

WILLIAM CAREY UNIVERSITY  
**Health Administration &  
Education Program**



**GRADUATE STUDENT  
HANDBOOK  
2021-2023**

*Approved by the Board of Trustees on 04/22/2021*

- This handbook does not constitute a contract between WCU and its students. The plans, policies, and procedures described in this handbook are subject to change by the University at any time.
- Failure to read this handbook and other sources of regulations governing college life at WCU does not excuse the student from the requirements and regulations described therein.
- This edition of the handbook does repeal and supersede all previous editions of the handbook.

## TABLE OF CONTENTS

Introduction.....	4
Curriculum Description .....	5
Academic Standing .....	6
Academic Integrity .....	6
Admissions Criteria .....	7
Admission Status .....	8
Advisement .....	9
Americans with Disabilities Act .....	9
Attendance and Preparation .....	10
Bookstore .....	13
Canvas.....	13
Clinical Coursework .....	14
Compliance Documents .....	14
Computer Technology Requirements .....	17
Comprehensive Examination.....	17
Contracting Clinical Practicum for MS-HAE Students .....	18
Criminal Background Check.....	18
Degree Application and Graduation .....	19
Dismissal/Withdrawal.....	19
Dissertation Process for PhD Students .....	20
Drug Testing .....	20
Evaluation of Faculty and Courses by Students.....	20
Exit Interview Policy .....	20
Extended Disaster Leave.....	20
Graduate Student Role .....	21
Grievance Procedure.....	21
Health Policies .....	22
HIPPA.....	23
Incident Reports .....	23
Incomplete Admission .....	23
Incomplete Progression.....	23
Late Assignment Policy .....	23
Length of Program .....	23
Library.....	23
Licensure.....	24
Malpractice Insurance.....	24
Nondiscrimination Policy .....	24
Program Accreditation .....	24
Progression.....	25
Release of Student Information .....	25
Transfer Credit.....	25
Uniform/Professional Dress Policy.....	26
Graduate Student Handbook Certification Form .....	27

## **INTRODUCTION**

This handbook is prepared as a resource for students enrolled in the Master of Science in Health Administration and Education and the Doctor of Philosophy in Health Administration and Education programs at William Carey University. It contains information regarding the policies and procedures that govern and guide graduate students and faculty. Policies and procedures are updated annually but may be revised more frequently with the approval of the College of Health Sciences. Changes are communicated to students through email, announcements in class, or by other means deemed necessary by the faculty or administration of the College of Health Sciences or University. Students are also advised to consult the University Graduate Academic Catalog.

## CURRICULUM DESCRIPTION

**The Master of Science in Health Administration and Education (MS-HAE)** program is designed to prepare the allied health practitioner for the enhanced role of the educator or the healthcare administrator. This program has a focus on administration and leadership in the healthcare setting as well as education for healthcare professionals. Graduates will be prepared to apply both administrative and business theories in leadership roles in the healthcare industry. They will also be prepared to apply educational theories and concepts to the classroom setting. This program aims to prepare professionals for administrative and educator roles that facilitate quality patient care in the increasingly complex healthcare industry. Students will be required to take 38 master-level hours to meet the requirements of the Health Administration and Education degree. The College of Health Sciences, in collaboration with Student Financial Services, defines full-time study as six credit hours for students enrolled in cohort-based graduate programs.

**The Doctor of Philosophy in Health Administration and Education (Ph.D.)** degree is designed to be completed in two or three years. Students may attend on a part-time basis, but the course of study must be completed within six years of initial enrollment. The program is presented in a hybrid (web-enhanced) format. Students meet face-to-face two times per term, and the remaining content and student activities are conducted via Canvas (online learning management system).

Each student must complete a dissertation. There will be a written comprehensive examination during the last year to determine mastery of the Ph.D. content. The curriculum schema was developed so that courses proceed from simple to complex with students beginning with foundational courses that present basic concepts, principles, and theory overviews. Subsequent courses will be progressively more complex and require the student to analyze, expand upon, synthesize, and utilize the basic content.

**The Doctor of Philosophy in Health Education** degree is designed to be completed in two years. Students may attend on a part-time basis, but the course of study must be completed within six years of initial enrollment. The program is presented in a hybrid (web-enhanced) format. Students meet face-to-face two times per term and the rest of the content and student activities are conducted via Canvas (online learning management system).

Each student must complete a dissertation. There will be a written comprehensive examination during the last year to determine mastery of the Ph.D. content. The curriculum schema was

developed so that courses proceed from simple to complex with students beginning with foundational courses that present basic concepts, principles, and theory overviews.

The College of Health Sciences, in collaboration with Student Financial Services, defines full-time study as 6 credit hours for students enrolled in cohort-based graduate programs.

## **ACADEMIC STANDING**

### **MS-HAE**

An overall 3.0 GPA on graduate courses taken at William Carey University is required for graduation. A student whose GPA drops below a 3.0 is placed on academic probation. Students are allowed to improve their GPA by retaking courses at William Carey University; however, only one grade replacement is allowed. Grades from other retakes will be averaged with grades from other courses. Students on probation may not improve their GPA by taking courses at other institutions. Students on academic probation must raise their GPA to a 3.0 by the end of the next trimester of enrollment, or the student will be dismissed from the program and cannot continue in the program. Only two grades lower than a “B” are allowed. Only one grade below a “C” is allowed and must be repeated for a grade of “C” or better. Upon receiving a second grade lower than “B”, the student is advised to repeat one of the first two grades before continuing in the program. **Students making a third grade lower than “B” are dismissed from the program.**

### **PhD in Health Administration and Education**

Successful completion of all degree requirements with a GPA of 3.5 is required for graduation. All courses must be completed with no grade below a B. The student is allowed to repeat only one course to improve the grade to a B. More grade details are in the Graduate Catalog under Academic Regulations and Academic Standing.

All appeals to the policy relative to academic standing are made through the appropriate dean and, as necessary, to the graduate appeals subcommittee of the graduate committee.

## **ACADEMIC INTEGRITY**

William Carey University (WCU) seeks to create an environment that encourages the continued growth of moral and ethical values, which include personal honesty and mutual trust. The University places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University’s academic standards and Christian commitment.

A full explanation of the procedures for responding to instances of academic dishonesty is contained in the university's *Policies and Procedures Manual*, the student handbook, and *The Translation*.

Plagiarism- plagiarism is using someone else's thoughts or words as one's own. Plagiarism is an act of academic dishonesty and will not be tolerated. It can result in failure of a project, failure of a course, or dismissal from WCU. It is HIGHLY recommended that the student view the online presentation on plagiarism at the WCU library website. Faculty submit all assignments to Turnitin.com as a plagiarism detector tool. Students admitted to the Health Administration and Education or Health Education program must also generate a Grammarly account to be used for all writing assignments. Grammarly is an automated grammar checker and plagiarism detector. There are no additional fees associated with the Grammarly account.

The College of Health Sciences considers each course assignment essential to achieving the graduate outcomes of the Ph.D. and MS-HAE programs; therefore, the student should turn in original work for each course. Although thoughts and excerpts from previous, similar assignments are permissible, they should be synthesized, integrated, and referenced in subsequent assignments and may only represent a small portion of the completed assignment. **No student may turn in an assignment from one course in the program in its entirety to meet the requirements of a different course (self-plagiarism).**

## ADMISSION CRITERIA

### **MS-HAE**

The College of Health Sciences admits students without regard to age, sex, race, disability, national origin, religion, or political affiliation. To begin the admission process, students must submit an application, all required documents, and transcripts to the Graduate Admissions Office. Once all application materials are received, the program administrator will review the file. If the student meets the criteria for admission to the MS-HAE program, a letter of acceptance will be sent to the student.

If the student applying to the MS-HAE program is denied admission, a letter explaining the deficiencies will be provided to the student. Admission decisions may be appealed to the campus Dean of the College of Health Sciences. Conditional requirements may be identified, and a timetable

will be established outlining when the student must meet the deficiencies to be admitted.

The criteria for admission to the College of Health Sciences MS-HAE Program include the criteria for admission to the graduate school. These are a) official college/university transcripts from all colleges/universities attended, b) two recommendations, c) an application, and d) payment of the application fee. Additionally, the College of Health Sciences requires that the applicant a) hold a health-related baccalaureate degree from a nationally accredited institution, b) if professionally licensed, registered, or certified in a healthcare field, the student must hold a current unencumbered licensure, registration, or certification, c) submit a statement of professional goals and a current resume, and d) have an overall undergraduate GPA of 3.0 or a GPA of 2.5 on the last 30 undergraduate hours.

### **PhD in Health Administration and Education; PhD in Health Education**

See Catalog for Admission and Progression Criteria

- Completed application form
- A non-refundable application fee
- Official transcripts of all university/college work completed to date
- Three references – one personal and two attesting to the applicant’s research abilities
- A scholarly 1-2-page narrative indicating personal philosophy of education and goals
- Have earned an M.S. degree in a healthcare related field from an accredited school.
- Evidence of an earned GPA of > 3.0 on master-level courses
- Unencumbered professional license with no pending legal or state board action if employed in a healthcare field requiring licensure
- Eligibility to re-enter any previously attended college or university in good standing
- Computer literacy involving proficiency in word processing, email correspondence, and the internet
- Current curriculum vita
- Complete the Analytical Writing portion of the GRE with a score of 3.5 or better OR successfully complete HAE 799, Academic Writing for Doctoral Students, with a grade of “B” or better.

### **ADMISSION STATUS**

Those students who meet all requirements for admission to the MS-HAE program and are actively pursuing the degree are admitted under **Regular Admission Status**. A student who

appears to be eligible for admission but is unable to supply certain required records prior to registration may be allowed to register on an incomplete basis for one trimester (**Incomplete Admission.**) Students who do not provide all official documents required for admission by the end of the term will not be allowed to continue in the program. Permission for Incomplete Admission does not indicate official acceptance into William Carey University. No financial aid will be processed or paid for students who have not been officially accepted with Regular Admission Status. Non-degree status may be assigned to those students who meet the requirements for admission but do not wish to become a candidate for a degree. No more than nine hours of credit earned in a non-degree status may apply toward degree.

### **ADVISEMENT**

The general curriculum schema for each program is available on the website and/or from the program advisor. Prospective students should make an appointment (in person or by phone or email) for initial advisement with the program advisor to map out a course of study. A student wishing to change his/her registration should contact the advisor or Program Director to discuss the decision prior to changing his/her schedule.

The advisement process is intended to guide the student through the curriculum to complete degree requirements. **The ultimate responsibility for completion of the degree requirements lies with the individual student.**

### **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

See complete details in *The Translation* Students with Disabilities/ Section 504.

Students with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact (contact person) at (phone number). (contact person) is located in (office for contact person).

The contact information:

Hattiesburg campus: Michael Long, (601) 318-6211, Hattiesburg Campus, Lawrence Hall 124

Tradition campus: Dr. Alesia Haynes-McCook, 228-702-1783.

Baton Rouge campus: James Foley, (225) 953-7020

Online Campus: Micheal Long, (601) 318-6222, Hattiesburg Campus, Lawrence Hall 124

## **ATTENDANCE AND PREPARATION**

As part of the preparation for the professional graduate role, the faculty expects students to adhere to the highest level of punctuality, attendance, and participation in all scheduled classroom and online activities. Absences may seriously affect the work of the whole class as well as that of the absent student. It is imperative for the student to participate in all face-to-face classroom meetings (when required) and all online activities, as outlined in course syllabi, to meet course contact hour requirements.

Students must meet WCU requirements for attendance for on-line/hybrid courses. For online courses, students must submit assignments by the deadlines delineated in the syllabus to meet attendance requirements. For hybrid classes, students must submit online assignments by deadlines indicated in the syllabus and attend face-to-face meetings. Students are responsible for their transportation.

The Health Administration and Education programs adhere to the following guidelines. In no circumstances will a student receive credit for a course if he/she has not met the WCU requirement of meeting at least 80% of the scheduled classroom and online time requirements. In the online learning environment, attendance is determined by participation in discussions, submitting assignments on time, and entering the course on a regular basis. If no assignments are due in a week-long period, the student must log in to the course at least once a week to be counted as present and participating in the course.

1. Absenteeism- Class
  - A. The student is expected to attend scheduled class 100% of the time.
  - B. Absences due to illness, death in the immediate family, or extreme circumstances will be handled on an individual basis provided the instructor is notified of the need to be absent **PRIOR TO** class or assignment submission deadline.
  - C. Faculty members have the right to request appropriate documentation regarding an absence. The program head has the right to intervene if he/she notes a pattern of reported absences for any student.
2. Absenteeism – Scheduled In-Class Presentations or Projects
  - A. The student is expected to make all presentations or projects on the assigned day.

- B. In extreme circumstances, such as illness or death in the immediate family, a student may be allowed to make up a project at a later time provided the instructor has been notified of the need to be absent as indicated by the instructor in the syllabus. If the instructor is not notified prior to the absence, a grade of “0” will be assigned.
  - C. Faculty members have the right to request appropriate documentation regarding an absence. The program head has the right to intervene if he/she notes a pattern of reported absences for any student.
  - D. Presentations/projects will be made up at the time assigned by the instructor.
3. Tardiness
- A. Punctuality for class is considered an integral component of professional behavior. Tardiness is also disruptive to other class members.
  - B. Students are expected to be in their seats when class begins.
  - C. Students exhibiting a pattern of tardiness will be referred to the program head.
4. Leaving Class Early
- A. Students are expected to attend each class meeting in its entirety. Leaving class early is disruptive and may have an effect on subsequent classroom activities.
  - B. Leaving class early results in failure of the student to meet the course for the required contact hours and will be calculated as part of an absence.
  - C. Students exhibiting a pattern of leaving class early will be reported to the program head.
5. Class Preparation
- A. Students are expected to be prepared for and participate appropriately in each class.
  - B. Students should show respect for classmates. This includes attendance for and participation in the presentations of others, and respectful in the exchange of ideas in the online environment.
  - C. Students should come to class prepared with papers and handouts printed.
6. Written Assignments
- A. All written assignments are to be typed and in APA format unless otherwise indicated by the instructor. Incorrect APA format and style, grammar, inaccurate spelling, and typos

are unacceptable and may result in failure of the written assignment.

- B. Written work submitted late will be assessed a penalty as determined by the individual instructor.

7. Attendance/Punctuality for Practicum

- A. Students are expected to attend the practicum as scheduled. Should the student need to miss an assigned day, the course instructor must be notified as soon as possible.
- B. The missed day must be made up in order to meet the contact hours requirements.

8. Behavior During the Practicum

- A. The student must consider possible agencies for conducting practicum experiences and determine if an affiliation agreement exists between the facility and the Health Administration and Education program.**
- B. The student must contact the course faculty and program coordinator if an affiliation agreement needs to be obtained. Facility agreements can take several weeks to confirm, so this must be identified early in the program.**
- C. A plan for each practicum experience must be pre-approved by the course faculty member.**
- D. Students are expected to dress and behave in a professional manner at all times during practicum experiences. Unprofessional behaviors may result in failure of the course.
- E. Unsafe behaviors will result in failure of the practicum.
- F. The student will obtain a name badge identifying themselves as a William Carey Graduate Student. The name must be on the first line, first initial, last name, RN, and the second line will state: William Carey University, Health Administration and Education.

9. Other

- A. No smoking is allowed on WCU campuses.
- B. If food/drink is permitted during class, these items must be disposed of in an appropriate manner.
- C. No food/drink is allowed in computer labs.

## **BOOKSTORE**

The WCU bookstore is operated by Barnes & Noble. Faculty select textbooks, which are made available to students in Hattiesburg through the bookstore, located in McMillan Hall. The bookstore also offers a variety of a) College of Health Science reference resources, b) exam guides, c) textbooks, d) school supplies, e) snacks, f) gifts, and g) clothing. Tradition students may purchase textbooks by going to [www.wmcarey.bkstore.com](http://www.wmcarey.bkstore.com) or by calling 601-318-6123. Store hours and the policy on book returns and buy-back of books are stipulated in *The Translation*.

## **CANVAS**

The web platform used by WCU is Canvas. Canvas is the primary means by which students and faculty communicate in the graduate program. The course orientation materials and learning modules are housed on Canvas. Communication between students and faculty are predominantly through email. Threaded discussions are used frequently as learning strategies and as part of course requirements. Written assignments are submitted via the “Assignment” dropbox function. Therefore, it is imperative that students create access to the Canvas portal as soon as possible.

To create a Canvas account, access the internet and go to [www.wmcarey.edu](http://www.wmcarey.edu). On the left-hand side of the page, click on Canvas in the red menu box. At the Login page, click on the blue indigo portal link. On the WCU Account Setup page the following information is needed:

- Username (first initial followed by last name and student ID number...wcarey12340)
- SS Number, Birthdate
- New Password, Confirm New Password and then click on submit. (It takes 5 minutes for the new password to set.)

This username and password will be used by the student on all WCU accounts, including WCU email and Indigo Portal.

The student is expected to login to Canvas frequently during the week to check for communications from the instructor. If the student needs assistance, he/she should open a trouble ticket at [http://help@wmcarey.edu](mailto:http://help@wmcarey.edu) and notify the course instructor.

## **CLINICAL COURSEWORK**

As healthcare professionals, the Health Administration and Education programs expect graduate students to identify appropriate clinical experiences independently. However, all clinical experiences must be approved by the faculty member teaching the course in which the clinical assignment is made. Faculty are available for consultation regarding appropriate clinical sites. The Health Administration and Education programs' dress code is to be honored while in clinical settings.

## **COMPLIANCE DOCUMENTS**

Students must have all compliance documents submitted by the end of the first term. MS-HAE students must submit all documents to their medical compliance management account (CastleBranch). For those taking any class with a clinical/practicum component, compliance documents must be uploaded to your medical compliance management account before beginning that course. Any delay in turning in this documentation will delay students starting clinical/practicum hours.

**Compliance documents are required for the MS-HAE program and PhD students entering HAE 666 Instructional Strategies and Evaluation of Student Learning.**

### 1. Measles, Mumps, & Rubella

(MMR) One of the following is required:

- 2 vaccinations OR
- Positive antibody titer (lab report required)
- If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.
- If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer).

### 2. Varicella Immunizations:

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer (lab report required) OR
- If your series is in process, submit where you are in the series, and new alerts will be created

for you to complete the series.

- If your titer is negative or equivocal, new alerts will be created for you to repeat the series

### 3. Hepatitis B:

One of the following is required:

- 3 vaccinations OR
- Positive antibody titer (lab report required) Or if your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.
- If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer) and provide a 2nd titer.

### 4. Tetanus, Diphtheria, and Pertussis (Tdap):

- Tdap vaccine from within the past 10 years is needed to meet criteria.
- Td vaccine is NOT acceptable, MUST be Tdap vaccine (tetanus, diphtheria, and pertussis- all 3 components). The Tdap is the adult version of the needed vaccine.

### 5. Influenza (Flu):

The following is required:

- Documentation of a flu vaccine administered between September 1st and November 1st.
- The renewal date will be set for November 1 of the following flu season.

### 6. TB Tests:

- Submit 2 TB skin tests placed 7-19 days apart or 10-12 months apart. Both tests MUST be submitted at the same time OR
- Submit a negative QuantiFERON Gold blood test (lab report required) from the last 12 months for approval.

### 7. Criminal History Record Check Letter:

- Submit your completed Criminal History Record Check Letter – must be within the past two years.
- Renewal will be set for 2 years.

Please note: All students enrolled in the HAE programs must have clearance of criminal background checks performed within the last two years by the MS State Department of Health (MSDH) or equivalent agency if licensure is in a state other than Mississippi prior to participating in health administration and education courses. The CBC letter is obtained by 1) Obtaining fingerprints at WCU School of Nursing who will forward to MSDH. The student will then get a clearance letter

from MSDH to submit to CastleBranch. or 2) Obtaining fingerprints at the local police/sheriff's department and submitting them directly to the MSDH. If completing the background check outside of MSDH, then the CBC must be for healthcare workers, include state and FBI, and be notarized.

8. 10-Panel Urine Drug Screen:

- Submit documentation of a 10-panel urine drug test that has been performed within the past 12 months.

9. Professional License:

One of the following is required:

- Current PT License OR registry or certification of discipline (HAE students)
- Verification of your licensure through the state website.
- The renewal date for all disciplines will be set for January 1 of each year.

10. CPR Certification:

- Submit a current American Heart Association BLS Healthcare Provider Certification card.
- The front and back of the card must be submitted at the same time and the "Holder's Signature" line on the back of the card must be signed.
- Certification is good for two years.
- The renewal date will be set based on the expiration of your certification.

11. History and Physical:

- Submit the WCU history and physical signed by your health care provider and performed during the past 1 year.
- Please note there is WCU history and physical copy in CastleBranch. This form must be filled out, signed by HCP (MD, DO, or NP) and submitted to CastleBranch.

12. Signed Acknowledgement of receipt of HIPAA Privacy Guidelines

13. Permission to Release Information Form

14. Signed Photography Release Form

15. Signed Handbook Form

16. Signed Academic Integrity Policy Form

**Required compliance documents for the PhD programs**

- Criminal background check

- Unencumbered professional license with no pending legal or state board action
- Other as required for preceptorship

### **COMPUTER TECHNOLOGY REQUIREMENTS**

Technology is an essential and integral aspect of a web-enhanced course. The student must have access to a computer and stable connection to the Internet on a regular basis, software to meet course requirements, and adequate system capacity. A high-speed internet connection, such as a cable modem or DSL is preferred. The student will need access to the most current version of Microsoft Office Software, including Word, PowerPoint, and Excel. As web-enhanced lectures may contain an audio component and you may be required to use voice-over capabilities, the student will additionally need the capability to access audio through speakers and record through a microphone. Students submitting contracts or compliance documents online must scan and submit documents as a .pdf file. JPEG files will not be accepted. Students are also required to have web cam capabilities.

#### **Minimum hardware requirements:**

Computers for student use must meet the minimum requirements as established in Canvas. Basic computer specifications can be found in the Canvas Orientation in all Canvas courses or at <https://community.canvaslms.com/docs/DOC-10721>.

### **COMPREHENSIVE EXAMINATIONS FOR PHD STUDENTS**

The purpose of comprehensive exams is for the student to demonstrate achievement of graduate outcomes and readiness to function in the roles related to doctoral-prepared health professionals. Each student must indicate content mastery by successfully writing a comprehensive examination that consists of essay questions from the major content areas of coursework taken throughout the program. The answers to the essay questions must be thorough, concise, and directly answer the question. The narrative of answers must be grammatically correct, flow logically, and contain no spelling errors.

Students should prepare for comprehensive examinations by reviewing course outcomes and all course content for 700 and 800 level courses. If the student received credit for transfer courses, the student is responsible for that course content.

To be eligible to sit for the comprehensive exam, the student must be in good standing with the University and the College of Health Sciences. The student must have earned an A or B on all

doctoral-level courses taken up to this point and be currently registered for summer courses.

Each essay question will be assigned a grade of Pass or Fail. The blind grading process is used for evaluating the comprehensive exam. All questions assigned a failing grade are reviewed by a minimum of two faculty members. Students must receive a Pass for each question to receive an overall Pass for the comprehensive exam. If a student fails one or more questions, the student will be required to remediate and retake a new question for content derived from the same course outcomes. If the student is unsuccessful on the second attempt at the comprehensive exam, the student will meet with the Program Director or her designee to develop a remediation plan for the course in which the student was unsuccessful. Graduation will be deferred and a third and final attempt will be allowed the next time that comprehensive exams are offered. If the student is unsuccessful at the third attempt, he/she will be dismissed from the program.

### **CONTRACTING CLINICAL PRACTICUM FOR STUDENTS**

Designated MS-HAE and Ph.D. courses include a clinical component (see current WCU Graduate Catalog for clinical courses). Students are expected to contract with a preceptor, who is employed with an approved facility, for the clinical experience and number of hours indicated in the course syllabus. Students will present the signed preceptor agreement to the assigned course faculty for approval within the time frame designated by the instructor.

Failure to meet requirements, including failure to gain faculty approval of the preceptor experience, may result in failure of the course.

### **CRIMINAL BACKGROUND CHECK**

All students enrolled in the MS-HAE and Ph.D. programs must have clearance of criminal background check prior to participating in HAE programs. This is a mandatory requirement as part of the Mississippi state law, Section 43-13-11 of Mississippi Code of 1972.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported immediately to the Program Director. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure as a healthcare professional.

All costs associated with criminal background checks are the responsibility of the student.

## **DEGREE APPLICATION AND GRADUATION**

Participation in the graduation ceremony is required. Degrees are not conferred in absentia except with permission by the Office of Academic Affairs. Students must submit a written request for permission.

Graduation application for degree and graduation fee is paid to the Registrar's office (Also refer to the Registrar's Office on the website for additional information). The deadlines are:

- May graduates are required to submit their application for degrees and pay the graduation fee by October 15.
- August graduates are required to submit their application for degrees and pay the graduation fee by March 31.
- See the registrar's webpage on the William Carey website at <https://wmcarey.edu/Office/registrar#collapseThree> for guidelines for completing the degree and information regarding late submissions of degree applications.
- Although faculty advisors assist with registering students for the courses necessary to satisfy degree requirements, the responsibility lies ultimately with the student.

A student who meets all the degree requirements must:

1. Finalize the *Application for Degree*
2. Complete the end of program survey(s)

Instructions for completing the degree application and the degree application form are located on the Registrar's website. The student should make an appointment with his/her advisor to finalize the degree application.

## **DISMISSAL/WITHDRAWAL**

When students' conduct or health endangers the well-being of others or makes it inadvisable to remain in the PhD-HAE or MS-HAE program, the faculty reserves the right to dismiss the individual from the course or program. Students may choose to withdraw from the program at any time. Students who wish to withdraw from a course must follow the withdrawal procedure in the Graduate Academic Catalog.

## **DISSERTATION PROCESS FOR PHD STUDENTS**

To successfully complete the requirements of the Ph.D. program, each student must complete a research dissertation. The process of dissertation is guided by a dissertation committee through four research process courses. Each student must orally defend his/her dissertation in person for a Ph.D. committee and other interested persons. See dissertation requirements in HAE 801, 802, 803, and 804 course syllabi.

## **DRUG TESTING**

Refer to the current *WCU Graduate Catalog* for information on the student drug testing requirements.

## **EVALUATION OF FACULTY AND COURSES BY STUDENTS**

Students will have the opportunity to evaluate various aspects of the program on a schedule established by WCU and the College of Health Sciences. Evaluation will include courses, faculty, electronically mediated instruction, and the hybrid format. This information is extremely important and is considered in the revision of the program.

## **EXIT INTERVIEW POLICY**

A student leaving the program prior to graduation is required to meet with the program head (in-person, by phone, or email) to complete an Exit Interview survey. This information is important and is considered in the ongoing processes for improvement of the program.

In the event that a student refuses to meet with the Program Director, the Program Director is responsible for completing an Exit Interview survey form for that student noting the student's refusal to participate. Graduating students are required to complete the university exit interview survey at the time of filing the degree application.

## **EXTENDED DISASTER LEAVE**

In the event of closure or cancellation of classes due to a natural/man-made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, and sent via automated process to your WCU student email address or cell phone; through Sader Watch. Specific information regarding the continuation of coursework will be posted on the University's course management system (Canvas) at

<https://wmcarey.instructure.com/login/ldap>. For up-to-the-minute alerts regarding emergency

situations, sign up to receive notifications through SaderWatch, the WCU emergency text message service. Instructions can be found under “Current Students” on the WCU homepage.

### **GRADUATE STUDENT ROLE**

College of Health Sciences faculty and administration believe that graduate students are self-motivated to learn and expand their professional behavior. Students are expected to maintain a positive professional attitude that allows for academic growth. Additionally, the student is expected to follow the directions stated in course syllabi or given by instructors in class. Failure to follow directions may result in a reduction of course grade or failure of the class. Each student is accountable for achieving a higher level of leadership, consultation, collaboration, communication, advanced practice, and scholarship.

### **GRIEVANCE PROCEDURE**

The College of Health Sciences seeks to provide each student with a positive educational experience. However, students who experience difficulty in a course should make every effort to resolve the problem informally by discussing it with the faculty of record for the course. Students who wish to file formal complaints (grade appeal) should do so in accordance with William Carey University and College of Health Sciences policies. The procedure for a grade appeal can be found in *The Translation*.

Note:

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. A formal grievance is allowed only in cases where there is evidence from the complainant of one of the following:

- Unfair or unjust treatment of the student by the instructor which resulted in the student being evaluated on some other basis than the student’s academic performance and/or the student being required to adhere to expectations that are different from expectations of other students or policy.
- Miscalculation on the part of the instructor in determining the final course grade.
- A departure from the standards of evaluation stated in the course syllabus.

Students who experience difficulty are encouraged to make every effort to resolve the problem informally by discussing it with the faculty of record for the course. However, students who wish to file formal complaints should do so in accordance with William Carey University and College of Health Sciences policies.

For the graduate student in the Health Administration and Education programs who is dissatisfied with courses, faculty, procedures, policies, or other issues; the student must submit concerns in writing with supporting evidence to the instructor of the course. If no resolution is achieved, the student may appeal to the Associate Dean, then to the Dean of the College of Health Sciences. If no satisfactory outcome is reached, the student may appeal to the Graduate Academic Appeals Committee. If the Associate Dean is the instructor of the course in question, the student must first negotiate with the instructor. If no resolution is achieved, the student may appeal to the Dean of the College of Health Sciences. If the outcome is not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

If the instructor of the course in question is the Dean of the College of Health Sciences, the student must first negotiate with the instructor. If the outcome is not satisfactory, the student may appeal to the Associate Dean of Graduate Programs. If the outcome is still not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

### **HEALTH POLICIES**

MS-HAE and Ph.D. students must submit a WCU College of Health Sciences history and physical form to the designated College of Health Sciences personnel within 2 weeks of admission. Any changes in physical status must be reported to the program administrator. Documentation of current CPR, hepatitis B series (or a positive titer) or declination statement, annual PPD or negative Chest X-ray, varicella immunization or immunity, two MMR or MMR titer, release of information form, and HIPAA form must be on record within two weeks of admission. No clinical hours can be accrued without satisfactory completion of all proofs.

## **HIPAA GUIDELINES**

Each student is required to read the information on HIPPA regarding the protection of patients' privacy. A signed acknowledgment form must be signed and returned to the administrative assistant to the Graduate Academic Advisor. This acknowledgment form is kept in the student's folder.

## **INCIDENT REPORTS**

If at any time a student encounters a situation that requires reporting, the student is to fill out the incident report of the clinical facility. A copy must be provided to the faculty of that course and the campus associate dean. William Carey University is not responsible for any costs associated with incidents occurring in the clinical setting.

## **INCOMPLETE ADMISSION**

Students may attend classes for one term before all admission materials are submitted. All admission materials must be completed and on file with the Graduate Admissions office before the student is allowed to enroll for a second term.

## **INCOMPLETE PROGRESSION**

Incomplete status in a course must be applied for in writing to the faculty of record of the course and approved by the campus associate dean.

## **LATE ASSIGNMENT POLICY**

Late assignment policies are determined by each instructor and published in the course syllabi.

## **LENGTH OF PROGRAM**

The PhD-HAE and MS-HAE program have two different completion options: full-time and part-time. However, the complete program of study must be accomplished within six years of enrollment in the first course. Additional options can be devised based upon the specific student needs. Each student must meet with the campus program advisor to develop a degree plan.

## **LIBRARY**

All graduate students will be required to utilize library resources throughout the programs. Please refer to *The Translation* for details concerning the location and hours of the campus library. Library services are available to all students in the College of Health Sciences through campus collections, inter-library loan, electronic databases, and cooperative agreements with other libraries. Updates on library services are communicated to faculty and students via e-mail and the university web page. See separate *William Carey University Library Handbook* for further information. The WCU library can be accessed at [www.wmcarey.edu](http://www.wmcarey.edu) or <http://library.wmcarey.edu/>.

## **LICENSURE**

If the graduate student is eligible to hold a professional license, registry, or certification, it must be in an unencumbered status in any state.

## **MALPRACTICE INSURANCE**

Malpractice insurance is provided by the University for all HAE students as long as they are functioning in the student role.

## **NONDISCRIMINATION STATEMENT**

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admissions or the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 710 William Carey Parkway, Hattiesburg, MS 39401, (601) 318-6101.

## **PROGRAM ACCREDITATION**

William Carey University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor, master, specialist, and doctoral degrees. All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university

and not the Commission. The Commission should be contacted only if there is evidence of significant noncompliance with the requirements or standards for accreditation.

### **PROGRESSION**

The student will be able to progress based on the satisfactory completion of previous terms and a status of good standing in the graduate programs. See individual syllabi for progression policies for specific courses. See the current *WCU Graduate Catalog* for profession requirements for each program.

### **RELEASE OF INFORMATION/PHOTOGRAPHS**

William Carey University has a responsibility to protect the privacy of our students. Typically, only directory information is released without the student's written permission. Other information, such as medical or CPR status, will be released to clinical agencies, upon request, where students are completing program assignments or practicum. Students who do not wish this information to be released should contact the Program Director. Information on the Family Educational Rights and Privacy Act (FERPA) of 1974 can be found in *The Translation* or at <https://www.wmcarey.edu/page/institutional-policy-privacy-rights-students>.

The Health Administration and Education programs take photographs at a number of events in which students participate. These photographs are used for such purposes including, but not limited to, poster presentations and recruiting documents. Students who do not wish to have their photographic images used for such purposes should contact the Program Director.

### **TESTING**

The student will be responsible for all fees associated with online monitoring (proctoring) during exam administration.

### **TRANSFER CREDIT**

#### **MS-HAE**

Students are allowed to transfer up to nine hours of graduate work from another college or university to be applied to the MS-HAE degree. The individual student is responsible for asking for possible transfer credit and providing the appropriate documents, course catalog description and syllabus, for review by the Program Director. Approval of transfer credit lies with the College of Health Sciences (See *WCU Graduate Catalog; request to transfer policy*).

### **Transfer Credit for PhD**

The individual student is responsible for requesting possible transfer credit and providing the appropriate documents, course catalog description, and syllabus for review by the Program Director. A maximum of eight hours may be transferred from a master's program and no more than six semester hours may be transferred from a doctoral program. No master's level courses will be accepted as transfer for WCU 700 and 800 level courses. Students with a practice doctorate will be awarded 20 credit hours based on the doctoral degree. These students will be able to complete the program in two years on a part-time basis only.

### **UNIFORM/PROFESSIONAL DRESS POLICY**

Students must present a professional appearance during any clinical experience, including visits to prepare for clinical experience in an agency, participating in observational experiences, or conducting interviews and assessments in the community. Students will follow the dress code of the institution where they are satisfying their clinical requirements. A William Carey University name badge will be worn on the upper left front side of the uniform. Badge should be white with red lettering. Professional appearance includes consideration of jewelry, hair, cosmetics, nails, hygiene, and clothing. Guidelines specific to clinical sites will be provided by the instructor.



**WILLIAM CAREY UNIVERSITY**  
**HEALTH ADMINISTRATION AND EDUCATION PROGRAM**  
**2020-2022 GRADUATE STUDENT HANDBOOK CERTIFICATION**

I have read and understand the policies, procedures and information included in the William Carey University (WCU) Health Administration and Education Program 2020-2022 Graduate Handbook.

I understand that the policies, procedures and information therein apply to me. I further understand that I am expected to abide by these policies and procedures, and be aware of all information in the Handbook throughout my enrollment in the Health Administration and Education Program at WCU. I understand that changes or additions to these policies and procedures may be made while I am enrolled in the Health Administration and Education Program. Notification in writing of the policy and/or procedural changes will be binding upon me.

My signature below constitutes my acceptance of the policies and procedures in the Health Administration and Education Program 2020-2022 Graduate Handbook (revised 2020) and my acceptance of future amendments given to me in writing.

Signed \_\_\_\_\_

DATE: \_\_\_\_\_

Name (print): \_\_\_\_\_

ID#: \_\_\_\_\_

Witness: \_\_\_\_\_