Doctor of Philosophy in Health Science
Program Handbook

Faulkner University
College of Health Sciences

Effective 8/1/2022

Subject to revision and amendments by Faulkner University

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General Information

Faulkner University Mission Statement

The mission of Faulkner University is to glorify God through education of the whole person, emphasizing integrity of character in a caring, Christian environment where every individual matters every day.

CHS Mission Statement

The mission of Faulkner University's College of Health Science is to train competent and compassionate healthcare professionals who use current knowledge and best practices to glorify God by being the hands and feet of Christ to the community.

Doctor of Philosophy in Health Sciences Program Information

Program Description

The PhD in Health Sciences in an accelerated, fully online doctoral program designed to prepare healthcare practitioners for advanced roles in administrative, academic, and clinical environments. The program challenges the student to examine the current state of healthcare both locally and globally; apply sophisticated knowledge of research design, biostatistics, and epidemiology to the literature of their core discipline; develop ethical leadership skills for inter-professional environments; and design and conduct original research in healthcare.

This fully online graduate program consists of 10 didactic courses totaling 30 credit hours, followed by 5 dissertation courses totaling 15 credit hours. Students can complete the didactic phase in just 1 year, and the dissertation phase in as little as 6 months. Students may begin the program at 10 entry points during the year. The program is designed to allow working healthcare professionals to complete their degree while maintaining their full-time jobs.

Program Goals

The goals of the program are to prepare doctoral level health science professionals to:
1. advance quality healthcare through novel research (SLOs 1, 2, and 4)
2. promote interprofessional evidence based practice (SLOs 4 and 5)
3. assume leadership roles in academic and clinical settings (SLOs 3 and 4)

Program Student Learning Outcomes

Graduates of the interdisciplinary PhD program in Health Sciences will be able to:

1. identify, appraise, synthesize, and ethically apply existing high-quality literature
   - HS8301, HS8302, HS8303, HS8304, HS8305, HS8306, HS8309
2. design, conduct, and analyze an original and ethical research project
   - HS9301, HS9302, HS9303, HS9304, HS9305,
3. articulate ethical decision-making, global thinking, and leadership skills in the roles of researcher, administrator, clinician, and/or educator
   - HS8302, HS8306, HS8307, HS8310
4. apply effective written and oral communication skills to function in academic and clinical environments
   - HS8301, HS8302, HS8303, HS8305, HS8306, HS8307, HS8308, HS8310
5. Collaborate on multidisciplinary teams to engage in effective inter-professional education, research, and practice.
   - HS8301, HS8302, HS8303, HS8305, HS8306, HS8307, HS8309, HS8310

Admission Requirements

Prospective students who wish to enroll in the PhD HS program must meet the following admission requirements:

1. A completed graduate application
2. A graduate degree (such as a master's or clinical doctorate) with a minimum 3.0 GPA from an accredited university in a field related to health sciences
3. Official transcripts from all institutions attended must be submitted. Official (unopened) transcripts must be received. Hand-delivered copies, photocopies, and printouts of a grade report are not acceptable.
4. A resume which includes both education and work experience.
5. A letter of intent summarizing your career, goals for pursuing a PhD, and research interest areas.
6. Three letters of recommendation from a combination of former professors and work supervisors.

Any exceptions to the admissions criteria above are considered by the PhD HS program and the administration of the College of Health Sciences.

Degree Requirements

FALL	HOURS
HS8301 Evidence-Based Practice	3
HS8302 Bioethics in Clinical Practice and Research	3
HS8303 Single-Subject Research Designs	3
SPRING	
HS8304 Clinical Statistics	3
HS8305 Quantitative Research Methods	3
HS8306 Leadership in Healthcare and Academia	3
HS8307 Health Promotion & Disease Prevention	3
SUMMER	
HS8308 Grants and Publication	3
HS8309 Qualitative Research Methods	3
HS8310 Instructional Methods for Health Professionals	3
DISSERTATION PHASE	
HS 9301 Dissertation 1	3
HS 9302 Dissertation 2	3
HS 9303 Dissertation 3	3
HS 9304 Dissertation 4	3
HS 9305 Dissertation 5	3
TOTAL HOURS	**45**

HS 9106 Dissertation- Continuation: If students have not successfully completed their dissertation by the end of HS9305, they would continue to enroll in HS 9106 until they completed their dissertation.

Faulkner University retains the right to change the curriculum or the order of course offerings.

Numbering of Courses

The university uses a four-digit course numbering system. The first digit shows the level of the course, the second digit shows the semester hours of credit, and the last two digits identify specific courses.

The following chart illustrates the meaning of each digit:

8   3   0   5

Doctoral Level	Semester Hours of Credit for Course	Course numbers as specifically designated
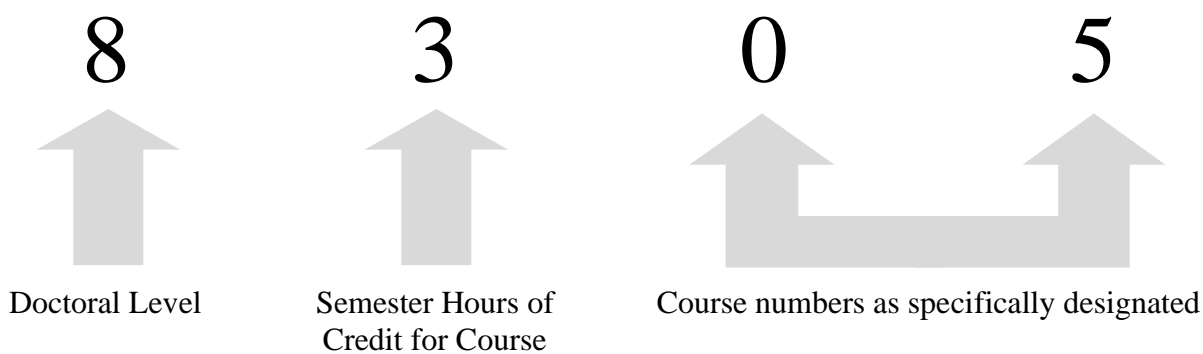
Course Descriptions

HS8301 Evidence-based Practice
This course provides a working knowledge of evidence-based practice in an interdisciplinary environment. Cases will be used as the backbone of this course to assist the student in analyzing data to justify the treatments used in clinical practice. Students will also learn to critically appraise the literature, evaluate diagnostic test performance, design clinical pathways and standard of care, and implement evidenced based practice findings in their own clinical or administrative setting.

HS8302 Bioethics in Clinical Practice and Research
This course introduces students to ethical concepts as they apply to clinical practice and conducting research with human subjects. The aim is to increase students' awareness of and ability to reason through ethical issues that arise in human subjects research and clinical practice. The course will draw upon historical examples, codes, declarations, and other sources of ethical guidance.

HS8304 Clinical Statistics
The course will cover statistical concepts used by healthcare practitioners and academicians in both appraising literature and conducting research. This will include descriptive statistics, parametric group comparison statistics, basic non-parametric statistics, linear modeling, probability, ANOVA, regression analysis, and chi-square tests. The focus of this course is on understanding, interpreting, and accurately applying statistical tests, such as selecting the correct test when designing a research project and appraising research literature using the given statistics. The relationship between statistical significance vs clinical significance is also stressed.

HS 8305 Quantitative Research Methods
The course will cover the basic methods and approaches used in quantitative research in clinical and academic settings. A major emphasis of the course will be on the conceptualization and design of research studies, including theoretically underpinnings and application of concepts. Students will learn formulation of research questions, study design, reliability, validity, sampling, measurement, and interpretation of research findings. Practiced skills will include appraising published quantitative literature and designing quantitative studies related to health issues.

HS8306 Leadership in Healthcare and Academia
This course explores the various methods of leadership and management, both in academia and healthcare environments, and their impact on productivity, profitability, and employee satisfaction. Students will demonstrate competency of the various types of leaders and systems, as well as critique various leadership and management theories. Practiced skills will include applying leadership theories and concepts to their own personal growth and in their employment settings.

HS 8307 Public Health Promotion and Disease Prevention
This course develops the knowledge and skills needed to work with communities to improve health status of the community. Students will examine the concepts of health and wellness, the determinants of health behavior, national health status, the history of health education, and the role of health promotion for disease prevention.

HS8308 Grants and Publication
This course is designed to provide writing experiences which prepare the learner for manuscript and grant proposal submissions. This introductory experience into the grant process will include identification of funding sources, proposal writing, project management, and funding challenges. The course will also cover the process of publication, including selecting a journal, preparing the manuscript, submission, revision, and acceptance. Other course topics include writing abstracts, responding to a call for papers, and constructing poster presentations.

HS8309 Qualitative Research Methods
This course will focus on the knowledge and skills needed to conduct qualitative research in clinical and academic settings. Students will explore the epistemology, theory, ethics, methodology, and procedures of qualitative research. Practiced skills will include appraising

qualitative research articles and conceptualizing and designing qualitative research studies related to health issues.

HS 8310 Healthcare Professionals as Academic and Clinical Instructors
In this course, students examine theoretical principles of teaching and learning for adult learners. Students will explore a variety of teaching methods with a particular emphasis on the educational roles health care professionals assume in both academic and clinical settings. Practiced skills will include formulating instructional plans for adult learners and apply instructional skills in real contexts.

HS 8311 Mixed Methods Research
In this course, students examine theoretical principles of teaching and learning for adult learners. Students will explore a variety of teaching methods with a particular emphasis on the educational roles health care professionals assume in both academic and clinical settings. Practiced skills will include formulating instructional plans for adult learners and apply instructional skills in real contexts.

HS 9301 Dissertation 1
Through the dissertation course series, the student will work with their dissertation chairperson to design an independent research project, develop the methodology, defend a proposal, obtain IRB approval, collect and analyze data, draw conclusions, and ultimately defend the final project. The student and dissertation chairperson will determine which steps of the research process will be completed in each course while ensuring that the defined learning outcomes for each course are being met.

HS 9302 Dissertation 2
Through the dissertation course series, the student will work with their dissertation chairperson to design an independent research project, develop the methodology, defend a proposal, obtain IRB approval, collect and analyze data, draw conclusions, and ultimately defend the final project. The student and dissertation chairperson will determine which steps of the research process will be completed in each course while ensuring that the defined learning outcomes for each course are being met.

HS 9303 Dissertation 3
Through the dissertation course series, the student will work with their dissertation chairperson to design an independent research project, develop the methodology, defend a proposal, obtain IRB approval, collect and analyze data, draw conclusions, and ultimately defend the final project. The student and dissertation chairperson will determine which steps of the research process will be completed in each course while ensuring that the defined learning outcomes for each course are being met.

HS 9304 Dissertation 4
Through the dissertation course series, the student will work with their dissertation chairperson to design an independent research project, develop the methodology, defend a proposal, obtain IRB approval, collect and analyze data, draw conclusions, and ultimately defend the final project. The student and dissertation chairperson will determine which steps of the research

process will be completed in each course while ensuring that the defined learning outcomes for each course are being met.

HS 9305 Dissertation 5

Through the dissertation course series, the student will work with their dissertation chairperson to design an independent research project, develop the methodology, defend a proposal, obtain IRB approval, collect and analyze data, draw conclusions, and ultimately defend the final project. The student and dissertation chairperson will determine which steps of the research process will be completed in each course while ensuring that the defined learning outcomes for each course are being met.

HS 9106 Dissertation- Continuation

Students will enroll in this course if they have not successfully defended their dissertation by the end of HS 9305. The student will continue to work with their dissertation chairperson to design an independent research project, develop the methodology, defend a proposal, obtain IRB approval, collect and analyze data, draw conclusions, and ultimately defend the final project. The student must enroll in this course every semester until they have successfully defended their dissertation or until they have reached the completion deadline, which is 3 years from the date of their first dissertation course (whichever comes first).

Program Structure

Didactic Phase
The initial phase of the program consists of ten (10) 3-credit hour academic courses. Each course is 5 weeks in length, allowing the didactic phase to be completed in just one calendar year. The student must successfully pass all 10 courses with a GPA of 3.0 or higher (and no more than 3 courses may have a "C") to progress to the dissertation phase.

Dissertation Phase
The dissertation phase consists of five (5) 3-credit hour dissertation courses. Students must pass all dissertation courses with a grade of "B" or higher and receive a "Pass" on the dissertation itself to be eligible for graduation. See the General Dissertation Information section for more specific information on the dissertation itself.

Faculty

Cody Thompson   **Associate Professor/ Director of Health Sciences Doctoral Programs**
Ed.D. Calvary Chapel University
D.P.T. Alabama State University
M.S. Univ of Alabama-Birmingham
B.S. Auburn University

Cassie Boyd   **Associate Professor – Asst Dean of Health Sciences**
PharmD Auburn University

Holly Free   **Dean of Students**
J.D. Faulkner University
B.S. University of Alabama at Birmingham

Jeffrey Williams   **Associate Professor – Dissertation and Doctoral Research Director**
Ph.D. Concordia University - Chicago
M.S. California University of Pennsylvania
B.S. Eastern Connecticut State University

Enrollment

Academic Advising

Students should recognize that they have the primary responsibility in planning their own academic program, given the fact that this is a structured program. Any student lacking admissions criteria, additional coursework, etc., will be expected to communicate with the Graduate Enrollment Office until they have fulfilled all admissions criteria. The Graduate Enrollment Office will provide the student with detailed information and specific courses needed to satisfy prerequisites. The Dean of the College of Health Science and the Program Director for the PhD in HS may make recommendations and has the authority to assess all admissions criteria.

The Dean of CHS and the PhD HS Program Director stand ready to help with special circumstances. **Please direct all calls to the Program Academic Secretary or the Administrative Assistant to the Dean.**

Registration

Registration is coordinated for PhD students upon acceptance and prior to admission to the program. Students must complete registration through the Graduate Enrollment and Student Accounts Offices before attending classes. Students with incomplete registration information will not be given academic credit for courses taken.

Academic Progression

This is an accelerated program in which terms are only 5 weeks long, and students only take 1 course per term. If a student takes each course in progression, all didactic courses will be finished in 50 weeks (1 year), and the dissertation courses will be finished in 25 weeks (6 months). Students must pass all 10 courses in the didactic phase before proceeding to the dissertation phase.

If a student's progress is interrupted for any reason, such as leave of absence, withdrawing from a course, failing a course, etc., the student's graduation date will be delayed. The student will have to wait until the course(s) is/are offered again before they can take the course(s) they missed. In this situation, a student may request an exception to begin the dissertation phase while they wait for the course(s) they missed to be offered again. An exception to begin the dissertation phase early will only be considered if the student is lacking 2 or fewer didactic courses, only 1 of which can be a research course (HS8303, HS8304, HS8305, and HS8309). Exceptions to begin the dissertation phase early will not be considered if the student is lacking 3 or more didactic courses (or two of the research courses: HS8303, HS8304, HS8305, and HS8309). Requests to begin the dissertation phase early must be submitted in writing to the Program Director and will be reviewed by the PhD HS Program Director and faculty, and the administration of CHS, before a decision can be made. The reviewers fully reserve the right to deny permission to begin the dissertation

phase early.

Students are permitted to re-take a course 1 time to replace a grade. Three course grades of "C" are allowed during the student's program of study, provided the overall GPA does not drop below 3.0. If the student earns a fourth course grade of "C", the student may re-take the course 1 time to replace the grade. If the student earns a "C" or below on the re-take, the student may be removed from the program. A grade of "D" or "F" is not considered passing. If a student earns a "D" or "F", the student may re-take the course one (1) time to replace the grade. If the student does not earn a passing grade on the retake, the student may be removed from the program.

Disenrollment and/or Administrative/Academic Withdrawal

Administrative and/or academic withdrawal can be initiated by the PhD HS Program as a consequence of a variety of issues. Examples include behavioral misconduct, lack of academic performance, GPA below 3.0, academic performance that does not exhibit progress toward successful continuation of graduate study, situations violating the Faulkner University Student Honor Code of Academic Misconduct, exceeding the limit of three grades of "C" or lower within the program, lack of official transcripts, any reason that leads to an incomplete file, Financial Aid or Student Accounts issues, etc. The list above is not exhaustive and only intended to illustrate certain scenarios.

Time to Completion and Re-enrollment

All requirements of the PhD in HS degree must be completed within five (5) years of the initial enrollment to the program. The dissertation must be completed with three (3) years of the date of the first dissertation course. This applies to students who are continuously enrolled, those who take a leave absence, and those who voluntarily or involuntarily withdraw. Prior to re-entry/re-enrollment, students who withdraw from the program must satisfy the requirements based on the current curriculum/catalog.

Re-enrollment into the graduate program after a voluntary or involuntary withdrawal for any reason is strictly handled on a case-by-case basis. Some cases/circumstances may require evidence to be submitted with the request and will need to be reviewed by the PhD HS Program Director and faculty, and the administration of CHS, before a decision can be made. The reviewers fully reserve the right to deny re-enrollment.

Courses for Transfer Credit

Students may transfer up to 15 credit hours of didactic coursework from an accredited doctoral degree program to count toward the 30 required hours of didactic credit for the Faulkner PhD in Health Sciences. Any transfer credit must have been completed within ten (10) years prior to entry in the FU PhD in HS program. In rare circumstances (to meet university needs), additional

credit hours (no more than 30 hours) may be transferred with recommendation from the PhD Admissions Committee and approvals from the Dean of the CHS and Vice President for Academic Affairs.

For credit units to be considered eligible for transfer, students must satisfy the following:

1. The credit is from a course taken at an institutionally accredited college or university (i.e., by accrediting bodies recognized by the US Department of Education).

2. Equivalent course based on the nature, level, credits, content and comparability of the course to Faulkner University offerings by comparing course syllabus and catalog descriptions.

3. The student submits, for evaluation, course descriptions, syllabi, and textbooks or materials used in the course being evaluated for transfer credit, if requested by the PhD Admissions Committee.

4. An equivalent grade of "B-" or higher was earned.

Current students at the time of this policy implementation will not qualify for a refund of any courses that overlap with previously completed courses at other programs.

Retaking Courses

In the event that a student retakes a course, the course must be completed at Faulkner under the PhD HS degree plan. Outside credit is not accepted in lieu of the specific PhD HS program courses. Please note that retaking a course will delay graduation as the student will have to wait for the course to be offered again before they can retake the course.

Students are permitted to re-take a course 1 time to replace a grade. Three course grades of "C" are allowed during the student's program of study, provided the overall GPA does not drop below 3.0. If the student earns a fourth course grade of "C", the student may re-take the course 1 time to replace the grade. If the student earns a "C" or below on the re-take, the student may be removed from the program. A grade of "D" or "F" is not considered passing. If a student earns a "D" or "F", the student may re-take the course one (1) time to replace the grade. If the student does not earn a passing grade on the retake, the student may be removed from the program.

A student may only re-take 1 course 1 time to replace a grade. A student may not re-take a course a third time to replace the grade. The student may not retake 2 different classes to replace the grade in each class. In extenuating circumstances, a student may submit a written request to retake another course beyond the 1 course limit. The written request must be submitted to the Program Director who will handle course retakes on a strictly case-by-case basis. Reasons for retakes may include health issues, unforeseen family emergencies, and other extreme situations outside the

student's control. The student may be required to submit evidence with their written request for a retake. The PhD HS Program Director, in consultation with the administration of CHS, fully reserves the right to deny requests for additional course retakes.

Financial aid policies and awards may not cover retaking courses. Students are advised to contact the Financial Aid Office regarding funding guidelines.

Dual Enrollment

Due to the nature of this accelerated program and its workload, the PhD HS administration does not authorize students to engage in multiple programs or enroll in additional classes while attending the PhD HS program. This includes additional PhD HS classes, such as re-takes. Students may, in extenuating circumstances, be permitted to enroll in two PhD HS courses at the same time, but the student must submit the request in writing to the Program Director at least 4 weeks in advance of the term in which the student would like to enroll so that the Program Director has sufficient time to consider the request.

Withdrawal Policy

A request to withdraw from a PhD HS course must be made and/or confirmed by the student. A withdrawal form must be completed and submitted through the PhD HS Director's office by any student choosing to withdraw. No student is officially withdrawn from class or school until this form has been cleared by the Registrar's Office, Financial Aid Office, Student Accounts Office and, as applicable, Veteran's Affairs office.

The importance of following withdrawal procedures must be stressed. Inattention to proper procedures may result in the student receiving an "F" for the course(s) and being charged for the entire course(s).

Tutoring Services

Online Tutoring: Anywhere, Anytime (Math, Science, Business, Writing)

With TutorMe Online Tutoring, you can:
- Connect with an online tutor in less than 30 seconds, 24/7.
- Our lesson space features a virtual whiteboard, text editor, audio/video chat, screen sharing and so much more.
- Provides options for checking your work or seeking help from recognized outside tutors. This service is provided free to Faulkner students.

To get started just log in to your Blackboard account and access TutorMe via the "Tools" link in your current course.

Disability Services

Center for Accessibility serves as the central contact point for all students with disabilities at Faulkner University including Alabama Christian College of Arts and Sciences, College of Education, Harris College of Business, V. P. Black College of Biblical Studies, College of Health Sciences, Jones School of Law, and all extended campuses. Students are responsible for informing the University of their needs for services and accommodations. Contact the Center for Accessibility at 334-386-7185, 1-800-879-9816, x7185, email Nichole Fussell at nfussell@faulkner.edu, or visit https://www.faulkner.edu/academic-resources/center-for-disability-services/

Financial Information

Please be informed that the PhD HS program, including, but not limited to, the Director, Dean, and Program Secretary, does not provide advice regarding financial aid matters or issues arising from financial aid. Students should discuss any and all financial aid matters with the Financial Aid Office. Similarly, Student Accounts Office matters should be discussed and addressed with Faulkner's Student Accounts Office. Financial information provided here is simply a guideline to assist the students for general information purposes. Specific financial information should be obtained from the appropriate offices.

Tuition and Fees

The cost of tuition, fees and other charges are printed in the Graduate Catalog and posted on the Faulkner website. The catalog outlines special financial policies, academic policies, and associated tuition and fees; please consult the catalog for further details. The university reserves the right to adjust these rates at any time. For current tuition, please check with Graduate Enrollment and/or Student Accounts.

Payment Policies

Registration is not complete until Student Accounts acceptance is granted. Further details may be obtained from the online registration website or Student Accounts personnel.

Checks for tuition and fees should be made payable to Faulkner University and must identify the student for which payment is made. Faulkner University accepts MasterCard, Visa, and Discover.

A fee is assessed for each returned check or other failed payment method. If a student has checks repeatedly returned, subsequent payments in cash or by cashier's check will be required.

A late payment fee is assessed for each late payment. Students who are delinquent with payments may not be allowed to continue in classes or register for future classes.

Withdrawal Refund Policy

There are two possible refund policies that may apply to a student who <u>withdraws</u> from Faulkner University. Refer to the Faulkner University catalog if you are receiving Title IV funds. The following is an addendum for the institutional refund policy listed in the university catalog.

For further clarification or questions, please contact the Student Accounts and/or Financial Aid Office for specific policies pertaining to withdrawal/refunds. The refund dates may change and should always be confirmed with the Student Accounts and/or Financial Aid Offices.

Drop/Withdrawal Date...**Refund Percentage**

From the start date of the term through the 7th day ....100% less $200

From the 8th day through the 14th day 50%

After the 14th day from start of term 0%

Satisfactory Academic Progress Financial Aid Policy

After the completion of one semester, a student must have attained a graduate grade point average of 3.00 and successfully completed 80% of the academic hours attempted (all graduate hours appearing on the official academic transcript as attempted). If a student is below either the grade point average or completion percentage (PACE rate), then he/she may be placed on financial aid warning. The student will remain on financial aid warning until the end of the second semester, at which time a review of his/her cumulative grade point average and PACE rate will take place. If he/she has not attained a grade point average of 3.00 and successfully completed 80% of the academic hours attempted, then he/she may be suspended from receiving any federal financial aid. Students may complete a Suspension Appeal form.

Conduct Policies & Procedures

Code of Conduct

Faulkner University selects for admission individuals displaying academic ability, professionalism, and maturity. In an attempt to provide an atmosphere conducive to learning and consistent with our Christian principles, we have developed the following regulations governing behavior in all Faulkner University facilities and at any location on our campuses. Penalties for violations of these regulations can range from verbal reprimand to dismissal from the program, depending on severity and other circumstances.

Attendance for Online Courses

Regular online participation is expected of all students and is essential for academic development. Class interaction through discussion board threads and individual participation are such vital parts of the course objectives that lack of participation negates the value of the course. An education, being more than just the gathering of facts and skills, includes the development of attitudes, appreciations, and understandings which are experienced within the class environment, be it online or otherwise.

The following policies and procedures are to be followed in regard to online courses:

1. Each online course will be divided into five weekly "modules" that correspond with the 5-week calendar. Please note that each individual professor may have specific deadlines within each module.
2. At the close of each scheduled module, the professor will review student participation and monitor attendance. The professor will determine whether or not the student has completed all assigned tasks for that module and then mark the student as either present or absent for that module.
3. Students are required to regularly participate in all scheduled online activities, assignments, exams, etc. as specified in the course syllabus and/or on the Learning Management System. Partial participation is unacceptable and may be counted as an absence at the discretion of the professor.

Due to course format in the 5-week schedule, lack of attendance could result in being removed from the course or program. Class attendance is mandatory and grade is based on actual performance. Participation and performance are an integral part of success in the PhD HS program.

Email

Upon enrollment, students must obtain and activate a university email account. Administrators, faculty, and staff will use university email as the primary mechanism to communicate with students. You are responsible for accessing and reading these messages regularly, and should **not** expect to receive university-related communication at a personal email address. Instead, you should expect to receive communication related to your involvement with the university in your university email account **only**.

Misusing email account privileges (e.g., sending spurious messages, using another's email account) violates the university's netiquette policy. Violating any portion of the University's computer policy is also considered a violation of the University's student conduct regulations. Any of these violations may result in one of more of the following: limitations on computer privileges, termination of computer privileges, fines, restitution fees, community service, and suspension or expulsion from the University.

Netiquette Policy

Just as certain social norms exist for polite and courteous conduct when interacting with other people face-to-face, so there are similar norms for online conduct. These include, but are not limited to, the following guidelines:

1. Maintain kindness in all communication, in whatever form. The operative principle in communication should always be treating others as you would want to be treated (Matt. 7:12; Luke 6:31)

2. Avoid libelous, slanderous, defamatory, offensive, racist, sexist, or obscene remarks. If you receive communication with such remarks, you should promptly notify your instructor, program director, department chair, or other appropriate supervisor (e.g., Dean of Students) according to the university's harassment policy.

3. Send communications only as yourself and do not attempt to do so anonymously or to use or forge messages as if they are from others' email, learning management system (LMS), or other university-managed communication or social media accounts.

4. Respect the potential confidentiality of others' communications. University email and LMS communication is not considered private, nor does it fall under individual users' rights to privacy, but as a principle of courtesy, email should not be carelessly forwarded or otherwise further distributed.

5. Respond to email promptly, at least within 48 hours. When you do so, leave the thread of previous messages below your reply for the recipient's ease of reference.

6. Use standard, professional English with proper pronunciation, spelling, and grammar. You should avoid text messaging style abbreviations, other slang, and ALL CAPS text. Message should be clear, to-the-point, and divided into logical paragraphs. For email, you should always include a subject line, avoid attaching unnecessary or questionable files, and avoid forwarding "chain" messages.

7. Use delivery and read receipt requests only when absolutely necessary.

As with on campus students, online students are expected to comply with the University's conduct regulations outlined in the student handbook (https://www.faulkner.edu/wp-content/uploads/2019-2020-Faulkner-University-Student-Handbook.docx.pdf), except where an online class venue makes these regulations inapplicable.

Academic Misconduct

Academic misconduct includes, but is not limited to, plagiarism (including use of artificial intelligence for completion of assignments), falsification on tests or assignments, attempting to take credit for another's work, and abuse or inappropriate behavior toward an instructor, student, staff member, or administrator.

Faulkner University reserves the right to disenroll a student at any time for any academic or behavior-related cause as deemed necessary by the Academic Department or administration of Faulkner University. Depending upon the circumstances and if applicable, a tuition refund for that term may not be granted.

Plagiarism and/or Complicity

Quoting or paraphrasing material from other sources (including, but not limited to, websites, books, articles, essays, journals, etc.) without properly referencing them is considered plagiarism. Deriving or obtaining material from any paid services is also considered plagiarism. Students participating in plagiarism will be given an "F" for the course. They may, at the advice of the Academic Vice President, have their transcripts stamped with the word "PLAGIARISM" when transcripts are released. While the Dean of the College of Health Sciences serves on the Academic Review Committee, the final decision of transcripts being stamped with "PLAGIARISM" rests with the Academic Vice President.

Students participating in "complicity" (example: two identical or substantially similar papers having similar content with the exception of manipulation of certain words or sentences via means of a word processor) may, at the recommendation of the PhD HS Academic Review Committee, have their transcripts stamped with the word "COMPLICITY" when transcripts are released. The PhD HS Academic Review Committee is comprised of the Director of the Program, the faculty who teach in the program, and the Dean of the College of Health Sciences.

The primary role of the PhD HS Academic Review Committee is to work with operational issues such as admissions matters, entrance requirements, disenrollment, probation, reenrollment, grades, conduct, special situations, and plagiarism/complicity, though it is not limited to such. Please be informed that the Committee comprises the final body of academic appeal in the College of Health Sciences. The Committee may decide to forward issues pertaining to plagiarism/complicity to the Academic Vice President.

Disciplinary action for other forms of misconduct is at the discretion of the university

administration and may include academic probation, a request to withdraw, or dismissal.

Self-plagiarism

Self-plagiarism is the presentation of your own previously published work as original; like plagiarism, self-plagiarism is unethical. Self-plagiarism deceives readers by making it appear that more information is available on a topic than really exists. It gives the impression that findings are more replicable than is the case or that particular conclusions are more strongly supported than is warranted by the evidence. It may lead to copyright violations if you publish the same work with multiple publishers (sometimes called *duplicate publication*).

What specifically "counts" as self-plagiarism?

Some institutions may consider it self-plagiarism if a student submits a paper written for one class to complete an assignment for another class without permission from the current instructor. Using the same paper in multiple classes may violate the academic integrity policy, honor code, or ethics code of the university.

However, incorporating previous classwork into one's thesis or dissertation and building on one's own existing writing may be permissible; students who wish to do this should discuss their ideas with their instructor or advisor and follow their university's honor code, ethics code, or academic policies when reusing their previous work.

In specific circumstances, authors may wish to duplicate their previously used words without quotation marks or citation (e.g., in describing the details of an instrument or an analytic approach), feeling that extensive self-referencing is undesirable or awkward and that rewording may lead to inaccuracies. When the duplicated material is limited in scope, this approach is permissible.

General guidelines for using an acceptable amount of duplicated material are in the APA *Publication Manual* in Sections 1.16 and 8.3.

Exceptions

An exception to the prohibition against self-plagiarism is publishing a work of limited circulation in a venue of wider circulation. For example, authors may publish their doctoral dissertation or master's thesis in whole or in part in one or more journal articles. In such cases, authors would not cite their dissertation or thesis in the article text but rather acknowledge in the author note that the work was based on their dissertation or thesis.

Similarly, an article based on research the authors described in an abstract published in a conference program or proceeding does not usually constitute duplicate publication. The author should acknowledge previous presentation of the research in the article's author note.

Seek clarification from your journal editor or course instructor if you are concerned about duplicate publication or self-plagiarism.

Inappropriate Behavior

Inappropriate behavior includes, but is not limited to, the following:

1. Disrespect for a professor's or an administrator's authority.

2. Calling members of the administration at home with complaints.

3. Unprofessional behavior during an academic session, phone conversation, online communication, etc. Aggressive and/or offensive communications with instructors, staff, administrators, and/or fellow students will not be tolerated

4. Construed statements, misquotes, or circumventing of the principal academic issue.

   Examples: Taking statements made by a professor or administrator in a different context and applying them to another issue. Quoting statements supposedly made to third parties (hearsay). Combining, twisting, and/or molding statements to paint a scenario when a certain grade is questioned.

   Note: The proper way to appeal a grade is to follow the Academic Appeal procedure, as outlined in this handbook. While sincere concerns or complaints that will improve or enhance our academic offerings and services are always welcome, it is our intent to discourage constant questioning of our professors' best judgment relative to grades.

Faulkner University reserves the right to disenroll a student at any time for any academic or behavior-related cause as deemed necessary by the Academic Division or Administration of Faulkner University. Depending upon the circumstances and if applicable, a tuition refund for that term may not be granted.

Evaluation

Graduation Requirements

To graduate from the PhD HS program, students must have successfully completed the program with:

1. A grade point average of 3.0 or higher.

2. No more than 3 "C" grades and no grade of "D" or "F" in the entire program of study. Unacceptable examples include, but are not limited to:
   - If a student earns a fourth course grade of "C" or any grade of "D" or "F", the student may have 1 opportunity to re-take the course and replace the grade. The student may not re-take a course a third time, or re-take 2 different classes to replace grades.

3. Earn a "pass" on the final dissertation (this includes the written document and the dissertation defense).

4. No holds on any financial accounts. All financial accounts must be cleared by the Student Accounts and/or Financial Aid offices prior to receiving a diploma.

Students must complete the process of applying for graduation in order to have their degree conferred and receive a diploma.

Applying for Graduation

The process of applying for graduation includes the submission of a completed graduation application and the payment of the graduation fee. The application and fee must be received by the Registrar's office by the deadline to ensure that the student's degree is conferred and diploma printed on time. A late application or graduation fee will result in an additional late fee and may delay degree conferral. **You must apply for graduation, even if you are not attending the commencement ceremony.** Please check your Faulkner email and the Faulkner website for appropriate deadlines. It is the student's responsibility to verify Faulkner's receipt of the application.

Students who are eligible for graduation can go to the Registrar's page of the Faulkner website for information regarding the application, fees, and cap and gown orders:

https://www.faulkner.edu/student-life/registrar/graduation-information/

The graduate department strongly encourages participation in the graduation ceremony. Additional information regarding the purchase of personalized graduation announcements and class rings can also be found on the Registrar's page of the Faulkner website.

General Dissertation Information

This is a general outline of the dissertation requirements. More detailed information will be provided when the student begins the dissertation phase of the program.

In the term of the student's final didactic course, the student will form their dissertation committee and submit the required forms to get their dissertation committee approved by the PhD in HS Dissertation Director.

The dissertation committee consists of 1 dissertation chair and 2 committee members.

- Dissertation Committee Chair: must have a terminal degree with expertise in the area of the student's dissertation research.

- Committee Member #2: a clinical healthcare person with expertise in the area of the student's dissertation research. A terminal degree is not required, but a graduate degree is required.

- Committee Member #3: the Dissertation Director fills this role on every dissertation committee.

Dissertation Outline

- Introduction
- Literature Review
- Method
- Results
- Conclusions
- References
- Appendices

Typical dissertation course schedule for a student completing the dissertation in 5 terms:

Term 1: Write research question(s), the Literature Review and Introduction sections

Term 2: Write the Method section, complete the dissertation proposal, orally defend the proposal

Term 3: IRB Process and begin data collection

Term 4: Complete data collection, write Results section

Term 5: Write Conclusions section, complete the dissertation document, orally defend the dissertation

*Students may take up to 3 years to complete the dissertation (from the first day of their first dissertation course). The dissertation schedule will be written by the Dissertation Committee for each student depending on their specific situation, and thus not every student will follow the above dissertation schedule.

**Some students will have to complete more than 1 IRB Process. All students must complete the Faulkner CHS IRB. Students who wish to collect data on patients in their place of employment (for example, a hospital or school) will also have to complete the IRB at that location. Students are cautioned that some clinical settings, such as the VA, have very lengthy IRB requirements which could delay the student's graduation date.

The dissertation defense will be scheduled when the Dissertation Director approves the student for the defense. The day and time of the defense is at the discretion of the Dissertation Committee. Dissertation Defenses will typically be held via teleconference in which the student can share their PowerPoint visually while presenting. Dissertation Defenses are open to CHS faculty and students.

Grading Policy

The following symbols (grades) are used to record the achievement and quality of the work of students in each course. The scale below is intended to be followed with the final determination of a grade ultimately resting in the professor's professional judgment.

90% – 100%	= A
80% – 89%	= B
70% – 79%	= C
60% – 69%	= D
59% & Below	= F

The dissertation will be graded as a "pass" or "fail." At the discretion of the Program Director, a student who earns a "fail" on the dissertation may be given an opportunity to re-submit the dissertation with edits to earn a "pass." Such requests will be handled on a case-by-case basis.

The following symbols (grades) are not used in determining grade point averages:

Grade	Significance
I	Incomplete
FA	Failure for Attendance
NC	No Credit

Each semester students will be evaluated by the PhD in HS Program based on their academic performance. Students making a GPA below the threshold of acceptability may receive a warning, be placed on academic probation, or removed from the PhD HS Program. The PhD HS Department will attempt to contact the student to notify them regarding an academic issue. Students are encouraged to monitor their performance and contact their instructor or Program Director with any questions. In any case, the communication should be considered binding.

Incomplete Grades

The grade of "I" indicates that some requirements of the course are not yet complete. It is only given for reasons, which in the judgment of the professor and program director, have been unavoidable and only given with the approval of the Dean of the College of Health Sciences.

It is the responsibility of the student to initiate steps to obtain a permanent grade by the end of the semester following the semester in which the "I" was assigned. Failure by the student to complete the course requirements within the time allotted will automatically result in the grade of "F".

The program strongly discourages assigning of an incomplete grade and will only make exceptions in rare circumstances.

Grading Procedures

The University encourages professors to give regular formative assessments throughout a course, and a final summative assessment (such as a final exam) is required. The number of examinations, homework, or outside assignments are left to the discretion of the individual professors. The professor may determine the type, length, complexity, and percentage of the final grade of any assignment or exam. Grading procedures are to be defined in the syllabi and followed. Reasonable changes are expected and allowed at the professors' direction; however, substantial changes to syllabi are to have prior consent of the Program Director and the Dean of the College of Health Sciences.

Viewing Final Grades

Final grades are normally posted within 2 weeks (10 working days). You can see your available final grades at my.faulkner.edu. University policy prohibits the release of grades by email, phone, or fax. **Please do not call the PhD Program staff, faculty, or the Registrar's Office to ask when grades will be posted, as these inquiries cause a significant reduction in expeditious processing of grades for all students.**

Academic Warnings, Probation, and Dismissal

At the end of each semester, the PhD HS Program will assess the academic progress of each student as demonstrated by grade point average and final course grades. The Program will then take appropriate action according to the student's performance. A student who has given the Program no reason for concern regarding their progress will receive no action. Otherwise, students may receive an Academic Warning, Academic Probation, or Academic Dismissal. Descriptions of these designations are as follows:

Academic Warning: A warning simply reminds a student of the program's grade and GPA requirements, identifies any areas of concern in the student's performance, and encourages them to continue to work to ensure timely completion of the program. The warning will not appear on the student's record.

Academic Probation: A student who will be required to retake a course before meeting graduation requirements, or who is in danger of having to retake a course, may be placed on Academic Probation. The probation will appear on the student's transcript, but it will not hinder the student from continuing into the next semester of the program. Sufficient improvement in the following semester may result in the student being taken off probation moving forward, but it will remain on the transcript for the semester(s) during which the probationary status was in effect.

Academic Dismissal: A student who does not demonstrate the necessary progress toward successful completion of the program will receive Academic Dismissal. Later re-enrollment may or may not be allowed, depending on individual circumstances and performance (see "Re-enrollment" section).

Students should contact the Financial Aid office to determine what effect, if any, these actions may have on their financial aid.

Academic Appeal

If a student has reason to question the decision of an instructor with regard to course content or a grade received, the student should follow the protocol outlined in the general Faulkner Handbook.

If a student would like to make an appeal that does not involve a specific course or instructor, the student should begin with the Program Director and follow the same protocol (below), if necessary.

PROFESSOR

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PhD HS PROGRAM DIRECTOR

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DEAN OF THE COLLEGE OF HEALTH SCIENCES

↧

VICE PRESIDENT OF ACADEMIC AFFAIRS

1. The appeal is first made to the professor of the course.
2. If the student has further concerns, he/she may appeal (in writing) to the Program Director. The Director will investigate the student's concerns and respond.
3. If further appeal is required, the appeal should be made to the Dean of CHS.

Only after steps 1-3 have been completed, if the student so desires, the appeal can next be taken to the Vice President of Academic Affairs. Please be informed that the Vice President of Academic Affairs represents the final academic appeal for Faulkner University. Students not following the above protocol will be deemed as not abiding by the guidelines of their academic program at Faulkner University. Students contacting any other external (outside of Faulkner University) person, agency, or institution will also be deemed to be in noncompliance with the guidelines of the academic program at Faulkner University.

Action taken may include, but not be limited to, withdrawal from the program, dismissal, probation, suspension, or any other action as deemed necessary by the administration of Faulkner University.

Consultation with Administration

Faulkner University is striving to make your time in the PhD HS program productive, pleasant, and free from problems or frustrations. Occasionally, however, situations arise in which the student feels the need to have an individual consultation with the Program Director or the Dean of CHS. In these situations, we request that you call and schedule an appointment. An appointment ensures that you will receive personal and uninterrupted attention. Please be assured that these individuals are anxious to serve you and will meet with you at the earliest possible time. However, please do not call the administrators at home as such calls constitute inappropriate behavior.

Miscellaneous

Faculty Response Time

Faulkner full-time and adjunct faculty serving as instructors in this program are expected to provide feedback or acknowledgement to student inquiries within 48 hours of receiving the

inquiry. After the initial response to the inquiry, instructors should provide a meaningful response within 48 hours.

If a faculty member is traveling, will be out of town, or has a personal or family emergency or sickness, the instructor should notify the student accordingly to indicate when a decision or solution can be provided.

Students not receiving a response within the following 48-hour period may contact the Program Director.

Students should reference the LMS course site to determine the designated contact information for their course instructors.

Eagle Alert

Faulkner University uses a system called Eagle Alert, which is an emergency notification system that notifies faculty, staff, students, and others of critical information and situations affecting their campus through the use of text messages, voice messages to multiple phone numbers, email, and more. This system sends immediate notifications across campuses without delay. Eagle Alert can also be used for notification of security threats. Once a university email account is created by the student, information on how to register to receive Eagle Alerts will be sent to the account. Information is also available on the university website.

Inclement Weather

University offices will occasionally close due to inclement weather. In these circumstances, program and university administrators and staff such as the program director, program secretary, Dean of the College of Health Sciences, Student Accounts representatives, Financial Aid representatives, and Registrar's Office staff will not be available. Notices about campus closings are disseminated through Faulkner's Eagle Alert system.

Textbooks

Students in the PhD HS Program can find textbook lists for each course in the online bookstore. It is critical that students order their books early, as textbooks are typically needed the first week of class. Not receiving a textbook in time is not a valid excuse for assignments being turned in late.

Computer Information Resources

All Faulkner computer users are subject to the university's computer policy. A Faulkner computer user account and access to the University's information technology resources is a privilege granted by Faulkner. All Faulkner students must abide by the University's Computer Policy to retain their computer privileges. Any student violating the Computer Policy will be subject to the Student Life disciplinary proceedings and, if applicable civil and/or criminal legal proceedings.

Upon enrollment, all Faulkner students are required to obtain a Faulkner University computer user account to utilize the University computer resources, the Faulkner network, or a Faulkner email account. The computer user account provides students access to computer resources, the Faulkner network, Faulkner email account, server storage space, and other technology services provided by the University on each campus and via the internet. A valid (active) Faulkner student identification number, corresponding date of birth, last four digits of the student's social security number, and a preferred password of at least six characters are required to complete the account registration. Creating a user account requires students to read and accept the university's computer policy.

Minimum Skills and Technical Requirements

When taking an online course, students commit to taking the necessary steps to ensure that they are able to participate in the course as that course requires. For instance, students must be able to able to perform the following tasks at a minimum:

- Use the Internet- high speed Internet is required to allow for viewing videos and participating in video conferencing.
- Open and run applications, including software like Microsoft Word and Excel programs. Documents will need to be submitted in Word format, not Pages or other formats.
- Open and navigate to particular websites
- Write and respond to email messages
- Add attachments to email messages
- Download and install software, including any applicable Java or Adobe Flash updates.
- In addition to the above skills, online students need to meet the following minimum technical requirements:
    - An up-to-date personal computer capable of all tasks expected in a modern graduate program. Smart phones, tablets (including iPads), and other mobile computer devices may not be able to perform all tasks necessary to participate fully in an online course.
    - Current Operating System (such as the most recent Windows or MacOS)
    - Adequate hardware (adequate processor, free RAM, free disk space, camera, microphone, speakers, etc.)
- Broadband Internet access (e.g., DSL, cable, i.e, not "dial up"). It is not recommended to use Wi-Fi or mobile (e.g., 3G, 4G, or LTE) connections when taking examinations, participating in web conferences, or engaging in other activities that require stable connections.
- A web browser (e.g, Mozilla Firefox current stable release). Safari and Internet Explorer

users may experience difficulties with some learning management system or other web components.

- A working University email account. Correspondence from instructors and University offices will **not** be directed to personal email accounts.
- Google Drive (provided through your Faulkner email account). The suite will allow you to read, create, and interact with Microsoft Office file formats. For most courses, assignments should be submitted in Microsoft Office formats.
- A PDF reader (e.g. Adobe Acrobat Reader current version)
- A current Flash version as provided by Adobe or provided with one's browser of choice (e.g., Google Chrome)
- A current version of Java.

Student should bear in mind that these specifications are typical **minimums**, and higher specifications may be helpful or provide a more pleasant computer experience. In some cases, for particular courses, students may also be responsible for meeting higher minimum requirements.

Letter of Recommendation Procedures

Please be informed that it is the PhD HS Program policy to give the Professor, Director, or Dean advance notice when requesting a formal written recommendation. It is preferred and strongly recommended that the Professor, Director, or Dean have at least three weeks (15 working days) to write and frame their recommendation in order to have time to reflect upon the abilities and potential of the student. The minimum prior notice that will be considered on an "emergency basis" is two weeks (ten working days), subject to the availability of faculty or administrators. It is important to note that during certain times (such as summer and December), the availability of faculty and administrators is greatly limited for various reasons. Due to summer vacations, leaves of absence for faculty and administrators, and many adjunct instructors only teaching during certain terms, it is crucial for the student to appropriately plan in advance any requests for letters of recommendation. While it is desirable to have a three-week advance notice, a longer period of time may be necessary during certain terms or near holidays.

Recommendations are in the best judgment and at the discretion of the Professor, Director, or Dean. No Professor, Director, or Dean is obligated to provide a recommendation that they are not comfortable with writing. Recommendations are not facilitated by the program.

The Professor, Director, or Dean may, at his or her individual discretion, require the scheduling of an appointment with the student. These appointments are based upon the availability of the Professor, Director, or Dean; the student retains the responsibility of complying with this schedule. If an appointment is requested by a Professor, Director, or Dean, please be informed that this appointment does not create any obligation, either expressed or implied, for the individual to write a recommendation. This is merely a potential step in the process of those contemplating whether they will or will not eventually write a letter of recommendation.

When a Professor, Director, or Dean agrees to write a letter of recommendation, they may look at issues including, but not limited to, the following:

- Academic performance
- GPA
- Attitude, disposition, and demeanor
- Interaction with faculty, administrators, and staff
- Adherence to academic protocol
- Program attendance
- Overall professionalism

The Dean, in conjunction with the Program Director, reserves the right to alter, change, or modify this Handbook at any point for any reason.