Contact
A.T. Still University
School of Health Management
800 W. Jefferson St.
Kirksville, MO 63501
866.626.2878
www.atsu.edu

Regional Accreditation
The Higher Learning Commission
North Central Association of Colleges and Schools
30 LaSalle St., Suite 2400
Chicago, IL 60602
800.621.7440
www.ncahighered.org

Notice of Nondiscrimination
A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual preference, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person with questions concerning ATSU’s nondiscrimination policies is directed to contact the following persons:

Employees may contact:
Missouri Campus
Director of Human Resources
800 W. Jefferson St.
Kirkville, Missouri 63501-1497
660.626.2790

Arizona Campus
Assistant Director Human Resources
5850 East Still Circle
Mesa, AZ 85206-3618
480.219.6007

Students, members of the public, or beneficiaries may contact:
Missouri Campus
Vice President for Student and Alumni Services
800 W. Jefferson St.
Kirkville, Missouri 63501-1497
660.626.2236

Arizona Campus
Assistant Vice President for Student Services
5850 East Still Circle
Mesa, AZ 85206-3618
480.219.6026
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Disclaimers

The School of Health Management Student Catalog includes information and requirements that may be altered by the University at its sole discretion. The provisions of this catalog do not constitute a contract. The University reserves the right to change any provision or requirement at any time. ATSU complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

This catalog is supplemented by the ATSU Student Handbook. Students should refer to the University handbook for information regarding student records, student grievance procedures, code of academic conduct, code of behavioral standards, harassment, and electronic communications. All inquiries regarding the ATSU Student Handbook should be directed to the vice president and dean of students at studentservices@atsu.edu or 866.626.2878, ext. 2236.

A.T. Still University of Health Sciences does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or status as a Vietnam-era veteran in admission and access to, or treatment and employment in its programs and activities. Any person having inquiries concerning ATSU’s compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or other civil rights laws should contact the Director of Human Resources, 800 W. Jefferson St., Kirksville, MO 63501 (telephone: 660.626.2790). Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education.

For clarification of information in this catalog, students should consult their academic support coordinator. Students are responsible for regularly checking their ATSU email accounts and the ATSU Online Resources page within the ATSU Portal for updated information.
About A.T. Still University

Established in 1892 by the founder of osteopathy, A.T. Still, M.D., D.O., ATSU began as the nation’s first college of osteopathic medicine and has evolved into a leading university of health sciences. Today, ATSU is comprised of five schools: Kirksville College of Osteopathic Medicine, School of Osteopathic Medicine in Arizona, Arizona School of Health Sciences, Arizona School of Dentistry & Oral Health, and School of Health Management.

ATSU offers more than 20 master’s degrees across allied healthcare disciplines; doctorates in health education, physical therapy, health sciences, and audiology; the doctor of dental medicine (D.M.D.); and the doctor of osteopathy (D.O.).

Mission Statement

Consistent with the University’s heritage, as the founding school of osteopathic medicine, the mission of A.T. Still University of Health Sciences is to educate students to become competent healthcare professionals who continuously develop and demonstrate compassion, integrity, and ability, while advancing osteopathic principles and philosophy. The institution is committed to scholarly inquiry that anticipates and addresses society’s healthcare needs. The University encourages its constituencies to become leaders in improving community health and wellness with a comprehensive appreciation of the interaction of mind, body, and spirit.

In support of this goal and the University, SHM strives to:

- Provide comprehensive and relevant health management instruction through high quality, innovative, online education
- Provide encouragement to health management students as they engage in scholarly activities that both anticipate and address the health management needs of a diverse society
Admissions

Admissions Process & Policy

The admissions committee seeks individuals capable of meeting the academic standards of SHM. Completed applications that are in compliance with minimum admissions requirements are reviewed for academic performance, extracurricular or co-curricular activities, work and life experiences, interest in health management, administration, public health, education and recommendations.

Admissions Requirements

1. Students seeking a doctorate degree must have earned, at minimum, a master’s degree or higher from an accredited university approved by the U.S. Department of Education.

2. Students seeking a master’s degree must have earned, at minimum, a bachelor’s degree or higher from an accredited university approved by the U.S. Department of Education.

- Applicants who have graduated from a university outside the United States must provide a degree level equivalency evaluation for admission. This evaluation is paid by the prospective student.

- Applicants required to have a completed degree-level equivalency are also required to complete the Test of English as a Foreign Language (TOEFL) for applicants when English is a second language. The Computer Based Test (CBT), Internet Based Test (iBT), or Paper Based Test (PBT) are accepted.

- The following are the minimum required score based on test type:
  - CBT - minimum total score of 213
  - iBT - minimum total score of 80
  - PBT - minimum total score of 550

- Applicants who feel the TOEFL requirement should be waived may petition the program chair in writing.

- The following evaluating services are recommended:
  Educational Credential Evaluators, Inc.
  PO Box 514070
  Milwaukee, WI 53203-3470
  P: 414.289.3400
  F: 414.289.3411
  eval@ece.org

7101 S.W. 102 Ave.
Miami, FL 33173
P: 305.273.1616
F: 305.273.1338
World Education Services, Inc.
PO Box 5087
Bowling Green Station
New York, NY 10274-5087
P: 212.966.6311
F: 212.739.6100
info@wes.org
www.wes.org

3. Doctoral degrees require a work environment to implement the program dissertation requirements.
4. Completed admissions application
5. Official transcripts from the qualifying degree institution
6. Non-refundable application fee submitted with application
7. Minimum Cumulative Grade Point Average (CGPA) of 3.0 (4.0 scale) at the qualifying degree institution. Students who did not attend an institution where a GPA system was utilized will be required to petition the program chair.
8. Technology compatible with Blackboard for the purposes of accessing online courses any time/any place:
   a. Minimum dual-core processor
      i. Preference is given to a machine that is no more than two years old
   b. The latest Mac OSX 10.4, 10.5, 10.6; Windows XP; Vista; or 7
   c. Minimum 2 GB RAM
   d. Minimum 100 GB hard drive
   e. Compatible browser
      i. Preferred browser is the latest version of FireFox
   f. Java (www.java.com)

Note: Support for non-PC based systems is currently limited as we are primarily a PC-based university.

9. Webcam, speakers, and microphone for video conferencing
10. High-speed internet connection such as DSL or Cable
11. Microsoft Office Suite (Word, PowerPoint, Access, Excel)
**Admission Status**

**Accepted Degree Seeking Status**
- Student meets all general admissions requirements and has been approved for admissions by the program chair and/or admissions committee

**Probation Accepted Degree Seeking Status**
- Student has not yet met all general admissions requirements and has been provisionally approved as outlined in their probation criteria set by admission committee

**Probation Status**
- Student has failed to meet the terms of Satisfactory Academic Progress (SAP)

**Non-Degree Seeking Student**
- Student is in process of completing his/her baccalaureate degree or has earned his/her degree
- Minimum Cumulative Grade Point Average (CGPA) of 3.0 on a 4.0 scale from his/her current program of study or the last degree earned (bachelor’s or higher)
- Student may take up to three SHM courses, but he/she is not eligible for federal financial aid
- To become a degree seeking student, a student with a non-degree status will need to re-apply, meeting all applicable admissions criteria
Academic Affairs

Academic Calendar
The academic calendar is available on the ATSU website at www.atsu.edu.

Enrollment Period
SHM operates under a 10-week quarter system. There are four quarters per calendar year: Fall, Winter, Spring, and Summer.

Registration
The registration process at SHM is completed automatically each quarter based on the student’s Academic Degree Plan (ADP). If a student desires to make changes to his/her ADP, he/she must have the approval of the SHM academic support team.

Books
The book list is posted at Matthews Bookstore Online at http://webmedbooks.com/shm/default.aspx and on the ATSU Portal four weeks prior to the start of each quarter. Students should order books from this list only for the quarter that they are entering. Students may purchase their books from any bookstore; however, SHM can only assist students with book issues if the books were ordered from Matthews Bookstore Online, the official bookstore of SHM.

It is a requirement of the program that students have their books on day one of class.

Course Access
Students are granted course access on the first day of class, provided they have paid their tuition in full and have completed all admission requirements.

Code of Academic Conduct
See the ATSU Student Handbook.

Code of Behavioral Conduct
See the ATSU Student Handbook.
Excused Absence Policy

See the ATSU Student Handbook.

*Leave of Absence (LOA) provisions found within the ATSU Student Handbook do not apply to programs at SHM.*

Attendance

Students are required to attend class at least one time per academic week. Class attendance is tracked by whether a student logs into his/her course. An academic week is defined by the start day of a weekly module through the end date of the weekly module. Two unexcused absences during a course may result in an administrative withdraw. Attendance is not the same as participation. Instructors may have a separate participation policy in their classrooms and each participation policy is unique to the individual classroom setting. Students should refer to the classroom policies for information on participation criteria. For information on excused absences, please see the excused absence policy.

Grades

Official SHM grading scale:

- 90% - 100%   A
- 80% - 89%     B
- 70% - 79%     C
- 69% or Below  F

Grades are assigned by faculty members and are based on the total points possible in any given course. Final grades will be posted in the CampusVue Portal 14 days after the last day of the quarter.

To access grades:

- Visit https://my.atsu.edu
- Log into the ATSU Portal
- Click on “My Tools”
- Click on “CampusVue Portal”
Satisfactory Academic Progress (SAP)

A student’s satisfactory academic progress (SAP) is determined by the following factors:

• A student must maintain a 3.0 cumulative GPA.

• A student must successfully complete 66.6% of all courses attempted. Withdrawals after week six of the quarter will count against credits earned.

• Academic progress is evaluated after the winter and summer quarters. If a student only attends one quarter during this period, then progress is checked after that term.

It should be noted that the following activities may have a direct affect on an individual student’s SAP:

• Failing a course
• Withdrawing from a class or program after week six of the quarter
• Retaking courses

If SAP probation occurs more than twice during your academic program, termination from the student’s program may occur.

Academic Probation

If a student fails to meet the Satisfactory Academic Progress (SAP) requirements, he/she will be placed on Academic Probation. There are two phases of Academic Probation: Automatic Academic Probation and Petition Academic Probation.

**Phase I Automatic Academic Probation** is issued when a student fails to meet SAP. During the probationary period, the following must occur:

• Student is limited to a maximum of two courses per quarter
• Student must earn a 3.0 GPA or above in the probationary quarter
• Student’s CGPA must be a 3.0 or above at the end of the probationary quarter

**Phase II Petition Academic Probation** is issued when a student fails to meet the requirements of Phase I Academic Probation. Phase II is not automatically granted. Requirements for this phase include:

• Student must petition the program chair. The form is available on the ATSU Portal under the ATSU Online and Student Resources
• Student is limited to a maximum of two courses per quarter
• Student must earn a 3.0 CGPA or above in the probationary quarter
• Student’s CGPA must be a 3.0 or above at the end of the probationary quarter

Student must meet any additional criteria outlined by the program chair during the Phase II Academic Probation term. If a student fails to meet the terms, he/she will be administratively withdrawn from SHM.
Incompletes

A student may request an incomplete from his/her instructor if:

- Student is unable to complete course work due to a circumstance beyond the student’s control
- Incomplete was requested of the course instructor by the student prior to the last day of the course and was approved by the program chair
- Student attended the course at least 14 days prior to the end of the last day of the course
- Student’s grade must be 70% or above at the time that the incomplete is requested

Incomplete process:

- A student will have up to 14 days from the last day of the quarter to complete his/her course work when an incomplete is granted
- At the end of the designated time period, a grade change form will be completed to change a student’s “I” grade to the grade earned
- If a student fails to complete the terms of the incomplete process, the student’s “I” will revert to the grade earned prior to the incomplete status

Graduation Requirements

Students must complete all graduation requirements prior to participating in commencement ceremonies. Graduation requirements include:

- SAP requirements are met
- Credit earned in all required courses (to earn credit for a course a student must earn a grade of “C” or higher)
- Complete the graduation petition (located on the ATSU Portal) one quarter prior to the quarter in which you are eligible for graduation
- Zero balance in the Controller’s Office
- Exit interview with Financial Services (if student received financial aid at ATSU)
Course(s) or Program of Study Withdrawal

A student may decide to withdraw from a course or a program of study for many reasons; however, this may affect the student’s SAP.

Matriculated Students

Withdrawal from a course or exit from a program of study process:

1. A student should either contact his/her program Academic Support Coordinator (ASC) by email or via the Request Withdraw Counseling form on the ATSU Portal to exit courses.

2. The ASC will email the student the official withdrawal link.
   a. Course and/or program withdrawal may affect a student’s SAP.
   b. The official withdraw date is the date the official withdraw link is submitted by the student.
   c. A student may not withdraw from his/her course after day 55. The grade the student has earned will appear on his/her official transcript.

3. Students are required to attend class at least one time per academic week. Class attendance is tracked by whether a student logs into his/her course. An academic week is defined by the start day of a weekly module through the end date of the weekly module. Two unexcused absences during a course may result in an administrative withdraw. Attendance is not the same as participation. Instructors may have a separate participation policy in their classrooms and each participation policy is unique to the individual classroom setting. Students should refer to the classroom policies for information on participation criteria. For information on excused absences, please see the excused absence policy.
**Tuition Refunds**

A student who withdraws from a class in the quarter (but does not exit the program) may be subject to the following refund policy:

<table>
<thead>
<tr>
<th>Student withdraws from a class:</th>
<th>Refund</th>
<th>Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the quarter begins</td>
<td>100%</td>
<td>Will Not Show</td>
</tr>
<tr>
<td>On 1st through 3rd calendar day of the quarter</td>
<td>75%</td>
<td>W</td>
</tr>
<tr>
<td>On 4th through 6th calendar day of the quarter</td>
<td>50%</td>
<td>W</td>
</tr>
<tr>
<td>On 7th through 9th calendar day of the quarter</td>
<td>25%</td>
<td>W</td>
</tr>
<tr>
<td>On the 10th calendar day of the quarter or thereafter</td>
<td>0%</td>
<td>W</td>
</tr>
</tbody>
</table>

A SHM student who exits the program will be subject to the following refund policy:

<table>
<thead>
<tr>
<th>Student withdraws from a class:</th>
<th>Refund</th>
<th>Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the quarter begins</td>
<td>100%</td>
<td>Will Not Show</td>
</tr>
<tr>
<td>On the 1st through 42nd calendar day of the quarter</td>
<td>Prorated</td>
<td>W</td>
</tr>
<tr>
<td>On the 43rd through 55th calendar day of the quarter</td>
<td>0%</td>
<td>W</td>
</tr>
<tr>
<td>On the 56th calendar day of the quarter or thereafter</td>
<td>0%</td>
<td>Grade As Earned</td>
</tr>
</tbody>
</table>

*Note: Tuition refunds are calculated by Financial Services and will not be calculated until SHM has received the official drop form.*

**Repeated Courses**

Repeating a course does not erase the first attempt from the student’s official transcripts. The grade of the most recent attempt at taking the course will be used to calculate the student’s cumulative GPA. Repeating a course will affect the student’s SAP.

**Program Re-entry**

SHM adheres to the Residential Re-admission Policy and Procedure outlined in the ATSU Student Handbook with one exception: a letter to Admissions shall be submitted at least eight weeks prior to the quarter start date.
Change of Program/Name/Address

A student must contact a member of the SHM Admissions team if he/she desires to change his/her program of study.

Students are responsible for providing up-to-date name, address, and phone number information to SHM. Send all name, address, and phone number change requests to the Registrar’s Office at registrars@atsu.edu.

Transfer Credit

Transfer credit is evaluated only for admitted degree seeking students. Transfer credit is not accepted for certificate programs. The following criteria must be met for transfer credit to be approved:

• Course is a graduate level course, from an accredited university, recognized by the Department of Education of the United States
• If transfer credit is requested for courses taken outside the United States, a course-by-course evaluation must be provided at the student’s expense (see page 2 for service providers)
• Course clearly meets the defined goals and objectives of a specific course being offered by SHM
• Student earned a B or higher in the course
• Course was taken no more than seven years prior to the transfer credit application
• Transfer of credit will not be approved for more than four courses or 16 quarter credit hours, whichever is less
• Course is not more than seven years old

Transfer of credit applications may be found on the ATSU Portal. The application must be accompanied by a course syllabus or course catalog description and an official transcript issued by the university where the course was taken.

The program chair will review applications and make a determination related to acceptability within 30 days of receiving the completed application packet.

Grievances

See the ATSU Student Handbook.

Transcript Requests

All transcript requests are made by contacting the Registrar’s Office.
Student Billing Accounts
Students may view their account on the ATSU Portal under the “CampusVue Portal” link. Payments are made to the Controller’s Office. Payments may be made by phone or mail.

Billing questions should be directed to the Controller’s Office. Students will not be granted access to their online courses until their tuition bill is paid in full and all admission requirements have been met.

Contact your academic support coordinator for information regarding employee and alumni tuition discounts.

Student ID Cards
Student ID cards are issued at the student’s request. The ID card is issued without a picture. Contact your academic support coordinator for information.

Library
SHM students have 24-hour access to the A.T. Still Memorial Library. Students may access the library via the ATSU Portal.

Online Writing Center (OWC)
A.T. Still University’s Online Writing Center is a free resource for all students seeking writing assistance. The OWC offers web-based resources covering a variety of common writing topics, as well as review of papers and dissertation chapters for common writing errors. Access the OWC via the ATSU Portal.

Academic Support
SHM is dedicated to student success. Any questions or issues may be addressed to the program chair at any time. The academic support team will also be in contact with you during each quarter to answer any questions you may have or to provide academic advising.
Technical Support

Students experiencing technical difficulties with the ATSU Portal or online classroom may contact the ATSU Help Desk at helpdesk@atsu.edu or 866.626.2878, ext. 2200 for assistance.

Course Descriptions

See the SHM website at www.atsu.edu for complete course descriptions. In addition to the website, SHM students are sent a Program Guide at the time their virtual admissions interview is scheduled. This guide contains specific course and program requirements.
# Contact Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone &amp; Address</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controller</td>
<td>866.626.2878, ext. 2495</td>
<td>• Tuition billing</td>
</tr>
<tr>
<td></td>
<td>C/O Controller</td>
<td>• Tuition payment</td>
</tr>
<tr>
<td></td>
<td>A.T. Still University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>800 W. Jefferson St.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kirkville, MO 63501</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>866.626.2878, ext. 2529</td>
<td>• Federal and private loan assistance</td>
</tr>
<tr>
<td></td>
<td>C/O Financial Aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A.T. Still University</td>
<td></td>
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<tr>
<td></td>
<td>800 W. Jefferson St.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kirkville, MO 63501</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>866.626.2878, ext. 2356</td>
<td>• Transcripts</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:registrars@atusu.edu">registrars@atusu.edu</a></td>
<td>• Enrollment verification forms</td>
</tr>
<tr>
<td></td>
<td>C/O Registrar</td>
<td>• Change of:</td>
</tr>
<tr>
<td></td>
<td>A.T. Still University</td>
<td>• Address</td>
</tr>
<tr>
<td></td>
<td>800 W. Jefferson St.</td>
<td>• Phone</td>
</tr>
<tr>
<td></td>
<td>Kirkville, MO 63501</td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Name</td>
</tr>
<tr>
<td>Academic Support</td>
<td>877.626.2820</td>
<td>• Academic advising</td>
</tr>
<tr>
<td></td>
<td>Academic Support</td>
<td>• Limited technical issues</td>
</tr>
<tr>
<td></td>
<td>A.T. Still University</td>
<td>• Program questions</td>
</tr>
<tr>
<td></td>
<td>School of Health Management</td>
<td>• Scheduling questions</td>
</tr>
<tr>
<td></td>
<td>800 W. Jefferson St.</td>
<td>• Student ID card</td>
</tr>
<tr>
<td></td>
<td>Kirkville, MO 63501</td>
<td>• Transfer of credit</td>
</tr>
<tr>
<td>Help Desk</td>
<td>866.626.2878, ext. 2200</td>
<td>• ATSU Portal issues</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:helpdesk@atusu.edu">helpdesk@atusu.edu</a></td>
<td>• Blackboard issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ATSU email issues</td>
</tr>
</tbody>
</table>

*Photos*

Page 1: ATSU’s Missouri Campus
Page 9: Students receive writing help from ATSU’s Online Writing Center, which is available via the portal.
Page 13: Two graduates receive diplomas from SHM.