attend classes may adversely affect course grades at the discretion of the instructor.

Exemption and Course Transfer Credit

Exemption of courses may be granted either by examination or by transfer of credit. The student must make exemption requests in writing to the program director by midterm preceding the academic semester in which the course is offered. For new students, the department may approve exemptions after review of the student's previous college work. The basis of the request should be specific, i.e., course name, number, credit, date and institution, or documented experience. University policy states that course credit can only be given during a semester when that particular course was offered and the student was registered for at least one hour of course credit. Content area faculty, the program director, and the department chair must approve any requests for exemption of courses.

Exemption Examinations

Students will be required to register for those courses for which they seek to earn credit by examination. Students must pay tuition/fees in accordance with current University tuition and fee schedule and by the established University dates for payment of tuition/fees.

Students may register in a single semester for courses for which they seek to earn credit by examination. The University tuition and fee schedule in effect during the semester the student is registered for the course shall apply. Students may not register or pay tuition/fees retroactively for courses for which they seek to earn credit by examination.

If the student is successful in earning credit by examination, a grade of "EX" (credit by examination) shall be assigned. Policies and procedures regarding credit by exemption as stated in the University Bulletin must be followed.

Transfer Credit

Transfer credit may be given for a course deemed equivalent to that of the Department of Health Administration and Policy course being exempted. It is recognized that academic institutions vary in the designation of graduate level course work. When the following guidelines do not apply, the course content will be evaluated. Generally, the transferred course should be equal or greater in credit hours and academic level. A minimum grade of B is required for transfer credit.

- (1) In some cases course content may be determined to have been covered when the transfer course carries one-hour credit less than that of the Department of Health Administration and Policy course. After evaluation of the course description, it may be determined that most of the course content is covered in a two credit hour course from another institution that would have been covered in DHAP's three credit hour course. In this situation, the course will be permitted to transfer in for the DHAP course. The student, however, will need to make up the additional credit by taking other DHAP or approved graduate coursework. In no cases will a one credit hour course transfer in for a three credit hour course.
- (2) The transferred course must carry a number that is designated graduate level by the university where the course was taken.

The MHA program will allow a maximum of twelve (12) hours in course credit from other accredited institutions to be evaluated for transfer into the Medical University. The MUSC transcript will show only total units credited in transfer without mention of grades or institution of origin.

Course Substitution

Course waiver/substitution is granted only in exceptional cases. The student must request a course waiver/substitution by writing the program director by midterm preceding the academic semester in which the course to be waived is offered. The basis of the request must be specific, i.e. course name, number and credit for the course to be substituted in its place. The substitution course must carry at least the same number of credit hours as the course being waived. The student must be able to prove significant knowledge of the subject matter covered in the waived course. Instructors will be consulted when appropriate.

Irregular Curriculum Completion

With prior approval of the program director, students may complete their course work at another approved health administration program and transfer credits for such work towards the granting of the MHA degree from MUSC. Petitions for such credit are granted only where

- (1) There is good cause as determined by the program director;
- (2) There is appropriate review by DHAP faculty;
- (3) The proposed course work is deemed substantially equivalent to course work at MUSC;
- (4) Credits earned are subject to the 12 semester-hour limitation on transfer and exemption by examination credit.

To receive credit for work done in another program, the student must have an official transcript from that school sent to the Office of Enrollment Services at MUSC.

Student Petition

Leave of Absence

After the completion of the first semester, any student in good academic standing may elect to take a leave of absence for no longer than one year, provided that the program director is notified in writing. Such a student shall be automatically entitled to register for the semester immediately following the leave of absence. The student must complete and file the necessary paperwork with the Office of Enrollment Services.

Withdrawal from the Program

A petition for withdrawal shall contain the following:

- (1) The reasons the student wishes to withdraw. If the withdrawal is sought because of medical reasons, the student should be prepared to present documentation of the medical problem upon request of the program director.

- (2) A statement of when the student would like to return to the program if the student intends to do so.
- (3) Completion of the University's Withdrawal form.

The acquisition of approval from the Department for withdrawal is considered when the student's departure is in good standing and would weigh substantially in re-admission consideration.

Re-admission after Withdrawal from the Program

A petition for re-admission after withdrawal shall contain an explanation by the student of how the circumstances that led to the student's withdrawal have changed.

Petitions for re-admission after withdrawal shall be granted if the program director finds that the circumstances leading to withdrawal have been alleviated so that the student's education can continue.

Honor Code

All new students will receive a copy of MUSC's Honor Code at the time of orientation and entry into the program. Students at MUSC are expected to achieve and display high standards of character. The health care professions require men and women of impeccable character who can live private and professional lives that exemplify high standards of moral conduct. The Honor Code helps ensure an atmosphere in which the individual can adequately develop professional skills and moral standards. All students are expected to abide by MUSC's Honor Code. A breach of the Honor Code is a serious offense.

All performances and materials submitted for grading are to be those of the student submitting them or must be properly credited otherwise. In the event that a faculty member or a student has good reason to suspect that another student has engaged in unethical behavior or has breached the Honor Code, that individual is expected to follow the Honor Code and make a formal charge so that the Honor Council can begin to do its work. Please see description of Honor Code at the following website.

<http://www.musc.edu/honorcode>

Student Grievances

For the purpose of handling all student complaints and grievances of an academic nature, including course grades, the following procedures have been established by the faculty of the Department of Health Administration and Policy.

Any student having a complaint shall in the first instance attempt to resolve this complaint by discussing it with the faculty member or other parties against whom the complaint lies. If the complaint is not resolved to the student's satisfaction by these means, the student shall, within thirty days of the occurrence of events leading to the complaint, present the complaint in writing to the program director. Such complaint shall include a description of the attempted resolution

with the faculty member or members in question. The program director shall investigate the allegations made in the complaint, take whatever actions s/he deemed appropriate, and notify the parties of that action.

The program director may appoint an ad hoc committee to evaluate the circumstances. The committee will inform all parties involved regarding the complaint/grievance. The committee will hold hearings in which the plaintiff and all other parties involved will be given ample opportunity to present their statements, views, and response to questions from the committee members. In holding such meetings, all parties must be given written notice at least one week in advance of the meeting date. In case the complaint concerns a course grade, the committee will deal primarily with the issue of consistency in the application of grading criteria. The committee may write expert witnesses to assist with the understanding and investigation of issues involved in the complaint. The committee will make its recommendation to the program director and chair who in turn will render their decision to the student. Such decisions will be communicated within one month from the date of receipt of the complaint.

If the actions taken by the program director and chair do not resolve the complaint to the satisfaction of all parties, such dissatisfied party or parties shall, within 15 days of receipt of notification from the program director and chair, file a written grievance with the Dean of the College.

Academic Advisement

BHS Program

Each student will be assigned to a faculty advisor immediately upon initial matriculation into the program. The student will consult with his/her advisor and develop a BHS Program plan of study to be followed. The student will review the Plan of Study with his/her advisor at least annually and make changes accordingly.

MHA Program

Each student is assigned to a faculty member who serves as the student's academic advisor and mentor. Students are encouraged to meet regularly with their advisors (at least once a semester) to discuss their academic progress and their career goals.

DHA Program

The DHA Program Director will serve as academic advisor for each DHA student until a Doctoral Project Committee Chair is selected and approved.

GENERAL INFORMATION

Grading system and Reports

All courses, except those dropped during the drop/add period, are recorded on the student's permanent record. When a student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned.

Merit grades are assigned on a continuous scale ranging from 0.0 to 4.0 (see below).

% Equivalent	Merit Grade	% Equivalent	Merit Grade
95 and above	4.0	81	2.6
94	3.9	80	2.5
93	3.8	79	2.4
92	3.7	78	2.3
91	3.6	77	2.2
90	3.5	76	2.1
89	3.4	75	2.0
88	3.3	74	1.8
87	3.2	73	1.6
86	3.1	72	1.4
85	3.0	71	1.2
84	2.9	70	1.0
83	2.8	69	0.0
82	2.7		

Incomplete

A grade of incomplete may be awarded to allow students to complete coursework one semester beyond the regular grading period as a result of circumstances beyond the student's control. An incomplete is not calculated in the grade point average. If the student fails to remove the incomplete within one semester, it will be converted to a merit grade of 0.0. All incomplete grades must have the prior approval of the instructor. The removal of incomplete grades is the responsibility of the student and should be directly handled between student and instructor.

Grade Reports

The Office of Enrollment Services (843-792-5396) posts all official grades on a secured Web site through an interface known as WebAdvisor. Students can retrieve their grades by visiting the Office of Enrollment Services website at <http://www.musc.edu/es/>. Students will need to enter their MUSC Network Account (MNA) in order to access their grades. Please note that the University does not mail paper copies of grades. Furthermore, no staff member of the Department of Health Administration and Policy will give out information about grades over the phone or in person. Should students require grades prior to receiving them electronically from Enrollment Services, they will need to make arrangements with their course instructor.

Registration and Course Sequencing

BHS Program

Students can begin the BHS Program in Fall or Spring semester. Registration for BHS Program courses usually occurs approximately two months prior to the semester. Students enrolled in the BHS program are strongly encouraged to pre-register for courses to ensure admission into their classes. Most classes are limited to the first 25 registering students. BHS students can register for courses online through MUSC Web Advisor. Students who have questions or concerns about registration are urged to contact the Program Director for advice and/or counseling.

A regular, fully admitted BHS student who does not plan to register for courses in a particular semester must complete and submit the Statement of Intentions form included in the registration packet. Any regular, fully admitted BHS student who fails to register for courses for two consecutive terms without notifying the Program Director may be administratively withdrawn from the Program and the College of Health Professions.

A student who has not previously enrolled in BHS courses may enroll as an unclassified or non-degree seeking student. Students who are interested in doing this must receive permission from the BHS Program Director, and are urged to contact the Director to discuss this option. Enrollment as an unclassified student does not constitute any obligation by the Program or College to accept you into the BHS Program. If a student following this option is subsequently accepted into the program, she/he will receive the credit hours earned as an unclassified student. However, the grades that he/she earned in those courses will not be factored into the student's overall GPA.

Residential MHA Program

Students enrolled in the Residential MHA Program begin classes in the fall semester and complete the program in two years on a full-time basis. Part-time options are not available (unless a student is transferring in hours or has previously completed required course work). The Student Services Coordinator will pre-register residential students approximately 4-6 weeks prior to the start of the semester using the prescribed lock-step program of study. Students will be notified via MUSC email of the courses they are to take. Should a student's schedule deviate from the prescribed lock-step curriculum it is the student's responsibility to notify his/her advisor and the Student Services Coordinator of the change. All pre-registration should be finalized 4 weeks prior to the start of the new semester.

Executive MHA Program

Students enrolled in the Executive MHA Program may begin in the spring or summer sessions and may complete the curriculum on a full-or part-time basis. At the time of entry into the program, each student will be given a prescribed program of study based upon the semester in which he/she enrolled and the enrollment status (full- or part-time). The Student Services Coordinator will pre-register Executive MHA students approximately 4-6 weeks prior to the start of the semester using the prescribed lock-step program of study. Students will be notified via WebCT mail (HAP999) of the courses they are to take. Should a student's schedule deviate from the prescribed lock-step curriculum it is the student's responsibility to notify his/her advisor and

the Student Services Coordinator of the change. All pre-registration should be finalized 4 weeks prior to the start of the new semester.

DHA Program

The DHA Program involves two years of coursework, followed by one year of Doctoral Project work. Students enter the DHA program as a Cohort, with the first classes in the September session. The DHA curriculum is uniform and lock-step for all students in a particular Cohort. Since all students take the same courses at the same time, they are registered for courses as a group by a designated program staff member.

Communication, Internet and E-Mail Requirements

It must be emphasized that in all aspects of a student's program of study, the student is responsible for maintaining ongoing communication with the Program and its course instructors. This includes regularly checking communications media (regular, mail, phone messages, regular e-mail and WebCT course bulletin board postings), and promptly responding to communications from the Program and/or any of its course instructors. If a student is unavailable for and/or inadequately responsive to communications, he/she must understand it may have a significantly adverse impact on her/his course grades and/or standing in the Program.

All students in programs offered through the Department of Health Administration and Policy will frequently need to work through the Internet to complete coursework. Consequently, it is essential that all students have unrestricted access to an Internet service provider. The Department strongly recommends that this Internet service be broad-band and high-speed (cable rather than dial-up service), since high speed service is often essential for utilizing large files, graphics programs, and other interactive resources required for coursework.

All matriculated students will receive an MUSC Network Account (MNA) at the time of initial registration to the University. The MNA includes a login and password that is unique to each student and should not be shared with others. The student's MNA provides access to MUSC's email system, library resources, WebCT, WebAdvisor, and a host of other student resources. It is important that the student know and maintain an active MNA at all times.

E-mail: MUSC provides every student with an e-mail account free of charge. Students are expected to use e-mail as the major form of communication for program business, and each student will be responsible for seeking out the necessary training to use e-mail properly. Every student should be able to access e-mail on a regular basis. Students are to check their e-mail account several times per week, if not daily. The student services coordinator, support staff, and faculty in the Department of Health Administration and Policy will frequently use e-mail to communicate with the student body.

To access your MUSC e-mail account via the Internet access, open Internet Explorer or Netscape and enter the following Web address: www.webmail.musc. You will then be prompted to enter your MNA login and password.

Students may elect to use another account rather than the one provided by MUSC. It is, however, the student's responsibility to arrange to have his or her MUSC email forwarded to his or her personal email account. Instructions for this are available via <http://www.musc.edu/econtrol/>.

WebCT: The University uses a Web course tools program known as WebCT. This program is widely used by many universities through the world to deliver courses on-line as well as a supplement to traditional on-campus courses. All students are expected to know how to use WebCT, and to check it regularly (e.g., several times per week).

Tuition and Fees

BHS and MHA Program

The tuition and fee rates for the BHS program are set by the State of South Carolina, and are subject to change. Current tuition and fees are listed in the BHS Student Handbook, and online at <http://www.musc.edu/es/records/fees.html>. Students who fall behind in their payments will not be permitted to register for additional classes, and grades will be frozen until payments are up to date. Any student missing a course because of his/her failure to make tuition payments will be required to repeat that course.

DHA Program

The tuition and fee rates for the DHA program are set by the State of South Carolina, and are subject to change. Current tuition and fees are listed in the DHA Student Handbook, and online at <http://www.musc.edu/es/records/fees.html>. Students who fall behind in their payments will not be permitted to register for additional classes, and grades will be frozen until payments are up to date. Any student missing a course because of his/her failure to make tuition payments will be required to repeat that course. Students will not be permitted to defend their Doctoral Project until all delinquent tuition and/or fees are paid in full.

The DHA Program is designed so that all academic, lodging and associated activities are programmed and presented well in advance. Due to encumbrances of resources and personnel, the University will not offer a refund of tuition and fees for any individual who withdraws from the program, is dismissed for academic reasons, or is unable to participate in any portion of the program. Individuals desiring to permanently withdraw from the program may do so by writing to the Department Chair.

Health Documentation Policy

Before students are allowed to begin initial classes, they will be required to provide documentation for, and/or obtain immunizations as specified by MUSC's Student Health Services. A PPD skin test is required yearly, and proof of health insurance is required each

semester. Students should comply promptly with any other requirements or documents requested by Student Health Services.

Leave of Absence

BHS and MHA Program

Any student who wishes to request a Leave of Absence (LOA) from the program must obtain written permission from their respective Program Director and the Department Chair. LOAs may not exceed one year and require the approval of the Dean of the College.

DHA Program

Any student who wishes to request a leave of absence (LOA) from the program must obtain written permission from the DHA Program Director and the Department Chair. LOAs may not exceed one year and require the approval of the Dean of the College. Students will not be permitted to present their final doctoral project defense the first semester after returning from an LOA.

Mandatory Training

The Medical University of South Carolina frequently releases announcements requiring students to comply with some type of mandated training. Currently the University requires all faculty, staff, and students to participate in Health Insurance Portability and Accountability Act (HIPAA) training and also Information Technology Security Training. Both trainings can be accessed at the links below and should not take longer than 20 – 25 minutes for students to complete. Certificates of completion are issued after the training. Students should print out the certificates and keep them to demonstrate that they have complied with these training requirements. The training can be found at the following links:

HIPAA Training

<http://www.musc.edu/medcenter/hipaa/training/index.html>

Information Technology Security Training

<http://www.itlab.musc.edu/training/modules/ITSecurity/>

Other University Policies

Students should refer to the *Bulletin of the Medical University of South Carolina* and the *Medical University of South Carolina Student Handbook* for additional policies not covered in this manual. All of the above policies fall within the limits set by College and University guidelines, and will therefore be correspondingly modified by any changes in those guidelines.

PROFESSIONAL ASSOCIATIONS

Abraham Flexner defined the criteria for consideration as a profession back in the early 20th Century, and since then others have added to his work. According to the criteria, a profession:

- draws on a well-defined body of intellectual knowledge.
- uses the scientific methods to enlarge that body of knowledge, improving education and service.
- educates its practitioners in institutions of higher learning.
- functions autonomously in control of professional policy and activity and functions within a code of ethics.
- is composed of individuals who consider this occupation as their lifework, contributing to the good of society through service to others.
- requires continuous professional development.

Toward the embodiment of these criteria, the Department encourages students to join and participate in professional activities including membership in one or more professional organizations. Following is a list with information about the major opportunities available:

American College of Healthcare Executives (ACHE)

The American College of Healthcare Executives has over 30,000 professionals who have made the College the premier international leadership organization for health care executives. The Department's Student Association (see below) is nationally recognized as an ACHE Student Chapter. Student affiliation is an exciting and inexpensive way to discover, explore, and understand the real world of healthcare management. See www.ache.org for more information.

Student Association (a student chapter of the American College of Healthcare Executives)

The Student Association, with the guidance of a faculty advisor, serves as a communication, support, and networking group. In the past, students have been involved in community service efforts, career planning and development workshops, and social events. Officers have traditionally assumed office in August, following elections held each spring.

Students are strongly urged to join the Student Association as well as join professional associations in their respective area. These associations provide opportunities to learn, to share information and ideas, and to build a network of mentors, friends, and colleagues.

Healthcare Information and Management Systems Society (HIMSS)

Students interested in the health information systems electives in the MHA program are encouraged to join HIMSS as a student member. HIMSS is a national organization comprised of over 15,000 health information professionals. One of the many benefits of joining HIMSS is the opportunity to participate as a student volunteer at the HIMSS annual meeting. HIMSS also provides opportunities for students to network with colleagues in the field and learn of career opportunities through their job bank. Details regarding how to join the association can be obtained at the HIMSS Website: www.himss.org. Further, students who are HIMSS members will automatically become members of the South Carolina Chapter of HIMSS.

Student Government Association (SGA)

Medical University of SC has a university-wide Student Government Association. The College of Health Professions (CHP) participates in MUSC's SGA through the CHP SGA. DHAP students can serve as representatives to the CHP SGA. MUSC SGA and CHP SGA are involved in community projects and social activities that enhance student life.

Alumni Association

The Alumni Association of the Medical University of South Carolina is a general association, the membership of which includes all members in good standing of the six college associations. The Health Professions Alumni Association is the organizational affiliate of the College of Health Professions. Dues paid by alumni association members help support scholarships and activities for current students, subsidize projects that directly benefit CHP members, make alumni eligible to participate in benefits programs, and fund the cost of reunions which is the annual reception of graduates. The DHAP Alumni Chapter serves as an essential link between all graduates and the Department of Health Administration and Policy. It supports a wide variety of programs and benefits through networking opportunities and continuing education while maintaining a close relationship with the faculty and students of the department.