

# University of North Alabama



ANDERSON  
College of *NURSING and*  
HEALTH PROFESSIONS  

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University of NORTH ALABAMA

## **Anderson College of Nursing and Health Professions Applied Health Science Program Student Handbook**

**2021-2022**

**Revised 8-2021**

**University of North**

**Anderson College of Nursing and Health Professions (ACONHP)  
Applied Health Science (AHS) Program**

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## I. GENERAL INFORMATION

### A. Introduction

The faculty of the University of North Alabama (UNA) Anderson College of Nursing and Health Professions (ACONHP) congratulates you on your acceptance into the Bachelor of Applied Science program (AHS). The AHS program will prepare students to work in a multitude of nonclinical health careers. It is designed for those who seek to work in areas that improve the health of individuals and communities, including health care settings, physician offices, public health organizations, and government agencies. It may also serve as a stepping stone for students to pursue graduate and pre-professional programs in health administration. The program is available fully online in an eight week format. The program will prepare students for entry to mid-level management roles in healthcare organizations such as hospitals, clinics, physician offices, long-term care facilities, insurance companies, public health organizations and government health organizations.

The policies in this ACONHP AHS program Student Handbook are supplemental to the University Catalog and the University Student Handbook. These ACONHP Bachelor of Applied Science program policies are written to help the student progress through the program. This handbook is provided as information only and should not be construed as a contract between the student and the ACONHP Bachelor of Applied Science program or the UNA. The UNA and the ACONHP Bachelor of Applied Science program reserve the right to make changes in this handbook as deemed appropriate.

### B. Accommodation for Disabilities

In accordance with the Americans with Disabilities Act (ADA), the University offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact Disability Support Services prior to the beginning of the semester to initiate the accommodation process and to notify instructors within the first three class meetings to develop an accommodation plan. Course requirements will not be waived but, if possible, reasonable accommodations will be made to allow each student to meet course requirements. If a disability is identified later in the semester, a non-retroactive accommodation plan may be developed at that time. Students needing assistance should contact [Disability Support Services](#).

### C. Title IX Discriminatory Harassment

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

**Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above.** Retaliation against any person who reports discrimination

or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at [UNA Title IX website](#). If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

#### **D. Diversity**

The UNA and ACONHP Bachelor of Applied Science program are committed to creating a diverse and inclusive environment. The UNA's campus-wide definition of diversity is: "The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual."

#### **E. Vision, Mission, Goals, and Outcomes**

The ACONHP vision is to improve health in the community by effecting change in systems and policies, and to promote research and scholarly activities that advance nursing and health care knowledge. The ACONHP mission is to graduate nurses and other health professionals who are prepared to assume professional roles in diverse health care environments. The ACONHP believes that learning takes place best in a supportive, stimulating, and challenging environment where students are held to the highest professional nursing, ethical and legal standards. The ACONHP strives to improve health in the community by providing high quality programs that enable graduates and faculty to assume leadership roles in the professional community, to effect change in systems and policies, and to promote research and scholarly activities that advance nursing knowledge. The ACONHP partners with community agencies to expand affordable, acceptable, accessible healthcare to the community as well as provide an excellent teaching/learning environment for students and faculty. Because the ACONHP values diversity, we encourage students and faculty to engage in international experiences and global outreach.

#### **Program Goals – Anderson College of Nursing and Health Professions (ACONHP): Undergraduate (UP) and Graduate (GP) Departments**

1. ACONHP	Provide high quality, innovative education nursing programs and health related programs
UP	Offer high quality, Bachelor of Science degrees in nursing and health related programs.
GP	Offer a high quality MSN program.
2. ACONHP	To build and maintain a student-centered nursing and health related programs.
UP/GP	Graduate nurses and other health professionals who are prepared to practice nursing in global healthcare environments.
3. ACONHP	Provide a culturally diverse environment for students, faculty and staff.
UP/GP	Promote a culturally diverse learning environment designed to eliminate barriers to learning.
4. ACONHP	Develop partnerships with community agencies to expand healthcare to the community.
UP/GP	Develop and nurture a strong relationship with community health facilities and health professionals
5. ACONHP	Promote research and scholarly activities that advance nursing knowledge.
UP/GP	Foster scholarly activities, research, teaching, service, and practice that advance nursing and health care knowledge.

### Applied Health Science Student Outcomes

Graduates of the Bachelor of Applied Science program will:

1. Utilize critical thinking and decision making skills in a variety of health care settings and situations with diverse populations.
2. Explore current research to improve health outcomes for individuals and communities.
3. Develop effective leadership and management strategies in common health care environments.
4. Demonstrate knowledge of legal and ethical parameters of the health care system.
5. Communicate and collaborate with members of the health team and other interested groups in identifying and meeting the health needs of individuals, families, and communities.
6. Apply information technology in the delivery of health care.
7. Explore the social determinants of health that shape health behavior and health inequalities.

#### F. Faculty and Staff

The names, office numbers, phone numbers and e-mail addresses of the administrators, faculty, and staff can be located at the following webpage - [ACONHP Faculty and Staff](#).

#### G. Student Representation on ACONHP and UNA Committees

Students are encouraged to participate in the committees of the ACONHP. Students may volunteer to represent their peers on several committees in the ACONHP and at UNA (contact your professors for a list of committees allowing student representatives).

## II. BEGINNING THE PROGRAM

Students can declare the Applied Health Science degree as their major at any point but will be considered pre- Applied Health Science. Once a student is ready to start core courses, an application to become an Applied Health Science major must be submitted.

#### A. Requirements for the Applied Health Science Program

##### General Education Component Requirements – 60 hours total

*For General Education Requirements and additional requirements for UNA students, refer to Academic Procedures and Requirements.*

As part of the General Education Component, Applied Health Science (AHS) majors **must** complete the following:

Area III	Credits
MA110	3
MA147	3
BI101	4
BI241	4
Natural Science Elective	4
Area IV	
ED299	3
PSY201	3
Area V	
CNH342	3

Area III	Credits
CIS125	3
<b>Electives</b> (e.g., SOC221)	6
<b>Total</b>	<b>36</b>

### B. Criminal Background Check Requirements

By policy, AHS students are required to undergo a background check using the school's approved vendor, at the time of program admission. Instructions for requesting the background check and appropriate consent forms will be provided to students by their program.

### C. Books

Each course syllabus will indicate which books and materials are required. Information regarding books can be found at the [UNA Bookstore](#). It is strongly recommended students order textbooks prior to the beginning of each course. It may take two weeks or more to receive books ordered from online bookstores.

### D. Resources and Supplies

Certain computer software is required for the AHS Program student. **Microsoft Word** and **PowerPoint** are the two required programs. In an effort to help prepare students for the technology skills required in the workforce, Microsoft now offers Office for Students. Currently enrolled students can use Office every day for school work and activities that are most important to them. There is **no cost** to download and run Office 365 ProPlus 2013 provided in the Office for Students program. You can also access the Microsoft Mobile apps on smart phones or tablets [Microsoft Office 365 Free Download](#).

The student must have knowledge of computer use. It is the responsibility of the student to take appropriate courses so that he/she knows how to use email with attachments and how to use the aforementioned programs, Word and PowerPoint.

## III. PROCEEDING THROUGH THE PROGRAM

The following information will provide the student with many answers to questions they may have as they journey to graduation. It is not intended to be the final word on any subject, but it is the accepted procedure in the ACONHP AHS Program.

### A. Requirements for the AHS Program

Prerequisite courses will be planned according to the STARS guide. For more information please see [Stars](#).

#### a) Major Core Requirements

Course	Credits
AHS 300R, Leadership and Healthcare Delivery	6
AHS 301R, Health Communication and Cultural Diversity	6
AHS 302R, Informatics	3
AHS 303R, Health Policy, Ethics, and Legal Issues	6
AHS 304R, Epidemiology and Population Health	6
AHS 305R, Consumer Health	3
AHS 306R, Research in Health	3

Course	Credits
AHS 307R, Grant Writing and Capstone	6
AHS 308R, Healthcare Economics	3
<b>Total</b>	<b>42</b>

**b) Track Specific Requirements**

Course	Credits
AHS 404R, Health Administration and Strategic Planning	6
AHS 405R, Budgeting and Finance	6
AHS 406R, Principles of Resource Management and Supervision	6
<b>Total</b>	<b>18</b>

\*Graduates of the Applied Health Science Health Administration Program will complete a minimum of 120 hours.

**B. Applied Health Science Program Course Schematic**

Applied Health Science Program Course Schematic

The following semester-by-semester schedule is recommended for the AHS student

<b>Freshman Year</b>			
First Semester		Second Semester	
Course	Credit	Course	Credit
BI 101	4	Area II	3
EN 111	3	EN 112	3
HI1 01 or 201	3	MA 147	3
MA 110	3	HI 102 or 202	3
FYE	1	PY 201	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Sophomore Year</b>			
First Semester		Second Semester	
Course	Credit	Course	Credit
BI 241	4	Natural Science Elective	4
CIS 125	3	EN 222/232/Humanity	3
COM 201/221	3	CNH 342	3
SOC 221	3	ED 299	3
EN 221/231	3	Optional Elective	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
<b>Junior Year</b>			
First Semester		Second Semester	
Course	Credit	Course	Credit
AHS 300R	6	AHS 303R	6
AHS 301R	6	AHS 304R	6
AHS 302R	3	AHS 305R / HPE 408	3
		AHS 306R	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>18</b>
<b>Senior Year</b>			
First Semester		Second Semester	
Course	Credit	Course	Credit
AHS 307R	6	AHS 405R	6
AHS 308R	3	AHS 406R	6
AHS 404R	6		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>12</b>

### C. Academic Honesty

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates. It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation.

- Students enrolled in the University of North Alabama, ACONHP AHS Program are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to avoid and eliminate academic dishonesty. Academic dishonesty includes misrepresentation, cheating, and plagiarism, which are defined as follows:
- Misrepresentation is purposively altering or inventing information or data. Examples include, but are not limited to, forging a signature, fabricating information on a form, or falsifying the number of clinical hours completed.
- Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work or copying the theme or manuscript of another student; when one uses direct quotations or ideas of another without proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized in accordance with APA guidelines.

When it is determined that a student is guilty of misrepresentation or cheating in the ACONHP AHS Program:

- The student will be dismissed from the program.
- Offenses are reported to the Provost and Executive Vice President for Academic Affairs and to the Office of Student Conduct for review.

When it is determined that a student is guilty of plagiarism in the ACONHP AHS Program, the following penalties will apply:

- The student will receive a penalty of a zero on the work in question.
- If the student commits a subsequent offense at any time during his/her enrollment in the ACONHP AHS Program, a course failure will be given and the student may be subject to dismissal from the university.
- Offenses are reported to the Provost and Executive Vice President for Academic Affairs and the Office of Student Conduct for review. (Please refer to the current University catalog, available online at [UNA Catalogs](#) under General Regulations: Academic Honesty.

### D. Student Copyright Notice

“UNA courses may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws may require the written permission of the copyright owners. **Copyright use as outlined in the TEACH Act is not yet valid at the University of North Alabama.**”

## E. Grading system

The UNA ACONHP AHS Program follows the guidelines as described in the University Catalog. To proceed through the program, the student must maintain a 2.1 GPA. To graduate from the ACONHP, the student must have a minimum grade point average of 2.0 (C) on all work attempted at the university and a C or better on all courses in each professional course. The numerical system of grading in the ACONHP **AHS Program** is as follows:

A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	59-0

The ACONHP faculty/staff will not give grades over the telephone. Students may access their unofficial transcript using their UNAPORTAL account [UNAPortal Information & FAQ](#)

## F. Retention and Progression

Retention and progression in the AHS Program is based on appropriate academic progress with a grade of C or better in each course.

- Appropriate academic progress with a grade of C (**70**) or better in each professional course is required.
- Students eligible to return to a course after a course failure (D,F) from a required AHS course will be readmitted to the course on a “space available” basis. Extenuating circumstances are to be determined by faculty on an individual basis.
- A student in the AHS program can receive no more than one course failure throughout the program. After two course failures, the student will be dismissed from the program.
- In accordance with University policy, students who withdraw from a course by the designated deadline in the UNA catalog will receive a “W: for the course. After the designated deadline, courses dropped with averages of less than a 70 will be a “WF” for the course.
- A 2.0 GPA is required for graduation.

## G. Criteria for Students Readmitted to the ACONHP AHS Program:

The student who has failed two AHS courses may petition the Admissions/Readmissions Committee Chairperson for readmission after being dismissed from the program. The letter should include:

- a) Reason(s) for dismissal from the ACONHP AHS Program.
- b) Reason(s) for seeking readmission to the ACONHP AHS Program. The student must state why he/she believes they can successfully complete the program if readmitted to the ACONHP AHS Program.
- c) Actions taken to overcome the problems necessitating dismissal from the ACONHP AHS Program.

After the committee reviews all pertinent information regarding readmission, the committee will submit a report of its decision to the Undergraduate Department Chair and the Dean of the ACONHP. The Dean will, in turn, notify the student of the committee’s decision. Students will be readmitted on a space available basis.

Any readmitted student who earns a grade below “C” in an AHS course will be permanently dismissed from the program.

#### **H. Advisement**

Students in the AHS Program will be assigned an advisor after the student is registered for courses in the program. The student is encouraged to contact the advisor with questions about progression through the program or advice about courses in general. Specific course related questions should be directed to individual faculty members responsible for that course. Questions related to registration, graduation, etc. should be directed to personnel in the Undergraduate Department office.

#### **I. Faculty Evaluation**

Student ratings of faculty will be used in the ACONHP AHS Program to collect information about students’ perceptions of courses and faculty. Since the purpose of the evaluation is improvement; comments should be documented in such a way that the instructor can benefit or improve his/her teaching of the course. After final course grades have been submitted, the tabulated responses will be seen by the professor and the dean or department chair.

#### **J. Disciplinary Policies**

Disciplinary policies and processes of the ACONHP AHS Program will be identical to those found in the University Catalog regarding general student behavior and as designated in specific course syllabi.

#### **K. Grievance Procedure**

The student who has a grievance should follow the procedure listed in the University Catalog. Should a student wish to appeal a course failure, a formal request should be made in writing to the Undergraduate Department Chairperson and to the Admissions, Readmissions, Progressions (UARP) Committee.

#### **L. Withdrawal Policy**

Students in the AHS Program must follow the University procedures for withdrawal from courses. Students should contact the respective faculty member(s) in the course(s) from which they wish to withdraw and also should contact the Undergraduate Department office. Failure to follow the established University protocol for withdrawal will result in an F in the course(s).

In accordance with University policy, students who withdraw from a course by the designated University withdrawal date will receive a “W” for the course. After the designated drop date, courses dropped with averages of less than a 70 will be a “WF”.

#### **M. Weapons on Campus Statement**

Possession of firearms or other dangerous weapons is prohibited while on university-owned or controlled property. This includes all parking lots, grounds, and facilities. The full statement is available online [Weapons Statement](#).

## **IV. PROGRAM COMPLETION**

### **A. Graduation Preparation**

One semester prior to the expected graduate date, students must formally apply for graduation. Graduation applications are available from the University Registrar's Office. You are required to apply for graduation regardless of if you plan to walk/attend the commencement ceremony. The application and instructions for graduation are also available online at [UNA Registrar](#). Once the application and application fee is received and processed, a final degree audit will be completed by the Registrar's Office of all coursework. This will assist students to complete all requirements in time for graduation. Students should closely review their completed course work to ensure that all graduation requirements have been met. Additional information regarding the graduation ceremony, diplomas, caps and gowns, etc. is available through the Registrar's Office.

### **B. Letters of Recommendation**

Letters of recommendation for potential employers or graduate study should be sought on an individual basis. In order to comply with the Family Educational Rights and Privacy Act (FERPA) the University may require that a student requesting a letter of recommendation from a faculty member sign a release form. This form will be sent to the student by the faculty member from whom a letter of recommendation is sought.