





# GRADUATE CALENDAR 2019-20

## FALL SEMESTER - 2019

Classes Begin	(M) August 19
Last day to drop graduate courses with 100% refund	(F) August 23
Holiday (Labor Day)	(M) September 2
Last day to drop graduate courses with 50% refund (no refund after this date)	(T) September 3
Last day to drop graduate courses with a W	(F) October 11
Fall Break	(M-T) October 14-15
Thanksgiving Break	(W-U) November 27 - December 1
Last Day of Classes	(R) December 5
Reading Day	(F) December 6
Final Exam Week	(S-F) December 7-13
Commencement	(S) December 14

## SPRING SEMESTER - 2020

Classes Begin	(M) January 13
Last day to drop graduate courses with 100% refund	(F) January 17
Holiday (Martin Luther King, Jr. Day)	(M) January 20
Last day to drop graduate courses with 50% refund (no refund after this date)	(T) January 28
Last day to drop graduate courses with a W	(F) March 7
Spring Break	March 23-27
Faculty Appreciation Ceremony/Undergraduate Research Symposium	(F) April 10
Last Day of Classes	(F) May 1
Final Exam Week	(S-F) May 2-8
Commencement	(S) May 9

## SUMMER TERM - 2020

Classes Begin	(M) June 1
Last day to drop graduate courses with 100% refund	(T) June 2
Last day to drop graduate courses with 50% refund (no refund after this date)	(F) June 5
Last Day to Drop Graduate Course with a W - five week summer course	(F) June 12
Last Day to Drop Graduate Course with a W - ten week summer course	(F) July 3
Last Day of Term (Summer I 10 Week)	(R) August 5

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## STUDENT RESPONSIBILITY

Students enrolled at UAFS are expected to study this catalog carefully to become familiar with all policies, procedures, and regulations. Knowledge of the information contained in the catalog is the responsibility of each student.

the provisions of this catalog are subject to change and should be considered for informational purposes rather than an irrevocable contract between the university and the student

UNIVERSITY OF ARKANSAS - FORT SMITH  
5210 GRAND AVENUE, P.O. BOX 3649  
FORT SMITH, AR 72913-3649  
[GRADUATE-PROGRAMS@UAFS.EDU](mailto:GRADUATE-PROGRAMS@UAFS.EDU)

Offering graduate studies at the University of Arkansas - Fort Smith promotes the mission of the university to prepare students

University is approved by the United States Department of Education, the United States Department of Health and Human Services, and the Arkansas State Approving Agency for veterans' training. College of Applied Science and Technology programs are accredited by the Association of Technology, Management and Applied Engineering (ATMAE). The automotive program is certified by the National Automotive Technicians Education Foundation (NATEF). The legal studies program is approved by the American Bar Association. School of Education programs are accredited by the Council for Accreditation of Educator Preparation (CAEP). Nursing programs at the University are approved by the Arkansas State Board of Nursing. The traditional BSN and RN-BSN online completion programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The surgical technology program is accredited by the Accreditation

The university is committed to a policy of EEO and to a program of affirmative action. Any person who believes he or she has been discriminated against, or is aware of discrimination against another person, is encouraged to contact: Director of Human Resources/EEO Officer, telephone 479-788-7839.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by UAFS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is noted below:  
 Family

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) guarantees students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's college education records within 45 days from the day the University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask UAFS to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If UAFS decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. UAFS discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. School official includes any person employed by UAFS in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of UAFS who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (e.g. attorneys, auditors, collection agents, the National Student Clearinghouse, or a student volunteering to assist another school official in performing his or her tasks). A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UAFS or assist a school official in doing so. Upon request, UAFS also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

to reflect expectations based on values essential to such an environment and to a flourishing academic community, such as honesty, integrity, respect, and fairness. At said, we strive to recognize and honor core tenets of our free society and our academic legacy, such as free speech, the “marketplace of ideas” and free association. Therefore, much expression that may be offensive, unpopular or both will not be actionable under this Code. Further, those who administer the Code attempt to craft both hearings and sanctions in a manner that takes into account the developmental issues and educational needs of students, as well as the well-being of the university community. For details, view the Student Code of Conduct in the Student Handbook at [uafs.edu/university/student-handbook](http://uafs.edu/university/student-handbook).

**UAFS Alcohol Policy -** Student possession and use of alcohol on university properties, including residential housing, and at official university functions held on campus is prohibited. It is the policy of the university that the illegal or abusive use of drugs or alcohol by employees and students is prohibited on university property or as a part of any university activity whether on or off campus. Irresponsible behavior while under the influence of intoxicants is not to be condoned and may be subject to review and/or action by the appropriate judicial body.

**UAFS Drug Policy -** Possession, use, or manufacture of illicit drugs is strictly prohibited at the University of Arkansas - Fort Smith. Students at UAFS are subject to disciplinary action for violation of federal or state laws regarding the possession, purchase, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance, except for the use of any over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited.

**Alcohol/Drug Abuse -** UAFS recognizes its’ responsibility to provide a healthy environment in which students may learn and prepare themselves to be fully functioning and productive individuals. Alcohol and other substance abuse is a university concern. When students abuse alcohol and other drugs, academic performance, health, personal relationships, and safety suffer. Abusive levels of alcohol use and other drugs often result in problems such as automobile and other accidents, student property damage, aggravated physical illness, and sometimes death. Students need to know what their responsibilities are as members of the university community and understand the university’s expectation and regulations. The abuse of alcohol and other drugs is considered to be detrimental to the attainment of the educational mission of this institution.

UAFS has implemented the following policy regarding substance abuse:

1. Any student found in violation of these procedures will immediately be placed on probation and shall be subject to additional disciplinary actions which may include dismissal from UAFS.
2. The vice chancellor for student affairs or director of housing and residential life will make information available to students about the dangers of drug abuse, the availability of counseling, and the penalties for violations. Such information will be promulgated in the student handbook, visual displays, drug-awareness sessions, etc.

3. Students who have no record of conviction for drug abuse and who voluntarily seek counseling for drug-abuse problems may not be dismissed from the university. However, if a drug-abuse conviction occurs after counseling/rehabilitation has begun, the student is liable for the full range of university disciplinary measures.

4. The vice chancellor for student affairs will be responsible for the implementation of these procedures.

5. Specific degree programs may have additional policies related to prevention and management of substance abuse. Students enrolled in these degree programs are responsible for adhering to College-specific policies as well as university policies.

**Tobacco-Free Campus Policy -** The use of any tobacco product, including electronic cigarettes, is prohibited on the grounds of UAFS in order to establish a healthier and more beautiful learning environment. The tobacco-free environment includes all university property, which according to State Statute 25-17-301, “... shall include all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution.

## State Authorization Reciprocity Agreement

UAFS is approved by the Arkansas Department of Higher Education (ADHE) to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA) to offer online programs and courses to out-of-state students. NC-SARA provides states a mechanism for monitoring the quality of online programs delivered by out-of-state colleges and universities to its citizens. Institutions that are members of SARA are authorized to provide online education to students from all SARA member states.

SARA applies solely to distance education activity conducted across state lines. It does not apply to distance education activity of an institution within its home state or to on-ground campuses in any state.

The University of Arkansas at Fort Smith is accredited by the [Higher Learning Commission of the North Central Association of Colleges and Schools](http://www.hlcommission.org). Distance education courses and programs are approved by the [Arkansas Department of Higher Education](http://www.adhe.edu).

UAFS is committed to ensuring that its distance learning programs and courses are intellectually stimulating and professionally rewarding. Online classes are taught by qualified faculty who are highly trained in using the Blackboard LMS for course development and delivery.

## COMPLAINT/GRIEVANCE PROCEDURES

Complaints regarding student grades or student conduct violations are governed entirely by UAFS policy and the laws of the state of Arkansas. The UAFS Academic Grievance Process is outlined in this catalog and the UAFS Student Handbook.

Please note that students who wish to file a complaint relating to an online course or program offered by UAFS must first go through the UAFS procedures for resolution of grievances. If, after exhausting the institutional process, a student feels a complaint has not been adequately addressed, the student may file a complaint with the Arkansas SARA portal, in this case the Arkansas Department of Higher Education (ICAC@adhe.edu).



A student wishing to file a complaint regarding an online course or program should complete the online form found on the [UAFS SARA webpage](#). The complainant will be contacted within five (5) business days after the complaint is received.

## Title IX

Title IX, part of the Education Amendments of 1972, is a federal law that prohibits sex discrimination in education. The Vice Chancellor for Student Affairs has primary responsibility for compliance with Title IX. Any student discipline case involving allegations of sexual harassment, sexual discrimination, gender identity, other forms of discrimination based on protected status, sexual assault, sexual violence, sexual exploitation, stalking, domestic abuse, relationship violence or retaliation related to any of the above will be handled in accordance with the procedures outlined in the University of Arkansas - Fort Smith Campus Policy and Procedure for Sexual Misconduct. Any concerns, questions or incidents regarding Title IX should be directed to the UAFS Title IX coordinator and Vice Chancellor for Student Affairs, Dr. Lee Krehbiel, at (479) 788-7310. UAFS will respond to complaints in a manner that maintains or restores a safe and productive learning environment, while looking into the complaint in a prompt, thorough, and impartial fashion.

## UAFS Policy Statement

The University of Arkansas – Fort Smith is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, sexual orientation, gender identity, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this policy are prohibited.



minimum TOEFL score is 79 on the IBT (internet based test), 550 on PBT (paper based test), or the IELTS score of 6.5. Scores may not be more than two years old at time of application. Any international student who graduated from a regionally accredited college or university in the United States is exempt from the TOEFL or IELTS language requirement.

The Master of Science in Healthcare Administration (Online Program) is not available for F1 international students living within the United States. Online programs will not satisfy visa requirements. International students may apply for the Master of Science in Healthcare Administration (Online Program) if they are completing this program while living outside the United States.

## Application

Applications for admission can be obtained from individual UAFS graduate program web pages, or students may apply online at [uafs.edu/app/](http://uafs.edu/app/). For admission and general information, email [graduate-studies@uafs.edu](mailto:graduate-studies@uafs.edu) or call 479-788-7518.

To ensure that the application is processed in a timely manner, submit all application materials by published deadlines. Admission application and required documents must be sent to:

OFFICE OF GRADUATE STUDIES  
UNIVERSITY OF ARKANSAS - FORT SMITH  
5210 GRAND AVE.  
P.O. BOX 3649  
FORT SMITH, AR 72913

### Transcript Note

- If mailing official transcripts from all colleges and universities attended, they must be in official, sealed, school envelopes that have been sent to the student. Do not open the envelopes, as transcripts not in the original, sealed envelopes, will not be considered official.
- Transcripts may be sent by mail or electronically to the UAFS Records Office from the individual institution(s).
- Transcripts are not required for coursework completed at UAFS.

## Transfer Credit

Graduate credit from a regionally accredited institution may be accepted if the course(s) are appropriate for the student's curriculum, grades of B or better have been earned, and if the courses were completed within the previous six years. Transfer credit must be approved by the program director for the program of study. Prior transfer work will be evaluated through the admission process. Once the student has begun studies at UAFS, he or she must obtain prior approval from the program director to take any graduate course at another institution. Students must complete 80 percent of the program requirements in residence.

## Provisional Student Admission

A person failing to meet one or more of the standards required for admission as a regular student may be eligible for admission if space is available and under specified conditions. These conditions will be determined at the time of admission by the appropriate college and the Office of Graduate Studies.

## Non-Degree Student Admission

A student who has a bachelor's degree, minimum GPA of 3.0, and who wishes to enroll in a maximum of six credit hours in introductory graduate courses without qualifying for a degree program can be admitted as a non-degree student. A non-degree student is not eligible for financial aid. Elevation to degree status must be approved by the appropriate college and the Office of the Associate Provost for Academic Affairs. The student must satisfy all admission requirements.

## Offers of Admission

Upon receipt and review of the complete set of admission materials, students may receive an acceptance letter, dependent on each graduate program's capacity. If the student is admitted provisionally, the offer letter will specify the conditions of enrollment expected of the student with a deadline for compliance. If the specified conditions are met by the time identified in the offer, the student status will change to that of a regularly admitted student. Failure to meet the conditions specified will result a change in status, up to and including termination from the program.

If the student is admitted as a non-degree student, he or she will be limited to a maximum of six credit hours of graduate courses. No additional hours in a program will be permitted unless the student (equivalent)10 (..(1)6 obta, )lent (equivalent)1fTJ ho

# GRADUATE TUITION AND FINANCIAL INFORMATION

## UAFS Graduate Studies Tuition

Tuition charges are based on the number of credit hours taken and residency status. Tuition is established by the University of Arkansas Board of Trustees and is set annually and subject to change without written notice. Students must pay their tuition and fees or set up a payment plan by the posted payment deadlines. Payment plans are available through the Online Business Center on My UAFS.

## Tuition and Fees

Tuition and per-credit hour fees are not capped. They are charged for each hour taken. Tuition and any and all fees may be increased or decreased as deemed necessary by the University of Arkansas System Board of Trustees. The tuition and fees referenced below are for the Fall 2019 semester.

TUITION FOR GRADUATE COURSES	CHARGES PER CREDIT HOUR
Graduate In-State (Arkansas residents)	\$394
Graduate Out-of-State	\$633
Graduate International	\$648
MANDATORY FEES	
Registration - per semester	\$31
Technology - per credit hour	\$15.50
Library - per credit hour	\$3.50
Infrastructure - per credit hour	\$5.50
OTHER FEES	
Distance education course - per credit hour	\$50
Graduate Health Science Program Fee - per credit hour)	\$25
Graduate Admission Application Fee (non-refundable)	\$50
Graduate Graduation Application Fee	\$50

## Residency Determination

Students are charged tuition rates based on their legal residency status. Residency in Arkansas must be established at least six consecutive months prior to the beginning of the term for reasons other than attendance at UAFS.

Students are classified as:

- In-State Residency (students who live in Arkansas)
- Out-of-State and International Residency

Any questions regarding residency status must be directed to the UAFS Records Office. Students can visit the Records Office, call 479-788-7230, or email [records@uafs.edu](mailto:records@uafs.edu).

Students who knowingly give erroneous information in an attempt to evade payment of out-of-state fees are subject to dismissal from the university.

### RESIDENCY STATUS OF VETERANS AND MILITARY PERSONNEL AND THEIR SPOUSES AND DEPENDENTS

Any student who meets any of the following criteria shall be classified as in-state, regardless of his or her residence:

1. A veteran who was honorably discharged from a period of not less than 90 days of active duty within three years before the date of enrollment in a program of study.
2. A dependant or spouse of a veteran who meets criteria above. For the purpose of this policy, dependents are unmarried children who are legal dependents of the military person as defined by the IRS.
3. A member of the armed forces.
4. A spouse of a member of the armed forces.
5. A Reserve Officers' Training Corps (ROTC) cadet who has an executed armed forces service contract.
6. A dependant of a member of the active armed forces, when the member of the armed forces:
  - a. is stationed in Arkansas pursuant to permanent change of

state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

12.A member of the armed forces or "covered individual" as identified in Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

The policy shall be read to be amended as necessary for compliance with the requirements of 38 U.S.C. 3679, as amended, and Ark. Code Ann. § 6-60-205, as amended.

## Payment Information

Students must pay tuition and any fees in full or set up a payment plan by the posted payment deadline. If full payment and/or arrangements (financial aid or payment plan) have not been made by the published deadline, students may be assessed a late fee.

Students may make payments online or in the Cashier's Office located on the second floor of the Smith-Pendergraft Campus Center. For information on payment deadlines, how to pay online, or payment plan options, see Tuition, Fees, and Payments on the [Graduate Studies](#) website.

## Financial Assistance and Scholarships

Students wishing to apply for financial aid and/or graduate scholarships must contact the UAFS Financial Aid Office located on the second floor of the Smith-Pendergraft Campus Center or call for information. The Financial Aid Office provides a comprehensive program of federal loans, work study, and third party assistance. Veterans education benefits are also coordinated through the Financial Aid Office. Students enrolled in at least six credit hours are eligible to borrow through the Federal Direct Unsubsidized Loan Program or the Direct PLUS Loan program for G3.1 (an)-16.e>5 u027 7 Gmenm o. Sr

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may withdraw through the 50 percent time frame of the course.

- c. Students may withdraw from a five-week summer course through 5 p.m. on Friday of the second week of the course. Students may withdraw from a ten-week summer course through 5 p.m. on Friday of the fifth week of the course. Students enrolled in short-term courses may withdraw through the 50 percent time frame of the course. Students will receive a W on their permanent record.
- d. Failure to attend and/or pay tuition does not constitute official withdrawal. Students who are on financial aid should check with the Financial Aid Office prior to withdrawing from a class. An appeal of the tuition and fee policy, drop dates and late payment fee must be made in writing to the registrar no later than the last day of classes of the term in question. Appeals must demonstrate extenuating circumstances that prevented the student from adhering to the specific withdrawal



Graduate Appeals Committee, c/o the Office of the Associate Provost for Academic Affairs. The appeal must be received within seven business days from notification of the policy decision.

## Grade Petitioning

A student who believes an error has been made in the assignment of a final grade must first contact the faculty member to resolve the issue(s). The student must initiate contact no later than the first week of the next term. Should the student remain dissatisfied, he or she may appeal to the program director and then to the dean of the college in which the course originates. If the dean disagrees with the prior responses, the dean will refer the matter to the Graduate Appeals Committee. The dean will respond to the student in writing within seven business days of receipt of the written appeal from the student, either denying the appeal or indicating that the appeal has been referred to the Graduate Appeals Committee. If the dean has upheld the faculty and program director's response, the student may petition the Graduate Appeals Committee and should do so no later than ten business days from notification. Failure to act within that period disqualifies the student from further pursuit of the matter.

The student may appeal either the finding of academic dishonesty or the penalty, or both, to the Graduate Appeals Committee within three (3) business days of notification. Upon appeal, a student will be allowed to continue in class until the appeal is adjudicated. The Graduate Appeals Committee acts as an arbitrator in such situations, presenting its findings and recommendation to the Associate Provost for Academic Affairs for review. The [Academic Honesty](#) petition form is available on the Graduate Studies website.

In cases of repeated offenses, the Provost and Vice Chancellor for Academic Affairs will take appropriate action, up to and including permanent suspension from the university. A copy of such action will be placed in the student's file in the Records Office. Repeat incidents of academic dishonesty will result in the assignment of a grade of FX on the transcript, clearly indicating the failing grade was the result of academic dishonesty.

The Graduate Appeals Committee shall be convened within 14 business days of receipt of the written petition. The committee shall submit its recommendation to the Associate Provost for Academic Affairs no later than 21 business days from receipt of the petition. The Associate Provost for Academic Affairs will notify the student of the decision within three business days. The student may make a final appeal to the Provost and Vice Chancellor for Academic Affairs within seven business days upon receipt of the decision. The Provost and Vice Chancellor for Academic Affairs will respond within seven business days with the final decision. The [Grade Petition](#) form is available on the Graduate Studies website.

## Academic Honesty

UAFS is committed to helping students attain the highest level of academic achievement. That achievement is predicated on a foundation of scholastic integrity in all aspects of students' academic work. This absolute standard of academic honesty lies at the heart of any pursuit of learning and the award of any degree or certificate. All students, faculty, and staff of UAFS are responsible for understanding and abiding by the academic honesty policy. The university supports faculty and staff in the good faith application of these policies as they conduct their official duties.

This policy is only one element of the university's commitment to academic honesty; students will find this institutional value, and the practice of scholastic integrity, reflected in many ways in all university programs and services.

Academic dishonesty in any form, including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; forgery; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act, is forbidden.

A faculty member who has proof that a student is guilty of academic dishonesty must take appropriate action, up to and

# ACADEMIC SUPPORT AND CAMPUS SERVICES

## Boreham Library

The Boreham Library at the University of Arkansas - Fort Smith provides a wide variety of resources to support graduate programs. The library holds a growing number of electronic databases in business, management, leadership, health, and education. Many of these have full text articles and many others are indexes to articles. These include ABI Inform, Business Source Elite, Lexis Nexis, Education Research Complete, Education Next, ERIC, and the Professional Development Center. Abstracts from many other journals are available in databases, and those articles not available in full text may be obtained quickly and provided to users via interlibrary loan using email, fax, or regular mail. In addition, the library provides research guides and tutorials for students from links on the library website. Reference librarians are available to provide general or discipline specific instructional sessions targeted to assigned research projects. Current health sciences faculty often request these sessions. The electronic reserves module of the library automation system allows students to conveniently access articles, class notes, and other homework or related assignments made by faculty. Students are directed to the [Boreham Library's](#) website which has detailed instructions and information concerning library services for off-campus students.

The library also holds extensive electronic resources in health sciences available both in-house and from remote locations. Its comprehensive collection includes over 17,000 nationally recognized journal titles in the databases such as Cumulative Index for Allied Health Literature (CINAHL), Cochrane Library, Health Source Nursing, Medline, Pub Med, and Science Direct.

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work experience by way of cooperative education and internship opportunities prior to degree completion. The Career Services Website, CareerLink, allows students to access job listings, post resumes, and send resumes to prospective employers.

A detailed list of services and career development information can be found on the [Career Services](#) website. Career Services is located on the second floor of the library, room 212, and can be reached at (479) 788-7017.

## Online Courses

Courses may be offered through online distance learning. Distance learning is an essential component for fulfilling the academic mission of UAFS. Graduate faculty may conduct instructional presentations and exams through the Blackboard Learning System with many online instructional tools, such as discussion forums, video, web pages, etc. UAFS incorporates synchronous and asynchronous learning via the Blackboard Learning System. Students will submit coursework and projects electronically. Students communicate with their faculty through email, online office hours, and other collaborative tools.

To take online courses, students must have access to a reliable computer with high speed Internet. Technical problems with a computer, Internet or network connection, contact UAFS Technical Support at 479-788-7460 or send an email to [techsupport@uafs.edu](mailto:techsupport@uafs.edu).

Once admitted to the graduate program, each student will receive a secure user name and password that will provide them access to their online courses, My.UAFS intranet, and the UAFS email system.

## Testing Services

For online courses, all presentations, quizzes, and assignments will be completed online. The final exam and some major exams will be required to be completed either on the UAFS campus or through an approved proctoring site. When examinations are administered on campus, the following guidelines apply:

- 1.

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# GRADUATION REQUIREMENTS

## Degree Program Requirements

The following requirements apply to all graduate degree programs. Candidates must file a graduation application with their program advisor. Upon completion of all requirements for the master's degree, candidates are certified for graduation by the Registrar of the university. Degrees are publicly conferred at each university commencement.

The student's graduate degree program requirements are those specified in the Graduate Catalog at the time a student is accepted into the program and has begun the program of study. If courses are deleted, appropriate course substitutions will be determined with the graduate advisor.

If a student is not enrolled for at least two consecutive semesters (including summer term), the student must re-apply and follow the program requirements of the new catalog.

A student must complete graduation requirements under provisions of the graduate catalog within a six-year period. If a student does not complete graduation requirements within this time frame, he or she will be required to meet the graduation requirements of the current graduate catalog.

## Graduation Requirements

Students are responsible for knowing the graduation requirements of their degree program. Students must satisfy all Graduate Studies program requirements and specific degree requirements of their graduate program, and submit an graduation application in order to graduate.

Any student completing degree requirements at the conclusion of the spring or summer semesters must apply for graduation by November 15; any student completing degree requirements at the end of the fall semester must apply by May 1.





# COURSE DESCRIPTIONS

MHCA 5003 3 CR (3 LEC)  
HEALTHCARE SYSTEMS  
Prerequisite: admission into MHCA program, organization, s: 25.10

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Examines strategic plan development and implementation by exploring reform-driven changes, organizational culture, physician involvement, the role of marketing and health information technology, and transformational leadership.

**MHCA 6013** 3 CR (3 LEC)  
**INFORMATION SYSTEMS MANAGEMENT IN HEALTHCARE**

Prerequisite: MHCA 5603 Population Health and MHCA 5613 Leadership and Managing Healthcare Organizations  
 Prerequisite or corequisite: MHCA 5623 Strategic Planning in Healthcare  
 Provides an understanding of different information systems used in the administration of healthcare organizations designed to improve healthcare delivery. Examines the current status of information systems within healthcare systems. Topics include advanced uses of informational systems to monitor decision making, patient outcomes, financial stability and marketing information.

**MHCA 6023** 3 CR (3 LEC)  
**MANAGED CARE AND REIMBURSEMENT SYSTEMS**

Prerequisite: MHCA 5603 Population Health, MHCA 5613 Leadership and Managing Healthcare Organizations, and MHCA 5623 Strategic Planning in Healthcare  
 Provides a comprehensive overview of the strategic and operational aspects of managed health care and health insurance. Examines the historical roots of health insurance and managed care, how payer networks are structured, provider payment

regulation, health care utilization, and quality management, fraud and abuse, special markets for payers, and a review of state and federal regulatory and legal underpinnings.

**MHCA 6033** 3 CR (3 LEC)  
**HEALTHCARE QUALITY IMPROVEMENT**

Prerequisites: MHCA 5603 Population Health, MHCA 5613 Leadership and Managing Healthcare Organizations, and MHCA 5623 Strategic Planning in Healthcare  
 Covers varied types of healthcare quality improvement, emphasizing real world applications, the systems approach to quality improvement, and team problem solving. Strategies and practical tactics are presented as approaches to healthcare improvement and quality patient care.

**MHCA 6104** 4 CR (1 LEC, 3 RSRCH/PRJCT)  
**GRADUATE PROJECT IN HEALTHCARE ADMINISTRATION**  
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