



College of Health Professions  
Department of Healthcare Leadership and Management  
Medical University of South Carolina

Doctor of Healthcare Administration Program  
Student Handbook  
2018

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## Table of Contents

COLLEGE OF HEALTH PROFESSIONS   ABOUT US.....	3
Vision, Mission & Values .....	3
DHA Program Mission Statement.....	3
ADMINISTRATION, FACULTY, & STAFF .....	3
ACADEMIC POLICIES.....	5
Philosophy.....	5
Application and Admission.....	5
Probation & Dismissal.....	6
Automatic Dismissal.....	6
Academic Probation .....	6
Time Limit .....	6
Appeal Process.....	6
Course Withdrawal.....	7
Degree Requirements.....	8
Participation & Attendance .....	9
Transfer Credit.....	9
Student Petition.....	10
Leave of Absence.....	10
Voluntary Program Withdrawal .....	10
Re-admission After Withdrawal .....	10
Honor Code.....	11
Student Grievances .....	11
Academic Advisement.....	12
GENERAL INFORMATION.....	12
Grading System & Reports.....	12
Incomplete.....	12
Grade Reports.....	13
Registration and Course Sequencing.....	13
Communication, Internet & E-Mail Requirements.....	13
ADA Policies & Procedures.....	15
International Travel .....	15
Tuition & Fees.....	15
Mandatory Training .....	15
Other University Policies.....	16
PROFESSIONAL ASSOCIATIONS.....	16
American College of Healthcare Executives (ACHE).....	17
National Association of Health Services Executives (NAHSE) .....	17
Healthcare Information and Management Systems Society (HIMSS) .....	17
Student Government Association (SGA).....	17
Alumni Association .....	17
Evaluation Plan.....	19
Honors & Awards.....	19

# COLLEGE OF HEALTH PROFESSIONS | ABOUT US

## Vision, Mission & Values

Vision: To improve the health of populations by developing and inspiring health scientist and leaders.

Mission: As a college dedicated to educating a diverse range of health professionals, we benefit our students, the university, and community through our synergistic approach to creating new knowledge and expertise. Through interprofessional collaboration and innovation, we enrich the learning environment, increase our capacity to conduct research, and augment our ability to provide service. We are a dynamic and responsive college that generates solutions and contributes to the overall health and well-being of the citizens of our state and beyond.

Values: The faculty, staff and students in the College of Health Professions at the Medical University of South Carolina embrace and commit to the 5 core values of collaboration, creativity, diversity, excellence, and integrity. The following represents sample expected behaviors that demonstrate adherence to each core value.

## DEPT. OF HEALTHCARE LEADERSHIP & MANAGEMENT

### 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.
- Enabling students to engage in both individual and collective efforts to further develop their analytic skills and systems, strategic and critical thinking abilities.
- Serving as a catalyst for the students' personal and professional growth and change.

## ADMINISTRATION, FACULTY, & STAFF

Zoher Zapasi, PhD, Dean

James S. Krause, PhD, Associate Dean of Research

Karen Wager, DBA, Associate Dean of Student Affairs

Nancy Carson, PhD, OTR/L, Assistant Dean for Academic and Faculty Affairs

Office of the Dean: (843) 792-3328

Student Life and Recruitment: (843) 792-3326

DHLM Department: (843) 792-1042

## DHA Administration, Faculty & Staff



**Jillian B Harvey, PhD**  
Assistant Professor  
Division Director, DHA  
Email: [harveyji@musc.edu](mailto:harveyji@musc.edu)  
Phone: (843) 792-3431



**Kit Simpson, DrPH**  
Professor  
Email: [simpsonk@musc.edu](mailto:simpsonk@musc.edu)



**Jami Jones, PhD**  
Professor, Dept. Chair &  
Division Director, MHA  
Email: [dellifra@musc.edu](mailto:dellifra@musc.edu)



**Walter J Jones, PhD**  
Professor  
Email: [jonesw@musc.edu](mailto:jonesw@musc.edu)



**Thomas E McKee, PhD, CMA, CIA**  
Professor  
Email: [temckee@musc.edu](mailto:temckee@musc.edu)



**Annie Simpson, PhD**  
Associate Professor  
Email: [simpsona@musc.edu](mailto:simpsona@musc.edu)



**Michael Meacham, JD, MPH**  
Associate Professor  
Email: [meachamm@musc.edu](mailto:meachamm@musc.edu)



**Abby Kazley, PhD**  
Professor  
Division Director of Health Informatics  
Email: [swansoaj@musc.edu](mailto:swansoaj@musc.edu)



**Karen Wager, DBA**  
Professor  
Associate Dean for Student Affairs  
Email: [wagerka@musc.edu](mailto:wagerka@musc.edu)



**Dunc Williams, MHA, (PhD-ABD)**  
Assistant Professor  
Email: [wiljd@musc.edu](mailto:wiljd@musc.edu)



**Daniel Brinton, PhD**  
Assistant Professor  
Email: [brintond@musc.edu](mailto:brintond@musc.edu)



**Lindsay Loewer, MHA**  
Director of Professional Development  
Email: [wiltshi@musc.edu](mailto:wiltshi@musc.edu)



**Naomi Sampson, MHA**  
Director of Executive Operations &  
Project Management  
Email: [sampsonn@musc.edu](mailto:sampsonn@musc.edu)



**Beth Romaine**  
Business Administrator  
Email: [romaine@musc.edu](mailto:romaine@musc.edu)



**Rebecca Barry**  
Student Services Coordinator  
Email: [barryr@musc.edu](mailto:barryr@musc.edu)  
Phone: (843) 792-5323



**Leslie Anderson**  
Administrative Coordinator  
Email: [andersol@musc.edu](mailto:andersol@musc.edu)  
Phone: (843) 792-1042

# ACADEMIC POLICIES

## Philosophy

The College of Health Professions (CHP) 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/session of enrollment and he/she maintains a 3.0 cumulative grade point average during the course of study.

It is important for all CHP 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 & Admission Criteria

Applicants for the DHA programs must have completed a Masters level degree in a track 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 three professional or academic 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 the determination of an admissions decision.

In general, applicants must have three - five years of track related 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.

The DHA Program Director and Admissions Committee will review all applications to the DHA program. All notices of admission decisions will be sent to the applicant via email and include an official letter from the Dean’s office.

## Probation & Dismissal for Failure to Meet Academic Standards

### Automatic Dismissal

Standards for automatic dismissal for failure to meet academic requirements prescribe that a DHA 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 twice (2) while enrolled as a student in one of the programs within the division.
- (c) If a student receives more than two (2) grades of less than 3.0 in one semester, or any grade of less than 2.0 in any course during any semester.

### Academic Probation

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

1. Earning a grade point average below a 3.0 for the semester/session, or
2. 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/session was not acceptable. All students' academic records will be evaluated at the end of each semester/session to determine whether or not they meet any of the conditions to be placed on academic probation for the next semester/session. It is the student's responsibility to be cognizant of his or her academic status at the end of each semester/session. 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 twice (2) during DHA enrollment. Students will be asked to withdraw or will be dismissed regardless of whether the two semester/sessions in question run consecutively or not.

Any failed course (2.0 or below) should be retaken at MUSC. Students that earn less than a 3.0 in a repeated course will be dismissed from their program of study.

### Time Limit

All work for the DHA Program must be completed within seven (7) years of admission. In the event that a final defense is not completed within the required time period, the student's continued enrollment will be determined by the DHA Academic Progress Committee. After a thorough review the committee will decide upon an enrollment recommendation. These could include but are not limited to any of the following scenarios or combination thereof.

1. Continued enrollment with provisions pertaining to specific milestone deadlines.
2. Continued enrollment with provisions regarding a specific defense deadline.
3. Program Dismissal.
4. Conditional enrollment based on the completion of updated coursework.
5. Conditional enrollment based on the retaking and passing of comprehensive exams.

Timelines should be regularly reviewed and discussed with your committee chair. The program will notify you the semester prior to your time-limit expiration. At that time, you can determine if you will meet the deadline or request a review.

## Appeal Process

Any student who is dismissed from his/her program due to academic difficulties may write a letter of appeal to the Dean of the College of Health Professions. The Dean must receive the appeal within seven (7) calendar days following the student's receipt of a dismissal notice. During the appeal process, a student is considered to be maintaining academic activity and interacting with faculty, even if not physically in the classroom.

If appeals are granted, conditions of enrollment will be outlined & upheld. Such conditions could include the re-taking of comprehensive exams, specific course work, etc.

## Course Withdrawal

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 Healthcare Leadership and Management 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 DHA 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

The program requires the completion of:

1. Coursework. Formal didactic coursework will be provided in an online executive format combined with required on-campus session offered in extended weekend schedules (once per semester) during the first and second year of the program. The third year of the program, after comp exams are passed, will be devoted to individual, supervised doctoral project research. A listing of courses and course descriptions can be found in the current DHA website and in the [MUSC Bulletin](#). Each cohort will receive a program specific curriculum schedule to include all required courses and on-campus session dates for the full duration of the program during their enrollment process.
2. Comprehensive Examination. A comprehensive examination will be given to all satisfactorily progressing students following completion of the second year's summer term, upon conclusion of all didactic coursework. To qualify to take the comprehensive examination, a student must be in good academic standing, have no active student holds on file in addition to having completed all prior coursework in the program. 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. Each examination answer will be blind-reviewed and graded by two faculty readers who are experts in the question's subject area.
  - a. There are two possible grades for each question – Pass or No Pass. In special circumstances, the faculty readers for a question may request that a student set up a conference call with the readers to clarify one or more aspects of his/her written answer. In this case, the grading of the question will be delayed until after the conference call. If such a clarification is needed, the student will be notified and timely arrangements will be made for a conference call.
  - b. If a student receives a No Pass for one question, the student will be required to complete an oral examination. The student will then have to receive a Pass grade from both faculty members on the oral examination to be given a Pass grade for the question. Notification will be made in a timely manner to make arrangements by semester deadlines
  - c. Any student who receives initial grades of No Pass for two or more question, or has one or more No Pass grades after an oral examination, will be deemed to have not successfully completed the comprehensive examination. Students in this

situation will be required to repeat the entire examination at the next offering, with different questions used. A student in this situation will not be permitted to continue Doctoral Project work until the comprehensive examination is successfully completed at a subsequent offering. Students may be permitted only one retake of the comprehensive exam. Failure to achieve passing grades on the second examination attempt will result in dismissal from the program.

3. Doctoral Project Proposal and Project. Minimums of eighteen (18) hours of Doctoral Project credit are required. The Doctoral Project Proposal should be developed in detail after passing Comprehensive Exams, with the formal establishment of the Doctoral Project Committee during the beginning of the third year. The Doctoral Project Proposal Agreement Meeting must be held before the IRB review process and collection of project data can begin. See *Doctoral Project Guidelines* for more information.
4. Continuous Enrollment: Consecutive terms of enrollment managed by administrative registrations are required throughout the DHA Program, except for program-approved leave of absence. All work for the DHA degree, didactic & doctoral project credits, must be completed within seven (7) years. See DHA Time Limit Policy on page 7.

## Participation & Attendance

Students are expected to attend and participate all class sessions scheduled by the instructors. Class sessions may include on-campus courses, workshops, online chats, and other arranged sessions. Non-participation may adversely affect course grades at the discretion of the instructor. Refer to individual course syllabi to determine specific requirements.

## On-Campus Sessions

On-campus session attendance is mandatory, every semester of didactic coursework. On-campus sessions are of particular importance to the design and value of the DHA program. These sessions are integral to professional collaboration and an enriched learning environment, all critical to the development of innovative, driven, and engaged health care leaders. If a situation arises in which attendance will not be possible, notification to instructors, the Program Director and DHA Student Services Coordinator should be made immediately. In this situation, students are advised to take a formal leave of absence (LOA) from the program for a year. This will lengthen the duration of the program and is highly discouraged.

When on-campus it is mandatory that ID badges be worn.

## Transfer Credit

Transfer of credit may grant exemption of courses. The student must make official *Transfer Requests* in writing to the DHA Program Director by midterm preceding the academic semester/session in which the course is offered. The basis of the request should be specific, i.e., course name, number, credit, date and institution. Supporting materials such as course syllabi and course objectives will be required for review by the instructor on record at MUSC. Courses will only be considered from doctoral programs with like format, which include a portion of course content in-person. The transferred course must carry a number that is designated doctoral level by the university where the course was taken.

Transfer credit may be given for a course deemed equivalent to that of the DHA course. It is recognized that academic institutions vary in the designation of doctoral 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 (3.0) is required for transfer credit.

The DHA 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.

## Student Petition

### Leave of Absence

After the completion of the first semester/session, any student in good academic standing may elect to take a Leave of Absence (LOA). Any student requesting a leave of absence must notify the DHA Program Director in writing. An official LOA Form will be provided to the student to complete, including the planned date of return that cannot extend past a calendar year. The form is to be returned for written approval from the DHA Program Director. Upon approval, the student must confirm that the DHA Student Services Coordinator receives the approved form for processing.

Such a student shall be automatically entitled to register for the semester/session immediately following the leave of absence, or according to the end date recorded on the form. LOAs may not exceed one year. DHA students will only be permitted to take a LOA of absence once while enrolled in the program. Students who fail to return after the leave has expired will be administratively dismissed from the program and must reapply for subsequent readmission.

### Voluntary Program Withdrawal

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 program 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

Re-admission requires the student to complete the entire application process. 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 and the student is still competitive with current admissions standards of the program.

## Honor Code

All new students will be instructed to review 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 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://academicdepartments.musc.edu/esl/bulletin/Honor-Code/index.html>

## 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 Healthcare Leadership Management.

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 are 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 all 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 that 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 do not resolve the complaint to the satisfaction of all parties, such dissatisfied party or parties shall, within fifteen (15) days of receipt of notification from the Program Director, file a written grievance with the Dean of the College.

## Academic Advisement

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 & Reports -

[http://academicdepartments.musc.edu/esl/bulletin/bulletin\\_policies/grading.html](http://academicdepartments.musc.edu/esl/bulletin/bulletin_policies/grading.html)

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).

Alphabetic equivalents to this continuous scale are as follows:

- A = 95 and above
- B = 85 - 94
- C = 75 - 84
- D = 70 - 74
- F = 69 and 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/session beyond the regular grading period as a result of circumstances beyond the student's control. All incomplete grades must have the prior approval of the instructor. An incomplete is not calculated in the grade point average. The student and instructor should complete the Incomplete Grade Request form to include all outstanding items and due dates. The removal of incomplete grades is the responsibility of the student and should be directly handled between student and instructor. If the student fails to remove the incomplete within one semester/session, it will be converted to a merit grade of 0.0.

## Grade Reports

Official grades on <https://lifeprod.musc.edu>. “Life@MUSC” is the secure student information web portal. Students can retrieve their grades by visiting *the Self-Service Menu*. Students will need to enter their MUSC Network ID (NetID) and password, in order to access their grades. Please note that the University does not mail paper copies of grade reports. Furthermore, no staff member of the DHA Program will give out information about grades over the phone or in person. Should students require grades prior to receiving them electronically, they will need to make appropriate arrangements with their course instructor.

## Registration & Course Sequencing

The DHA Program involves two years of coursework, followed at least 18 credit hours of Doctoral Project work. Students enter the DHA Program as a cohort, with the first classes in the fall session (Aug start date). The DHA curriculum is uniform and lock-step. Since all students take the same courses at the same time, program staff registers them for courses as a group each semester.

Upon completion of coursework and successful passing of comprehensive exams, students are required to be continuously registered in DHA-990 Doctoral Project, in consecutive terms of enrollment. Students will be enrolled for nine (9) DHA-990 credit hours per semester until graduation. At the conclusion of each semester, the student will be required to submit a brief report of their progress through submission of this online survey:

<https://redcap.musc.edu/surveys/?s=KRTPNANJXP>

All project credits will be graded as Pass/Fail. The resident faculty member who is serving as the Committee Chair is responsible for assigning Project grades. A Passing grade will not be entered until satisfactory progress has been documented. If satisfactory progress is not made, then a grade of Fail will be recorded. A student who receives a failing grade will be subject to the standards for academic probation and dismissal for failure to meet academic requirements.

## Communication, Internet & 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 MUSC e-mail and Moodle postings), and promptly responding to communications from the Program, including faculty, instructors, staff and administration. 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 College of Health Professions 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 College strongly recommends that this Internet service be broadband and high-speed, since high-speed service is often essential for utilizing large files, graphics programs, videos and other interactive resources required for coursework.

All matriculated students will receive an MUSC Network ID (NetID) at the time of initial enrollment to the University. The NetID includes a login and password that is unique to each

student and should not be shared with others. The student's NetID provides access to MUSC's email system, library resources, Moodle, *life@musc*, MyQuest training sites and a host of other student resources. It is important that students know and maintain an active NetID 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 Medical University of South Carolina will frequently use e-mail to communicate with the student body.

To access your MUSC e-mail account visit: [mail.musc.edu](mailto:mail.musc.edu) or [life@MUSC](mailto:life@MUSC) You will then be prompted to enter your NetID login and password.

### Moodle

The University uses an online learning management system known as Moodle. 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 Moodle, and to check it regularly (e.g., several times per week). A student guide is available on the College of Health Professions' technology website. <https://musc.mrooms3.net>

### Turnitin

Turnitin is an originality detection service that MUSC has licensed and made available through Moodle. The Turnitin service compares work submitted to it against a database of publications, Internet pages, and other work previously submitted.

### **Social Media**

While social networking has the potential to enhance a student's educational experience, serious ramifications may arise—unprofessional behavior, overstepping boundaries, and confidentiality breaches. Any student wishing to create an MUSC-related Facebook page, blog, etc. must abide by the Social Media Use Guidelines: <https://horseshoe.musc.edu/~media/files/services-all-files/comms-files/ccmo-files/pr-files/musc-social-media-guidelines-final-05-2018.pdf?la=en>

Please be aware that protected confidential student and/or patient information may not be shared or posted on social media platforms. All comments, photos, or other information shared should remain appropriate and professional and should in no way infringe upon regulations as stated in FERPA, the Family Educational Rights and Privacy Act. To read more about FERPA, please visit this site: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **ADA Policies & Procedures**

The College of Health Professions is dedicated to providing equal opportunity and access for every student. Accommodations will be made in response to the specific disability and on a case by case basis. Students are highly encouraged to make requests for accommodations before the beginning of the first semester. This gives your professors the time needed to plan and ensure you receive the accommodations needed. Please find more information regarding the support available here:

<http://academicdepartments.musc.edu/vpfa/dei/ada/Policies%20and%20Procedures>

International Travel: The Medical University of South Carolina is engaged around the world through education activities, research and service of its faculty, staff, trainees and students. The University supports and encourages international travel and collaborations and recognizes that a global perspective is essential to its academic mission. In January 2014, the University implemented an [international travel policy](#) intended to promote the health, safety and security of all members of the MUSC community while traveling abroad. Colleges or business units may have additional procedures and requirements that support this overall policy.

This [International Travel Policy](#) applies to faculty, staff, trainees and students traveling outside of the United States for University-related purposes. This policy sets forth the requirements that faculty, staff, trainees and students must meet before and during university-related travel. *\*For the full version of the policy, please refer to [MUSC International Travel Policy \(PDF\)](#). [Click this link to view MUSC International Travel Policy Memorandum from the Office of the Provost.](#)*

## Tuition and Fees

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 available online.

<http://academicdepartments.musc.edu/esl/em/records/fees.html>

DHA students must maintain continuous enrollment in the program (unless granted a leave of absence). With registration for course work done administratively, student need to be aware that this process will not be possible if registration holds have been placed on their account due to an outstanding balance. Students who fail to have holds removed by the time of registration for the following semester will receive a courtesy reminder from the program. However, if they issue is not resolved by the end of the currently enrolled semester they will be considered for administrative dismissal from the program.

The DHA Program is designed so that all academic and associated activities are programmed 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.

## Mandatory Training

MyQuest is MUSC's learning and compliance management system. Annual training modules are required for everyone each academic year to comply with and promote understanding of federal and state laws, key policies, and regulations. Due to the severe consequences applied to the enterprise for violations related to the material covered, students who do not complete the mandatory training by the deadline will not be permitted to attend class or access courses via Moodle. All currently enrolled students, including full-time, part-time, web-based, on-campus and those on clinical rotations, must complete these training modules. Visit <http://myquest.musc.edu/>

You will log in to MyQuest with your NetID and password. A collection of required training and due dates will be found here. In order to maintain compliance with University standards have trainings completed by posted dates, each year.

IRB CITI Training is also required during the doctoral project phase of the program.

Visit: <http://academicdepartments.musc.edu/citi/>

All investigators and key personnel who participate in the design, conduct, or reporting of human subject research (including exempt research) must be appropriately trained in the protection of human subjects. The university uses the Collaborative Institutional Training Initiative (CITI) web-based human research course to satisfy the requirement for MUSC researchers for training in human research subjects protection. Initial and continuing education (every 3 years) are required as explained below.

*Training must be completed prior to receiving initial or continuing IRB review of research proposals.*

The Basic Human Research Course is required for investigators and key personnel who have not previously completed a CITI course. There are two educational tracks for the basic course: Biomedical or Social and Behavioral. In order to receive maximal benefit, you should choose the Social and Behavioral track. Each track contains 16 required modules and several optional modules. Each module may take from 10 to 30 minutes to complete and most contain a quiz. The modules do not have to be completed in a single login session. A minimum aggregate score of 80% is required to pass the Basic Course.

## Other University Policies

Students should refer to the following resources for additional policies not covered in this manual. All Program policies fall within the limits set by the College and University guidelines, and will therefore be correspondingly modified by and changes made in these documents.

[Bulletin of the Medical University of South Carolina](#)

[The Medical University of South Carolina Student Handbook](#)

[The College of Health Professions Policies and Procedures Manual](#)

## PROFESSIONAL ASSOCIATIONS

Abraham Flexner defined the criteria for consideration as a profession back in the early 20<sup>th</sup> 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](http://www.ache.org) for more information.

### National Association of Health Services Executives (NAHSE)

The National Association of Health Services Executives (NAHSE) is a non-profit association of Black health care executives founded in 1968 for the purpose of promoting the advancement and development of Black health care leaders, and elevating the quality of health care services rendered to minority and underserved communities. Since its inception, NAHSE has sponsored and participated in local and national programs and projects designed to improve quality, access and availability to health services and to expand educational opportunities in the field of Health Services Administration. Website: <http://www.nahse.org>

### 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: <http://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. DHA 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, which includes alumni from the Master of Health Administration (MHA) and Doctorate of Health Administration (DHA) programs, serves as an essential link between all graduates and the Department of Healthcare Leadership and Management. 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 division.

## EVALUATION PLANS

### Course Evaluations

Distance education courses will be evaluated using the same tools as traditional campus-based courses, i.e. the E\*Value survey system. If evaluation is below average for courses in the College of Health Professions, the division director will meet with the course instructor to resolve problems. The next time the course is taught it will again be evaluated twice during the semester.

### Program Evaluations

To ensure the success of the program and the provision of the type of education the program is committed to, evaluations of both the processes and the outcomes of the program will be regularly and systematically conducted. The desired outcome of the program is to graduate students who have successfully met, or exceeded, all academic requirements.

### Exit Surveys

The College of Health Professions distributes an online exit survey at the time of graduation. In addition, a personal, group feedback session is conducted during each cohort's final on-campus session. Students are required to complete the exit survey in order to graduate. Plans for improvement are developed based on the outcomes of these evaluations.

## HONORS AND AWARDS

### The Dean's Award

Graduate students who have achieved the highest academic record at the end of the curriculum with a cumulative GPA of at least a 3.8 or above, will be nominated for a College of Health Professions Dean's Award. Recipients are presented at the Division's Hooding Ceremony.

### Honors Students

Each year the Division identifies first & second honors graduates who possess outstanding individual attributes along with a strong academic performance. DHA faculty choose the recipients at the end of the program. Recipients are recognized at the Division's Hooding Ceremony & Commencement.

### Outstanding Doctoral Project Award

Each spring term after the deadline for Doctoral Defense presentations faculty will nominate Doctoral Projects from the past year for this award. Nominations are reviewed by a panel of faculty that have not served on the project committee for any nominee and they select an overall winner. This award is presented at the Division's Hooding Ceremony.

### Outstanding Doctoral Student Award

DHA Outstanding Student Award is presented to a DHA student that has demonstrated professionalism, academic excellence, leadership, service to the profession and has promoted a sense of community among the DHA students. Nominations are collected from students prior to May Graduation, the DHA faculty vote on the recipient and they are presented at the Division Hooding Ceremony.

### Alpha Eta National Honor Society

In 1975, the Alpha Eta Society, a national scholastic honor society, was created for promotion and recognition of scholarship, leadership, and contributions to the health professions. In 2009, a

Chapter of the Alpha Eta Society was established at the Medical University of South Carolina, with the goal of promoting these same merits among our College constituency. The Chapter is named in memory of Dr. Benjamin F. Lawson, Dean Emeritus of the College of Health Professions. Membership in the Alpha Eta Society is awarded to graduate degree recipients who rank in the top 20% of their graduating class and have at least a 3.90 cumulative grade point average, or to graduate degree recipients who have a 3.95 cumulative grade point average or better. Members of the Alpha Eta Society have the privilege of wearing the green honor cords and insignia pins with their academic regalia.

#### Upsilon Phi Delta Honor Society

The mission of the Upsilon Phi Delta Honor Society is to recognize, reward, and encourage academic excellence in the study of healthcare management and policy. Membership in Upsilon Phi Delta Honor Society is open to individuals who meet the national and local standards of this organization. Graduate members must have a cumulative GPA of 3.9 at an AUPHA Member Program. Membership is awarded to graduates meeting this academic achievement at the department's hooding and graduate recognition ceremony each May.