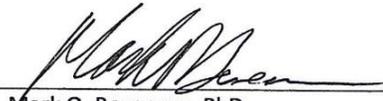


# Clinical and Diagnostic Sciences Biomedical Health Sciences Program 2018-2019



**STUDENT HANDBOOK**

**UAB SCHOOL OF HEALTH PROFESSIONS**  
**DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES**  
**BIOMEDICAL HEALTH SCIENCES PROGRAM**  
**2018-2019 ACADEMIC HANDBOOK**



Mark O. Bevenssee, PhD  
Co-Director

8-6-18

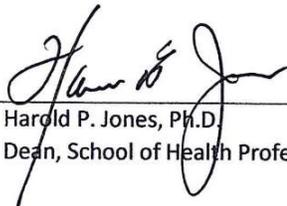
Date



Peter G. Anderson, DVM, PhD  
Interim Department Chair

8-6-18

Date



Harold P. Jones, Ph.D.  
Dean, School of Health Professions

8-6-18

TABLE OF CONTENTS

**INTRODUCTION .....6**

    DEAN’S WELCOME MESSAGE ..... 6

    OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS..... 7

        Office for Student Recruitment, Engagement and Success (OSRES) ..... 8

        School of Health Professions Organizational Chart - 2018-2019..... 9

**SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION .....10**

    Academic Calendar ..... 10

    Academic Honor Code (UAB) ..... 10

    AskIT ..... 10

    Attendance..... 11

    Awards and Honor Societies ..... 11

    Background Check..... 12

    BlazerID / BlazerNET / Email ..... 12

    Blazer Express ..... 12

    Bookstore ..... 13

    Campus OneCard ..... 13

    Campus Map ..... 13

    Canvas Learning Management System ..... 13

    Counseling Services..... 13

    Student Advocacy, Rights and Conduct (SARC) ..... 13

    Disability Support Services (DSS) ..... 13

    Drug Screening..... 14

    Emergencies ..... 14

    Diversity, Equity and Inclusion (DEI) ..... 14

    FERPA ..... 14

    Financial Aid ..... 15

    Food Services ..... 15

    Graduate School..... 15

    Graduation ..... 15

Student Health and Wellness.....	15
HIPAA Training .....	16
Institutional Review Board for Human Use (IRB).....	16
Intellectual Property .....	16
Lactation Centers .....	16
Libraries and Learning Resource Center .....	16
OneStop Student Services.....	17
Parking .....	17
Patient Care Partnership.....	17
Plagiarism and Turnitin .....	17
Recreation Center .....	18
Scholarships: Blazer Scholarship Management and Resource Tool (B-SMART) .....	18
Social Media .....	19
Tuition and Fees.....	19
Weather .....	20
Withdrawal from Course / Program .....	20
<b>SECTION 2 – SHP AND UAB POLICIES.....</b>	<b>21</b>
SCHOOL OF HEALTH PROFESSIONS POLICIES.....	21
Background Check and Drug Screen .....	21
Grievance Procedures for Violations of Academic Standards .....	21
Impairment and Substance Abuse .....	21
Plagiarism.....	21
UAB POLICIES.....	21
CLASSROOM BEHAVIORS .....	21
Health.....	21
Substance Use/Abuse .....	21
Technology guidelines.....	22
Inclusiveness .....	22
Research and scholarly activities .....	22
<b>SECTION 3 – DEPARTMENTAL POLICIES.....</b>	<b>23</b>

DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES (CDS) .....	23
CDS POLICIES .....	24
Academic Progress .....	24
Attendance and Excused Absences.....	24
Attendance Infractions .....	25
Consensual Romantic Relationships .....	25
Data Protection and Security .....	25
Dress Code .....	25
Food and Drink in the Classroom.....	27
Grading Policy .....	27
Incomplete & Deferred Credit Policy .....	27
Infection Control .....	27
Liability Insurance .....	27
Non-Academic Student Conduct.....	27
Non-Resident Tuition Policy.....	27
Pregnancy Policy .....	28
<b>SECTION 3 – DEPARTMENTAL POLICIES.....</b>	<b>29</b>
DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES (CDS) .....	29
CDS POLICIES .....	30
Academic Progress .....	30
Attendance and Excused Absences.....	30
Attendance Infractions .....	31
Consensual Romantic Relationships .....	31
Data Protection and Security .....	31
Dress Code .....	31
Food and Drink in the Classroom.....	33
Grading Policy .....	33
Incomplete & Deferred Credit Policy .....	33
Infection Control .....	33
Liability Insurance .....	33

Non-Academic Student Conduct.....	33
Non-Resident Tuition Policy.....	33
Pregnancy Policy .....	34
<b>SECTION 4 – PROGRAM INFORMATION .....</b>	<b>35</b>
PROGRAM OVERVIEW .....	35
FACULTY AND STAFF.....	37
CURRICULUM.....	42
BIOMEDICAL AND HEALTH SCIENCES CORE CURRICULUM COURSES.....	43
GRADUATION REQUIREMENTS .....	44
ASSESSMENTS AND EVALUATIONS .....	44
STUDENT RESPONSIBILITIES TO THE PROGRAM .....	45
PROGRAM RESPONSIBILITIES TO THE STUDENT .....	45
PROBATION AND DISMISSAL .....	45
PROFESSIONAL CONDUCT .....	46
REMEDICATION AND READMISSION .....	46
STUDENT RECORDS POLICY .....	47
ESSENTIAL REQUIREMENTS.....	47
REGISTRATION .....	48
SCHOLARSHIPS AND LOANS .....	49

## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), one of the nation's leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master's, and doctoral levels with over 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB's thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and a Master's in Biomedical and Health Sciences, which can be completed within eleven months. Our newest programs are Healthcare Simulation and Clinical Pathologist Assistant, and we have many other well-established curriculums.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration, and enjoy being in high demand within the job market. Our first-time student exam pass rate on credentialing exams is an astounding 98 percent.

All of our programs with rankings reside among the nation's top 25 of the *U.S. News and World Report*. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in healthcare, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: 'be a sponge, learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance'. I look forward to seeing you grow in your respective field and watching you become the professional we know you can be.

Harold P. Jones, PhD  
Dean, UAB School of Health Professions

## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts nationally ranked programs. What began in the 1950's as a collection of courses in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including the consistently nationally ranked program in Nutrition Sciences.

Dr. Harold Jones became the school's dean in 2001. Through his visionary leadership and guidance, the school is experiencing unparalleled success. Up until that time, the SHRP's programs were housed in various locations throughout the UAB campus. However, in the spring of 2002, many of the classrooms, laboratories and faculty offices moved to the newly completed School of Health Professions Building (SHPB). This was the first building dedicated to housing health related programs since their original grouping more than 30 years prior.

Today, the school is the School of Health Professions, and is comprised of more than 25 programs – at the baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB). With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over \$14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

## **OFFICE FOR STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS (OSRES)**

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB's mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions' mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow's healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Academic Coaching
- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university's non-academic conduct policies. Subcommittees of SAC include the following:

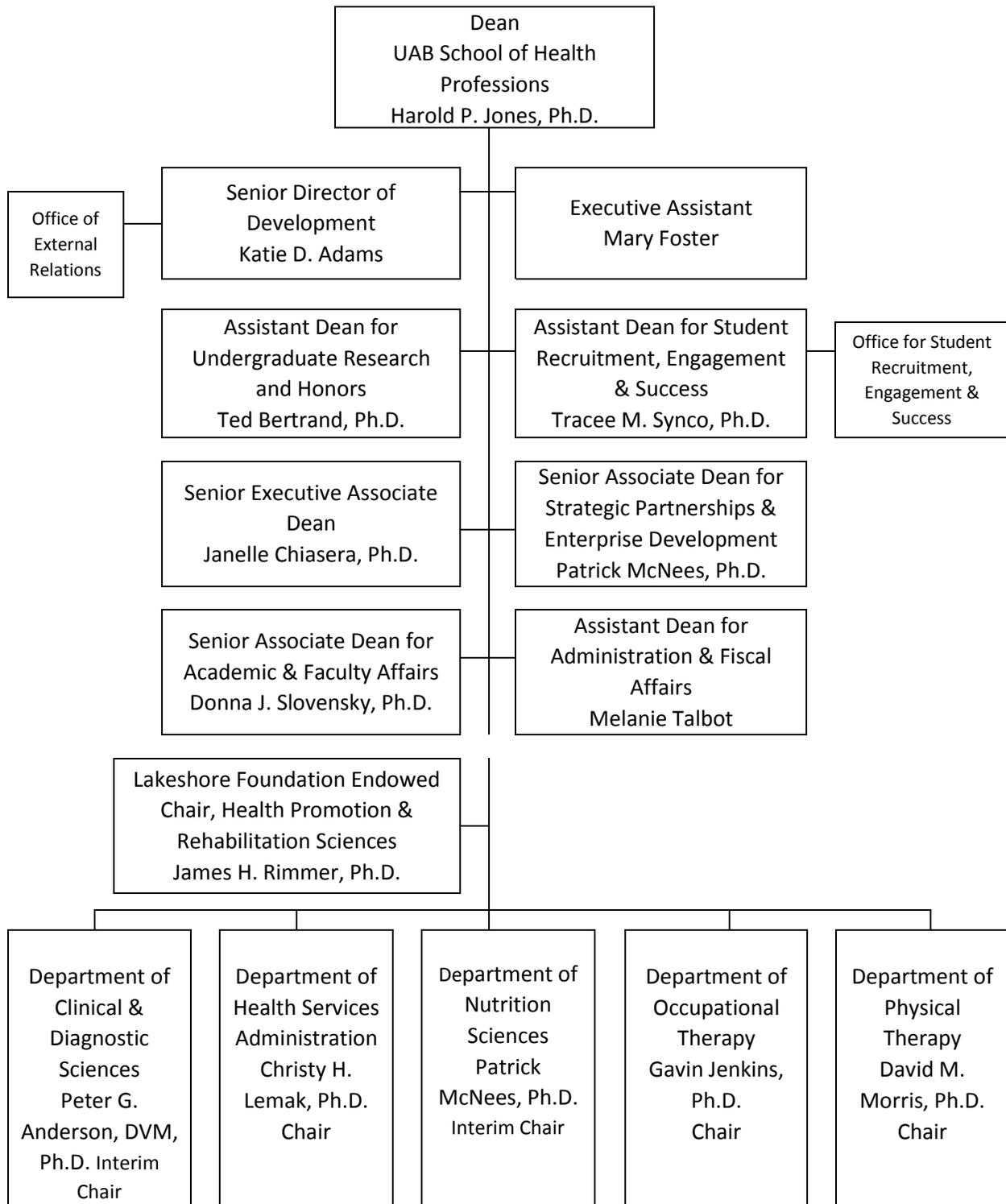
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

**OSRES** - Location: SHPB 230 Telephone: 205-934-4195 or 205-934-4194 Email: [shp@uab.edu](mailto:shp@uab.edu)

## SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2018-2019



## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

### ACADEMIC HONOR CODE (UAB)

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter.

Academic dishonesty includes, but is not limited to, the following categories of behavior:

**ABETTING** is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

**CHEATING** is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

**PLAGIARISM** means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person's ideas.

**FABRICATION** means presenting falsified data, citations, or quotations as genuine.

**MISREPRESENTATION** is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated.

For more information go to: [www.uab.edu/students/one-stop/policies/academic-honor-code](http://www.uab.edu/students/one-stop/policies/academic-honor-code)

### ASKIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance. Phone: (205) 996-5555 Email: [askit@uab.edu](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/ess\\_portal/home.do](https://uabprod.service-now.com/ess_portal/home.do)

## ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

## AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.

- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.
- Dean’s Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

## BACKGROUND CHECK

SHP students are required by policy, to undergo a background check using the school’s approved vendor, CastleBranch [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission, and again, prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

## BLAZERID / BLAZERNET / EMAIL

**BLAZERID:** All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid](http://www.uab.edu/blazerid). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one’s BlazerID, select “Activate Accounts.”

**BlazerNET** is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu](http://www.uab.edu) then choose UAB Quicklinks.

**Email: [uab.edu](mailto:uab.edu)** Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft Office 365, a cloud based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

## BLAZER EXPRESS

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

## BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stocks UAB memorabilia and college wear in addition to all required textbooks and course material.

### UAB BARNES AND NOBLE BOOKSTORE

Location: 1400 University Blvd, 35233

Hours: M – F 9:00 a.m. – 5:00 pm.; Sat 7:00 a.m. – 6:30 p.m.; Sun --Closed

Telephone: (205) 996-2665 Website: <http://uab.bncollege.com>

## CAMPUS ONECARD

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onecard](http://www.uab.edu/onecard).

## CAMPUS MAP

UAB's campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

## CANVAS LEARNING MANAGEMENT SYSTEM

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas). Students should monitor their course sites routinely for communication from faculty and manage course assignments.

## COUNSELING SERVICES

The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health and Wellness Center at 1714 9<sup>th</sup> Ave. South. For more information, call 205-934-5816 or [www.uab.edu/studenthealth/counseling](http://www.uab.edu/studenthealth/counseling)

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. The UAB student conduct code may be accessed online: <http://www.uab.edu/students/sarc/services/student-conduct-code>

## DISABILITY SUPPORT SERVICES (DSS)

"DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs,

activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations.”

“DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship.”

To apply for accommodations contact DSS. **Note:** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: [dss@uab.edu](mailto:dss@uab.edu) Website: [www.uab.edu/students/disability/](http://www.uab.edu/students/disability/)

## DRUG SCREENING

By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or [shp@uab.edu](mailto:shp@uab.edu) or visit room 230 in the School of Health Professions Building. For more information visit: <http://www.uab.edu/shp/home/about-shp/student-services>

## EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

**UAB Police:** Dial 911 *from a campus phone* or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: [www.uab.edu](http://www.uab.edu)

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- facebook.com/UABALERT
- Cell phone messages and SMS text – register for B-ALERT notices via [www.uab.edu/balert](http://www.uab.edu/balert)

## DIVERSITY, EQUITY AND INCLUSION (DEI)

The mission of DEI is to “... champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel.” Inspired by “... what we value, what we learn from research and what we teach and share with the world.” DEI’s goal is “... to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day.” Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: <http://www.uab.edu/dei/>

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollmentservices/ferpa/>; If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu), or contact the SHP Office for Student Recruitment, Engagement and Success.

## FINANCIAL AID

Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website [www.uab.edu/students/paying-for-UAB](http://www.uab.edu/students/paying-for-UAB).

## FOOD SERVICES

Dining facilities available on campus, closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

Vending machines are located in the basement of the Learning Resource Center and on the 6<sup>th</sup> floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master’s specialist programs, and master’s level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [www.uab.edu/graduate/](http://www.uab.edu/graduate/).

## GRADUATION

All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to [www.uab.edu/commencement/degree-applications](http://www.uab.edu/commencement/degree-applications). SHP holds a special commencement ceremony for graduates in the professional masters programs in the spring and fall semesters. The SHP ceremonies are scheduled on the Friday afternoon prior to the university commencement ceremonies being held the next morning on Saturday. The University holds commencement every semester. Check the commencement website for the most current information: <http://www.uab.edu/commencement/>

## STUDENT HEALTH AND WELLNESS

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3581.

## **MEDICAL CLEARANCE**

SHP students are required to receive medical clearance at the time of program admission. UAB Student Health and Wellness utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health and Wellness website: [www.uab.edu/students/health/medical-clearance/immunizations](http://www.uab.edu/students/health/medical-clearance/immunizations).

## **HIPAA TRAINING**

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

## **INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)**

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website [www.uab.edu/irb](http://www.uab.edu/irb)

## **INTELLECTUAL PROPERTY**

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at [www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx](http://www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx).

## **LACTATION CENTERS**

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at [www.uab.edu/women/resources/campus-lactation-centers](http://www.uab.edu/women/resources/campus-lactation-centers).

## **LIBRARIES AND LEARNING RESOURCE CENTER**

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation.

### **Learning Resource Center (LRC)**

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs. Web: <http://www.uab.edu/lrc/>

Located: 1714 9<sup>th</sup> Avenue S. Phone: (205) 934-5146 Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

Hours: Monday – Thursday 7:00 am – 8 pm; Friday 7 am – 5:30 pm; closed weekends

#### **Lister Hill Library of the Health Sciences**

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.

Location: 1700 University Boulevard Phone: (205) 934-2230

Website: [www.uab.edu/lister/](http://www.uab.edu/lister/)

#### **Mervyn H. Sterne Library**

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13<sup>th</sup> Street South Website: [www.mhsl.uab.edu](http://www.mhsl.uab.edu)

Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

### **ONESTOP STUDENT SERVICES**

If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787.

[onestop@uab.edu](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

### **PARKING**

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [www.uab.edu/parking](http://www.uab.edu/parking).

### **PATIENT CARE PARTNERSHIP**

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.

[www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

### **PLAGIARISM AND TURNITIN**

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism

monitoring software. Please note that all documents submitted to *Turnitin.com* are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at [www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).

## SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The OSRES manages the School of Health Professions' scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP.

OSRES manages the following:

*National Alumni Society Dean's Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

*Carol E. Medders Endowed Scholarship* – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

*Matthew F. McNulty Jr. Health Services Emergency Loan* – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need.

*SHP Dean's Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

*Sandra Dunning Huechtker Endowed Memorial Award* – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

You must visit B-SMART <http://www.uab.edu/students/paying-for-college/> to apply.

Many programs in SHP also have scholarships available to currently enrolled students. Please see the program section of this handbook for that information.

## SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School's official sites are the following:

- Twitter: [https://twitter.com/uab\\_shp](https://twitter.com/uab_shp)
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp)
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [www.linkedin.com/groups?gid=3596638](http://www.linkedin.com/groups?gid=3596638)
- Website: [www.uab.edu/shp](http://www.uab.edu/shp)

The School's Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for others.

**Professional Use** - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy<sup>1</sup>, the authorized employee may post on a social network profile: the University's name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

**General Use** - The following guidelines are strongly suggested:

1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

## TUITION AND FEES

Tuition and fees for the University are published annually under the "Current Students" tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses.

SHP programs have specific fees attached to programs, courses or laboratories. These fees are addressed in the program section of this handbook. Current standard tuition and fees for the School are posted at [www.uab.edu/shp/home/admissions-tuition/tuition](http://www.uab.edu/shp/home/admissions-tuition/tuition).

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at [www.uab.edu/whentopay/](http://www.uab.edu/whentopay/). Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

## WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at [www.uab.edu/emergency/preparedness](http://www.uab.edu/emergency/preparedness). Other information sources include:

<ul style="list-style-type: none"><li>• Webpage: <a href="http://www.uab.edu/emergency">www.uab.edu/emergency</a></li></ul>	<ul style="list-style-type: none"><li>• B-ALERT system: <a href="http://www.uab.edu/balert">www.uab.edu/balert</a></li></ul>
<ul style="list-style-type: none"><li>• Hotline: (205)- 934-2165</li></ul>	<ul style="list-style-type: none"><li>• WBHM Radio (90.3 FM)</li></ul>

## WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the handbook for additional information.

Check the Academic Calendar for deadlines: <https://www.uab.edu/students/academics/academic-calendar>

## **SECTION 2 – SHP AND UAB POLICIES**

### **SCHOOL OF HEALTH PROFESSIONS POLICIES**

#### **BACKGROUND CHECK AND DRUG SCREEN**

[www.uab.edu/shp/home/images/PDF/SHP\\_Background\\_and\\_Drug\\_Screen\\_Policy05\\_2012.pdf](http://www.uab.edu/shp/home/images/PDF/SHP_Background_and_Drug_Screen_Policy05_2012.pdf)

#### **GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS**

[www.uab.edu/shp/home/images/PDF/grievance\\_procedures.pdf](http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf)

#### **IMPAIRMENT AND SUBSTANCE ABUSE**

[www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf](http://www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf)

#### **PLAGIARISM**

[www.uab.edu/shp/home/images/PDF/Plagiarism\\_Policy.pdf](http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf)

*Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.*

## **UAB POLICIES**

### **CLASSROOM BEHAVIORS**

#### **ATTENDANCE / ABSENCE (UNDERGRADUATE)**

<http://catalog.uab.edu/undergraduate/progresstowarddegree/#enrollmenttext>

### **HEALTH**

#### **AIDS AND HIV INFECTION**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx)

#### **BODY FLUID EXPOSURE**

[www.uab.edu/humanresources/home/employeehealth/reportingexposures](http://www.uab.edu/humanresources/home/employeehealth/reportingexposures)

#### **IMMUNIZATIONS**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx)

### **SUBSTANCE USE/ABUSE**

#### **ALCOHOLIC BEVERAGES, USE AND CONSUMPTION**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx)

#### **DRUG FREE CAMPUS (GENERAL POLICY)**

[www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx](http://www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx)

Drug-free Campus Policy for Students (Attachments)

Attachment A - [www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx)

Attachment B - [www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx)

Attachment B.1 - [www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx)

Attachment C - [www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx)

## **NONSMOKING**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx)

## **TECHNOLOGY GUIDELINES**

### **COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx)

### **COMPUTER SOFTWARE COPYING AND USE**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx)

## **INCLUSIVENESS**

### **EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT**

[www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx](http://www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx)

## **RESEARCH AND SCHOLARLY ACTIVITIES**

### **ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx)

### **PATENT (INTELLECTUAL PROPERTY)**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx)

### **FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS**

[www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx](http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx)

*Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at [www.uab.edu/policies/Pages/default.aspx](http://www.uab.edu/policies/Pages/default.aspx).*

## SECTION 3 – DEPARTMENTAL POLICIES

### DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES (CDS)

#### Welcome

The Department of Clinical and Diagnostic Sciences is comprised of academic programs essential to today's healthcare system. Our programs provide training for future health care professionals in a variety of disciplines ranging from the diagnosis of illness and disease, the administration of advanced treatment therapies, and the performance of vital roles in surgical suites and in outpatient and inpatient healthcare settings. Graduates of our programs are well poised for a wide variety of job opportunities due to the outstanding education received at UAB.

#### About the Department

Comprised of multiple academic programs, the Department of Clinical & Diagnostic Sciences provides training for tomorrow's health care professionals from physician assistants and genetic counselors to nuclear medicine technologists. Students receive hands-on training from renowned faculty while using the tools to prepare them for a career in health care.

#### CDS Professional Development Program

Professional success after graduation requires many skills beyond the discipline specific technical skills that each student will master during their program. The CDS Professional Development Program is designed to provide students with a strong foundation in a variety of non-technical skills such as interpersonal communication and team based care. The program also provides practical instruction in areas such as professional networking and interviewing to enable students to be successful job candidates upon graduation. Each student will be provided with detailed information about the Professional Development Program activities and assignments.

#### Accreditation Information

The accrediting agencies for programs offered by the Department include:

<b>Program</b>	<b>Accreditation</b>
Physician Assistant Studies (PAS)	Accreditation Review Committee for Physician Assistant, Inc. (ARC-PA) <a href="http://www.arc-pa.org/">http://www.arc-pa.org/</a>
Nuclear Medicine Technology (NMT)	Joint Review Committee for Nuclear Medicine Technology (JRCNMT) <a href="http://jrcnmt.org/">http://jrcnmt.org/</a>
Clinical Laboratory Sciences (CLS)	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) <a href="http://www.naacls.org/">http://www.naacls.org/</a>
Genetic Counseling (GC)	Accreditation Council for Genetic Counseling (ACGC) <a href="http://www.gceducation.org">http://www.gceducation.org</a>

## CDS POLICIES

### ACADEMIC PROGRESS

Academic Progress Review is implemented to promote, assist, and maintain student performance. The main purpose is to provide feedback to students regarding their performance and to identify areas of strength and/or weakness in performance or behavior.

Generally speaking, program faculty, and/or the program director, may academically counsel students on a semester-by-semester basis to assess progress in the curriculum and to provide students counseling regarding deficiencies as needed. These meetings may be documented and the student may be required to sign the documentation of the academic progress sessions with associated notes placed in the student's file.

In cases regarding deficiencies, suggestions and/or action plans may be developed in conjunction with the student so as to provide a plan for reversing the deficiencies by a specified timeframe. Such suggestions and/or action plans will be documented and signed (by both faculty and the student) and will be placed in the student's file. If a student does not comply with the suggestions and/or action plan and/or does not meet the deadlines as specified, the student may be dismissed from the program.

### ATTENDANCE AND EXCUSED ABSENCES

#### CDS Attendance Policy

Attendance is mandatory for all classes, lectures, labs, program-related seminars, clinical practice, internships, etc.

Absences are either excused or unexcused and both require timely notification to the course instructor. Students who are absent during clinical practice or an internship must notify both the program clinical practice coordinator/internship coordinator and the clinical practice instructor/clinical internship instructor as soon as possible. Time missed during clinical practice or the internship must be made up and this may result in a delay in graduation.

Below is a list of excused absences recognized by the Department of Clinical and Diagnostic Sciences and UAB:

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences," provided students give their instructors notice of a disability related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

- If a change in the absence schedule occurs, students are responsible for providing their instructors with advance notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
- Absences due to religious observations provided that students give faculty written notice prior to the drop/add deadline of the term.

In instances resulting in unavoidable absence(s), a student is expected to inform the program office and the associated course instructor in advance of the planned absence. For unforeseen events (car accident or breakdown, injury), the student is expected to notify the program and course instructor at the earliest possible time.

Make-up of missed class information or assignments is the student's responsibility. Make-up of class activities and projects is at the discretion of the course faculty – refer to individual course syllabi for more detailed attendance policies pertaining to the course.

\*NOTE: The program cannot guarantee that all work missed for an excused absence can be made up. Some activities (including laboratories) due to their complex, time intensive, and/or cost intensive nature will not be able to be made up. Similarly, when students arrive to laboratories late they risk missing important information/directions that may adversely affect their grade. Instructors are not obligated to repeat directions for students when they are tardy.

### **ATTENDANCE INFRACTIONS**

For each unexcused absence, there will be a 1% overall grade reduction for that course or lab per absence. Two tardies will equal one unexcused absence. A tardy is considered being more than 10 minutes late to class. Faculty may choose to include attendance and timeliness in grading criteria and may implement a more restrictive attendance policy. The attendance policy for each course will be described in all course syllabi. The Department of Clinical and Diagnostic Sciences also reserves the right to institute an attendance policy for official program/department activities.

### **CONSENSUAL ROMANTIC RELATIONSHIPS**

<http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000254.aspx>

### **DATA PROTECTION AND SECURITY**

<http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000038.aspx>

### **DRESS CODE**

Guidelines for professional attire require consideration for patients, visitors, and coworkers, as well as personal safety. Therefore, CDS students are expected to promote a professional image by following these guidelines.

**Clothing:**

- Clothing should be clean, neat, in good repair, and appropriate for the profession.
- Casual or athletic wear, such as sweat suits or warm-up pants, are not acceptable.
- Shorts are not acceptable.
- Skirt length shall be no shorter than two inches above the top of the knee and may not be tight fitting.
- Undergarments shall be worn and shall not be visible, even when in stretching or bending positions.
- Shoes shall be appropriate for the work environment and compliant with professional attire. Flip flops are not appropriate.
- Caps or head coverings are not acceptable unless they are for religious purposes or are part of a uniform.
- Sunshades (or hand-tinted, non-prescription glasses) shall not be worn unless they are required for medical purposes.
- Identification badges shall be worn at all times.

**Grooming:**

## Piercings

- Facial and/or body adornments are not permitted other than in the ear lobe.
- No more than two pairs of earrings may be worn. Earrings will be no longer than one inch in diameter or length.

## Hair

- Hair should be clean and neat.
- Hair may not be dyed unnatural colors and/or have patterns.
- Hair ornaments should be moderate and in good taste.
- Hair should be well-groomed, closely trimmed beards, sideburns, and mustaches are allowed.

## Daily Hygiene

- Daily hygiene must include clean teeth, hair, clothes, and body, including use of deodorant.

***In addition to these basic guidelines, students are expected to follow any additional provisions of a facilities dress code while in clinical practice.***

**Dress Code Infractions:**

Failure to comply with the above dress code requirements will result in removal from program activities until requirements are met. Students will be counted as absent (unexcused) and will receive a grade of zero for any missed work during that time with no opportunity to make-up the missed work.

***\*Note- The above Dress Code is a minimum standard set forth by the Department of Clinical and Diagnostic Sciences. Each program and/or course within CDS has the liberty to set forth and enforce a stricter dress code. Similarly, clinics also have their own dress codes that must be followed precisely.***

## **FOOD AND DRINK IN THE CLASSROOM**

Food or drinks in laboratories is prohibited. Food and drink in classrooms is allowed at the discretion of faculty.

## **GRADING POLICY**

In each CDS course, the instructor will announce the grading criteria and publish it in the course syllabus. The following policy relating to the “I” (incomplete) grade or deferred credit supplements the School of Health Professions’ policy.

## **INCOMPLETE & DEFERRED CREDIT POLICY**

The awarding of an “I” (incomplete) grade is not done lightly. An “I” will be given only when an emergency or unexpected event prohibits the student from meeting course objectives in a timely manner. A student receiving a grade of “I” (incomplete) must arrange with the instructor to complete the course requirements as soon as possible, and in order to progress within the program the student must arrange to complete the requirements prior to the final day of registration for the next term. A grade of “I” not changed by the instructor by the beginning of the next regular term will automatically convert to an “F.”

## **INFECTION CONTROL**

Because students are working with patients having low immunities, the clinical supervisor reserves the right to send any student to UAB Student Health Services if the need arises. The clinical supervisor will call UAB Student Health and Wellness and request that the student be sent off duty if he/she has an infection of any kind. The student must then acquire a doctor’s written permission to return to clinical education. Students are required to adhere to the policy of the clinical affiliate for working with patients with local infections or infectious diseases. Students are required to inquire about this policy at the beginning of rotation through a clinical affiliate.

## **LIABILITY INSURANCE**

Liability insurance is provided by the University for all students registered for clinical education courses. The coverage protects students in any assigned clinical site to which they are assigned as a student.

## **NON-ACADEMIC STUDENT CONDUCT**

<http://www.uab.edu/2015compliancecertification/IMAGES/SOURCE1F03.PDF?id=415eda97-a4fc-e311-b111-86539cf2d30e>

## **NON-RESIDENT TUITION POLICY**

<http://www.uab.edu/shp/cds/images/PDF/Policies/shpnon-residenttuitionpolicy.pdf>

## **PREGNANCY POLICY**

All students are encouraged to inform the program director immediately in writing once pregnancy has been confirmed. If students choose not to inform the program of their pregnancy, the program will not consider them pregnant and cannot exercise options that could protect the fetus.

For students who voluntarily disclose pregnancy the program director will discuss factors to be considered in cases of pregnancy with the student based on acceptable professional guidelines.

A student is offered three alternatives after the consultation with the program director. These are:

1. Immediate withdrawal in good standing from the program. Readmission to the program after the pregnancy will be in accordance with the Readmit Policy.
2. Continuation in the program after being given specific instruction regarding safety practices, safety monitoring, and specific clinical and laboratory assignments.
3. Continuation in the program with additional safety monitoring but without modification of assignments.

The student must be able to progress in her educational experiences, both clinical and academic. If the student cannot, she will be strongly advised to withdraw as in alternative number one.

If there are any questions regarding any aspect of the above statements, please call the Program Director.

## SECTION 3 – DEPARTMENTAL POLICIES

### DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES (CDS)

#### Welcome

The Department of Clinical and Diagnostic Sciences is comprised of academic programs essential to today's healthcare system. Our programs provide training for future health care professionals in a variety of disciplines ranging from the diagnosis of illness and disease, the administration of advanced treatment therapies, and the performance of vital roles in surgical suites and in outpatient and inpatient healthcare settings. Graduates of our programs are well poised for a wide variety of job opportunities due to the outstanding education received at UAB.

#### About the Department

Comprised of multiple academic programs, the Department of Clinical & Diagnostic Sciences provides training for tomorrow's health care professionals from physician assistants and genetic counselors to nuclear medicine technologists. Students receive hands-on training from renowned faculty while using the tools to prepare them for a career in health care.

#### CDS Professional Development Program

Professional success after graduation requires many skills beyond the discipline specific technical skills that each student will master during their program. The CDS Professional Development Program is designed to provide students with a strong foundation in a variety of non-technical skills such as interpersonal communication and team based care. The program also provides practical instruction in areas such as professional networking and interviewing to enable students to be successful job candidates upon graduation. Each student will be provided with detailed information about the Professional Development Program activities and assignments.

#### Accreditation Information

The accrediting agencies for programs offered by the Department include:

Program	Accreditation
Physician Assistant Studies (PAS)	Accreditation Review Committee for Physician Assistant, Inc. (ARC-PA) <a href="http://www.arc-pa.org/">http://www.arc-pa.org/</a>
Nuclear Medicine Technology (NMT)	Joint Review Committee for Nuclear Medicine Technology (JRCNMT) <a href="http://jrcnmt.org/">http://jrcnmt.org/</a>
Clinical Laboratory Sciences (CLS)	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) <a href="http://www.naacls.org/">http://www.naacls.org/</a>
Genetic Counseling (GC)	Accreditation Council for Genetic Counseling (ACGC) <a href="http://www.gceducation.org">http://www.gceducation.org</a>

## CDS POLICIES

### ACADEMIC PROGRESS

Academic Progress Review is implemented to promote, assist, and maintain student performance. The main purpose is to provide feedback to students regarding their performance and to identify areas of strength and/or weakness in performance or behavior.

Generally speaking, program faculty, and/or the program director, may academically counsel students on a semester-by-semester basis to assess progress in the curriculum and to provide students counseling regarding deficiencies as needed. These meetings may be documented and the student may be required to sign the documentation of the academic progress sessions with associated notes placed in the student's file.

In cases regarding deficiencies, suggestions and/or action plans may be developed in conjunction with the student so as to provide a plan for reversing the deficiencies by a specified timeframe. Such suggestions and/or action plans will be documented and signed (by both faculty and the student) and will be placed in the student's file. If a student does not comply with the suggestions and/or action plan and/or does not meet the deadlines as specified, the student may be dismissed from the program.

### ATTENDANCE AND EXCUSED ABSENCES

#### CDS Attendance Policy

Attendance is mandatory for all classes, lectures, labs, program-related seminars, clinical practice, internships, etc.

Absences are either excused or unexcused and both require timely notification to the course instructor. Students who are absent during clinical practice or an internship must notify both the program clinical practice coordinator/internship coordinator and the clinical practice instructor/clinical internship instructor as soon as possible. Time missed during clinical practice or the internship must be made up and this may result in a delay in graduation.

Below is a list of excused absences recognized by the Department of Clinical and Diagnostic Sciences and UAB:

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences," provided students give their instructors notice of a disability related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

- If a change in the absence schedule occurs, students are responsible for providing their instructors with advance notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
- Absences due to religious observations provided that students give faculty written notice prior to the drop/add deadline of the term.

In instances resulting in unavoidable absence(s), a student is expected to inform the program office and the associated course instructor in advance of the planned absence. For unforeseen events (car accident or breakdown, injury), the student is expected to notify the program and course instructor at the earliest possible time.

Make-up of missed class information or assignments is the student's responsibility. Make-up of class activities and projects is at the discretion of the course faculty – refer to individual course syllabi for more detailed attendance policies pertaining to the course.

\*NOTE: The program cannot guarantee that all work missed for an excused absence can be made up. Some activities (including laboratories) due to their complex, time intensive, and/or cost intensive nature will not be able to be made up. Similarly, when students arrive to laboratories late they risk missing important information/directions that may adversely affect their grade. Instructors are not obligated to repeat directions for students when they are tardy.

### **ATTENDANCE INFRACTIONS**

For each unexcused absence, there will be a 1% overall grade reduction for that course or lab per absence. Two tardies will equal one unexcused absence. A tardy is considered being more than 10 minutes late to class. Faculty may choose to include attendance and timeliness in grading criteria and may implement a more restrictive attendance policy. The attendance policy for each course will be described in all course syllabi. The Department of Clinical and Diagnostic Sciences also reserves the right to institute an attendance policy for official program/department activities.

### **CONSENSUAL ROMANTIC RELATIONSHIPS**

<http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000254.aspx>

### **DATA PROTECTION AND SECURITY**

<http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000038.aspx>

### **DRESS CODE**

Guidelines for professional attire require consideration for patients, visitors, and coworkers, as well as personal safety. Therefore, CDS students are expected to promote a professional image by following these guidelines.

**Clothing:**

- Clothing should be clean, neat, in good repair, and appropriate for the profession.
- Casual or athletic wear, such as sweat suits or warm-up pants, are not acceptable.
- Shorts are not acceptable.
- Skirt length shall be no shorter than two inches above the top of the knee and may not be tight fitting.
- Undergarments shall be worn and shall not be visible, even when in stretching or bending positions.
- Shoes shall be appropriate for the work environment and compliant with professional attire. Flip flops are not appropriate.
- Caps or head coverings are not acceptable unless they are for religious purposes or are part of a uniform.
- Sunshades (or hand-tinted, non-prescription glasses) shall not be worn unless they are required for medical purposes.
- Identification badges shall be worn at all times.

**Grooming:**

## Piercings

- Facial and/or body adornments are not permitted other than in the ear lobe.
- No more than two pairs of earrings may be worn. Earrings will be no longer than one inch in diameter or length.

## Hair

- Hair should be clean and neat.
- Hair may not be dyed unnatural colors and/or have patterns.
- Hair ornaments should be moderate and in good taste.
- Hair should be well-groomed, closely trimmed beards, sideburns, and mustaches are allowed.

## Daily Hygiene

- Daily hygiene must include clean teeth, hair, clothes, and body, including use of deodorant.

***In addition to these basic guidelines, students are expected to follow any additional provisions of a facilities dress code while in clinical practice.***

**Dress Code Infractions:**

Failure to comply with the above dress code requirements will result in removal from program activities until requirements are met. Students will be counted as absent (unexcused) and will receive a grade of zero for any missed work during that time with no opportunity to make-up the missed work.

***\*Note- The above Dress Code is a minimum standard set forth by the Department of Clinical and Diagnostic Sciences. Each program and/or course within CDS has the liberty to set forth and enforce a stricter dress code. Similarly, clinics also have their own dress codes that must be followed precisely.***

## **FOOD AND DRINK IN THE CLASSROOM**

Food or drinks in laboratories is prohibited. Food and drink in classrooms is allowed at the discretion of faculty.

## **GRADING POLICY**

In each CDS course, the instructor will announce the grading criteria and publish it in the course syllabus. The following policy relating to the “I” (incomplete) grade or deferred credit supplements the School of Health Professions’ policy.

## **INCOMPLETE & DEFERRED CREDIT POLICY**

The awarding of an “I” (incomplete) grade is not done lightly. An “I” will be given only when an emergency or unexpected event prohibits the student from meeting course objectives in a timely manner. A student receiving a grade of “I” (incomplete) must arrange with the instructor to complete the course requirements as soon as possible, and in order to progress within the program the student must arrange to complete the requirements prior to the final day of registration for the next term. A grade of “I” not changed by the instructor by the beginning of the next regular term will automatically convert to an “F.”

## **INFECTION CONTROL**

Because students are working with patients having low immunities, the clinical supervisor reserves the right to send any student to UAB Student Health Services if the need arises. The clinical supervisor will call UAB Student Health and Wellness and request that the student be sent off duty if he/she has an infection of any kind. The student must then acquire a doctor’s written permission to return to clinical education. Students are required to adhere to the policy of the clinical affiliate for working with patients with local infections or infectious diseases. Students are required to inquire about this policy at the beginning of rotation through a clinical affiliate.

## **LIABILITY INSURANCE**

Liability insurance is provided by the University for all students registered for clinical education courses. The coverage protects students in any assigned clinical site to which they are assigned as a student.

## **NON-ACADEMIC STUDENT CONDUCT**

<http://www.uab.edu/2015compliancecertification/IMAGES/SOURCE1F03.PDF?id=415eda97-a4fc-e311-b111-86539cf2d30e>

## **NON-RESIDENT TUITION POLICY**

<http://www.uab.edu/shp/cds/images/PDF/Policies/shpnon-residenttuitionpolicy.pdf>

## **PREGNANCY POLICY**

All students are encouraged to inform the program director immediately in writing once pregnancy has been confirmed. If students choose not to inform the program of their pregnancy, the program will not consider them pregnant and cannot exercise options that could protect the fetus.

For students who voluntarily disclose pregnancy the program director will discuss factors to be considered in cases of pregnancy with the student based on acceptable professional guidelines.

A student is offered three alternatives after the consultation with the program director. These are:

4. Immediate withdrawal in good standing from the program. Readmission to the program after the pregnancy will be in accordance with the Readmit Policy.
5. Continuation in the program after being given specific instruction regarding safety practices, safety monitoring, and specific clinical and laboratory assignments.
6. Continuation in the program with additional safety monitoring but without modification of assignments.

The student must be able to progress in her educational experiences, both clinical and academic. If the student cannot, she will be strongly advised to withdraw as in alternative number one.

If there are any questions regarding any aspect of the above statements, please call the Program Director.

## SECTION 4 – PROGRAM INFORMATION

### PROGRAM OVERVIEW

The goal of the Biomedical and Health Sciences program is to provide quality education to prepare a diverse student body for entry into graduate health professional programs, including medicine, dentistry, optometry, physical therapy, occupational therapy and physician assistant studies. This program is critically important to provide a pipeline of academically and culturally competent future healthcare providers, for not only the state of Alabama, but for medically underserved areas throughout our country. The endeavor of the program is to help students strengthen their professional school applications through the science curriculum, test taking strategies, study skill assessment and training, mock interviews and other professional development activities.

While there are many post-baccalaureate programs (both certificates and masters-level) in the southeast, there is no such program in the state of Alabama. The need for such a program to both attract and retain students who desire to practice as health care professionals was greatly needed. Enrollment in the program is open to all students, but there is emphasis on students from disadvantaged, rural and first-generation college backgrounds as well as those currently underrepresented in graduate health professional programs.

**Degree Conferred:**

Diploma- The Master of Science in Biomedical and Health Sciences degree is awarded by the University of Alabama at Birmingham.

**Length of Study:**

11 months

**Term of Enrollment:**

Summer, Fall and Spring semester

**Program Mission:** The mission of the Master’s Degree in Biomedical and Health Sciences is to provide quality education to prepare a diverse student body for entry into graduate health professions programs including medicine, dentistry, optometry, physical therapy, occupational therapy, physician assistant studies and pharmacy.

**The University of Alabama at Birmingham (UAB) is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status.**

## Admission Requirements

Admission in good academic standing to the Biomedical and Health Sciences Program requires the following:

- Baccalaureate degree from a regionally accredited college/university
- A minimum undergraduate cumulative GPA of 3.0 (A= 4.0), computed from all undergraduate credits
- A minimum cumulative science GPA of 3.0, computed from all undergraduate coursework in biology, chemistry, and physical sciences
- Submit scores of Medical College Admissions Test (MCAT), Optometry Admissions Test (OAT), Dental Admission Test (DAT), Graduate Record Exam (GRE), or Pharmacy College Admission Test (PCAT)
- If foreign-educated, have a score of at least 550 for paper version (or 80 for Internet version; or 213 for computer version) on the TOEFL, submit a transcript evaluation from World Education Services (WES) at [www.wes.org](http://www.wes.org)
- Satisfactory health screening by the UAB Medical Center Student Health Service
- Completion of the following prerequisite courses:
  - General Biology I (4 HRS)
  - General Biology II (4HRS)
  - General Chemistry I (4HRS)
  - General Chemistry II (4HRS)
  - Other Biology II\*
  - Anatomy and Physiology I & II may be used to substitute.

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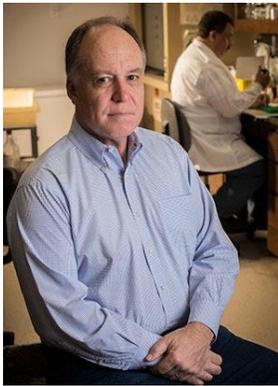
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## CURRICULUM

The M. S. Biomedical and Health Sciences program is a self-contained, graduate program that is quite intense. The UAB M.S. BHS program follows the UAB academic schedule.

### Didactic Phase (3 Semesters)

<b>Summer (12 Hours)</b>		<b>SEM HRS</b>
BHS 501	Seminar I	1
BHS 502	Molecules and Cells	4
BHS 503	Microbiology and Immunology	4
	Electives	1-3

<b>Fall (12 Hours)</b>		<b>SEM HRS</b>
BHS 550	Integrated Systems I- Neuroendocrine	3
BHS 555	Integrated Systems II- Cardiopulmonary	3
BHS 560	Integrated Systems III- Genitourinary	2
BHS 601	Seminar II	1
	Electives	1-3

<b>Spring (12 Hours)</b>		<b>SEM HRS</b>
BHS 600	Integrated Systems IV- Gastrointestinal	2
BHS 605	Integrated Systems V- Musculoskeletal and Skin	3
BHS 610	Clinical Application and Simulation	2
BHS 698	Non-thesis Research	4
BHS 602	Seminar III	1

## BIOMEDICAL AND HEALTH SCIENCES CORE CURRICULUM COURSES

### **BHS 501. BMS Seminar I. 1 hours.**

The first of a three-part course series to prepare students for application, admission, and success in professional school and the biomedical workforce. Topics will include study skills, interview skills, and test taking strategies.

### **BHS 502. Molecules and Cells. 4 hours.**

This course will explore the chemical structures and functions of biomolecules and human cells. The disciplines of biochemistry, genetics, cell biology, and histology will be integrated to provide a framework for understanding normal and abnormal cellular states. Topics will include cellular physiology, metabolic pathways, inheritance, molecular genetics, and basic histology.

### **BHS 503. Microbiology and Immunology. 4 hours.**

This course will explore the biology of viruses, bacteria, parasites, and fungi as well as the natural human responses to these pathogens. Innate and adaptive immunity will be explored in the context of pathogenic and non-pathogenic assault. Additionally, students will be introduced to concepts in general pathology including mechanisms of cell injury and repair, cell adaptation, and inflammation.

### **BHS 550. Integrated Systems I – Neuroendocrine. 3 hours.**

This course will be an integrated study of the nervous and endocrine body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the interrelationships of these controlling body systems. Correlations to disease states and disease treatments will be stressed throughout.

### **BHS 555. Integrated Systems II – Cardiopulmonary. 3 hours.**

This course will be an integrated study of the cardiovascular and respiratory body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the interrelationships of these systems and the gross anatomy of the thorax. Correlations to disease states and disease treatments will be stressed throughout.

### **BHS 560. Integrated Systems III – Genitourinary. 2 hours.**

This course will be an integrated study of the reproductive and urinary body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the gross anatomy of the pelvis and perineum. Correlations to disease states and disease treatments will be stressed throughout.

### **BHS 600. Integrated Systems IV – Gastrointestinal. 2 hours.**

This course will be an integrated study of the gastrointestinal body system. The gross anatomy, histology, and physiology of each organ will be examined through an integrated approach, which will include a study of the gross anatomy of the abdomen. Correlations to disease states and disease treatments will be stressed throughout.

### **BHS 601. BMS Seminar II. 1 hour.**

The second of a three-part course series to prepare students for application, admission, and success in professional school and the biomedical workforce. Topics will include professionalism, cultural competence, and ethical behavior.

**BHS 602. BMS Seminar III. 1 hour.**

The third of a three-part course series to prepare students for application, admission, and success in professional school and the biomedical workforce. Topics will include interpersonal skills and teamwork.

**BHS 605. Integrated Systems V - Musculoskeletal and Skin. 3 hours.**

This course will be an integrated study of the skeletal, muscular and integumentary body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the interrelationships of these systems and the gross anatomy of the back and limbs. Correlations to disease states and disease treatments will be stressed throughout.

**BHS 610. Clinical Application and Simulation. 2 hours.**

This will be a capstone course to provoke critical thinking about the effects of disease at various levels of organization on multiple organ systems. The integration of content throughout the program will be stressed. Activities will include small-group case studies, simulation, and patient interactions.

**BHS 698. Non-thesis Research. 4 hour.**

This course will provide students with the opportunity to engage in inquiry and problem solving in the biomedical sciences. Students may engage in a research project or literature review on a topic related to health and disease. A written report will be the culmination of these activities.

## GRADUATION REQUIREMENTS

Graduation from the M.S. Biomedical and Health Sciences Program requires the following:

- Completion of all courses in the curriculum with a grade of “C” or better.
- Achievement of an overall GPA of 3.0 or better in the Program’s required courses.
- Demonstration of a satisfactory level of professional behavior during the 11 month curriculum.
- Completion of all financial and administrative obligations to the University of Alabama at Birmingham.

## ASSESSMENTS AND EVALUATIONS

The Program utilizes the following grading scale:

A = Superior Performance

B = Adequate Performance

C = Minimally adequate performance

F = Unsatisfactory performance

## STUDENT RESPONSIBILITIES TO THE PROGRAM

- To be an active participant in all learning activities and to seek out additional learning opportunities when appropriate.
- To assist fellow students, faculty, and preceptors by freely sharing personal knowledge and skills.
- To take responsibility for realizing your full potential as a student and future medical professional.
- To develop a cooperative and constructive relationship with program faculty, adjunct faculty, guest lectures and fellow students.
- To maintain the highest standards of personal behavior and ethical conduct.
- To follow all policies and procedures as outlined in syllabi, memos, and the program handbook.
- To notify the program in a timely manner of any problem that has the potential of interfering with academic performance.
- To abide by the UAB Code of Ethics

## PROGRAM RESPONSIBILITIES TO THE STUDENT

- To provide the highest quality education to all students enrolled in the Program.
- To review and upgrade the quality of education that the Program provides to students through a program of ongoing and comprehensive self-assessment and improvement.
- To recruit, maintain, and support the highest quality faculty and staff for purposes of providing students with the highest quality education.
- To properly orient, counsel, and educate students throughout the entire curriculum without regard to the student's age, religion, race, color, sex, national origin, sexual orientation, or disability that is unrelated to academic performance.
- To comply with SHP and Graduate School policies regarding student evaluation, remediation, and dismissal.

## PROBATION AND DISMISSAL

A student who receives a grade of F in more than one course in the BHS Program will be immediately dismissed. In extenuating circumstances, a student may be granted a maximum of one additional, consecutive year to complete all program requirements and achieve a minimum GPA of 3.0, but he/she must acquire approval from the Department Chair and the Dean of the Graduate School. Assignment of grades in the curriculum is the responsibility of the individual instructor, and appeal of the grade can be made according to the grade appeal process (refer to the [Grievance Procedures for Violations of Academic Standards](#)). The Program Directors' decision will be final. If the Program Director is the course instructor, appeal can be made to the Department Chair. This decision will be final.

Students admitted in good academic standing who fail to obtain a minimum 3.0 GPA during any semester will be placed on probation. These students must re-establish good academic standing by

bringing their overall GPA to at least 3.0 within two subsequent semesters or they will be permanently dismissed from the School of Health Professions and the UAB Graduate School.

## PROFESSIONAL CONDUCT

The Department of Clinical & Diagnostic Sciences and the Department of Cell, Developmental, and Integrative Biology expects that all students:

1. Attend Class.
2. Be on-time for all commitments (class, appointments, etc.).
3. Thoughtfully complete and submit all assignments by the due date.
4. Use proper grammar in written and oral assignments.
5. Use proper grammar and email etiquette in all emails to faculty, classmates, etc. Do not use “text speak.”
6. Present an appearance that is not distracting to others and reflects a professional image as defined in the CDS Dress Code.
7. Are courteous in the use of electronic devices: pagers, cell phones, laptops. Your device should be on silent/vibrate when in lecture, lab, and clinic.
8. Treat individuals with respect. Comply with applicable laws, regulations, and policies.
9. Profanity is not allowed at any time.
10. Use confidential information responsibly and do not violate a patient’s rights.
11. Acknowledge and appropriately manage conflicts of interest.
12. Conduct and present yourself in such a manner that reflects the high professional standard set forth by the Department of Clinical and Diagnostic Sciences and the School of Health Professions.

## REMEDIATION AND READMISSION

Students will be eligible for personal leave in the event of individual illness, death or severe illness in an immediate family member, jury duty, military duty, or a similar personal crisis resulting in more than three consecutive days of absence. With the exception of personal illness, students must obtain prior written approval for personal leave from the M.S Biomedical and Health Sciences Program and the course instructor. The following rules apply to personal leave, remediation, and withdrawal from the Program:

1. Students may be granted up to one week of personal leave.
2. Absences greater than one week require Remediation or Withdrawal from the Program.
3. Remediation should be completed within the same semester. If this is not possible, an “I” will be reported to indicate that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all course requirements. Students who receive an “I” for a course should note that in many instances, the student will not be allowed to register for the following semester’s courses because many courses in the didactic curriculum

have pre-requisites that require successful completion of the previous semester's courses. Students should also note that because of the limited resources of the program, many courses cannot be repeated until the following year when they are normally scheduled.

4. Students who return after Remediation or Withdrawal and readmission to the Program will have to demonstrate continued proficiency in the courses they have previously completed in the Program. In most cases, this will be accomplished by sitting-in on these courses and passing a comprehensive exam with a grade of 70% or better. Exam content and timing will be determined by the course instructor.

The expectation is for the student to meet with the course or section instructor within 1 week of a failed examination or assignment. Once the course or section instructor identifies areas of weakness, additional assignments will be given to the student with the expectation that they meet with the course or section instructor a second time. During this meeting, the student is expected to demonstrate competency of the material in an oral conversation format. This demonstration will not be graded but it will be noted that the student met with the course or section instructor.

## STUDENT RECORDS POLICY

The Department of Clinical and Diagnostic Sciences and the Department of Cell, Developmental, and Integrative Biology defers to University and School record retention policies.

<http://www.uab.edu/students/academics/honor-code/item/1050-policies-student-records>

## ESSENTIAL REQUIREMENTS

Fundamental tasks, behaviors, and abilities are necessary to successfully complete the academic requirements of the program. Students requesting disability accommodations must do so by filing a disability accommodation request in writing with the academic program office.

### UAB M.S. BHS Technical Performance Standards

Students should be aware that the M.S. BHS Program requires that all students demonstrate the technical skills needed to complete the entire curriculum. These skills include the ability to think critically, communicate effectively, and utilize computerized information technology. A full description of these technical skills is referenced below.

#### Minimum Technical (Performance) Standards include:

**Critical Thinking:** Students must possess the intellectual capabilities required to complete the full curriculum and achieve the level of competence delineated by the faculty. Critical thinking requires the intellectual ability to measure, calculate, synthesize and analyze a large and complex volume of medical and surgical information. Students in the program must also be able to perform applicable demonstrations and experiments in the medical sciences.

**Computer Technology Skills:** Students must be able to utilize computerized information technology to access and manage on-line medical information, participate in computerized testing as required by the

curriculum, conduct research, prepare multimedia presentations, and participate in the management of computerized patient records and assessments.

**Communication Skills:** Students must be able to speak clearly and effectively in order to elicit and relay medical information. They must also be able to communicate effectively and legibly in writing.

**Interpersonal Ability:** Students must possess a wide range of interpersonal skills, including (1) the emotional health required for management of high stress situations while maintaining their full intellectual abilities; (2) the ability to exercise good judgment; (3) the ability to complete all assigned patient care responsibilities; (4) the ability to manage time (show up on time, begin and complete tasks on time); (5) the ability to develop a mature, sensitive and effective relationship with medical colleagues, clinical and administrative staff, patients, and families; (6) the ability to identify, use, understand and manage emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and diffuse conflict; and (7) the ability to recognize your own emotional state and the emotional states of others and engage with people in a way that draws them to you.

## REGISTRATION

It is each student's responsibility to be registered for the appropriate courses. **No one will be able to attend classes or clinical sites without being properly registered.** Students can register via the web or in person at the Office of the Registrar located at 1605 11<sup>th</sup> Avenue South.

### Web Registration

Students may register via web any time after their assigned time up but prior to the last working day before classes begin. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end when the open registration period closes. Students experiencing difficulty with BlazerNET should call the Registrar's Office at 934-8222 or email registrar@uab.edu.

### Follow these steps to register using BlazerNET:

1. Access BlazerNET with your web browser.
2. Log in with your BlazerID and strong password.
3. Click on the Student Resources tab.
4. View the Registration Tools channel. Select either Look Up Classes to gather CRNs or Add or Drop Classes if you already have the course reference numbers.
5. Register for the appropriate courses by either clicking the checkbox to the left of the course on the Look Up Classes screen, or by submitting the CRNs in the blocks on the Add or Drop Classes page.
6. Please make sure that your course schedule states "Web Registered" and that you can view all of your classes on the Student Detail Schedule page. A BlazerNET Registration Guide is available on the Student Resources tab if you need more assistance.

If you have any problems with registering, please call 934-8222 or stop by the Registrar's Office at 1605 11th Avenue South. Please come prepared with the appropriate signatures, if necessary.

### **In-Person Registration**

Registration should be completed online through BlazerNET. If you have special circumstances and need to register in person, please call the Registrar's Office at 934-8222 or email [registrar@uab.edu](mailto:registrar@uab.edu) or stop by the Registrar's office at 1605 11th Avenue South.

### **Late Registration (Add/Drop Classes)**

Starting with the first day of regular classes, a late registration fee will be charged. If you begin registration during the late registration period, additional steps are necessary.

## **SCHOLARSHIPS AND LOANS**

All students enrolled at UAB are eligible to apply for financial aid. To be considered, a completed application must be on file at least 45 days before the beginning of the term in which financial assistance is requested. More information is available by contacting UAB Office of Financial Aid office, Lister Hill Library, Room G40, 1700 University Boulevard, (205) 934-8223.

Students should note that scholarships and loans do not change the total amount of money students are eligible to receive. Loan and scholarship money simply exchanges unsubsidized money (loans) for subsidized money (scholarship or free money), thus reducing how much money students have to pay back following completion of their education.

### **Federal Scholarships and Loans**

Some of the educational loans and grants available from the federal government can be found on this website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

Please consult the UAB Financial Aid Office website for more information regarding student loans: <http://www.uab.edu/handbook/student-services/c-financialaid>

### **Academic Common Market**

The Academic Common Market is an interstate agreement among selected southern states for sharing academic programs at both the baccalaureate and graduate levels. Participating states are able to make arrangements for their residents who qualify for admission to enroll in specific programs in other states on an in-state tuition basis. Contact your state coordinator for more information: [www.sreb.org](http://www.sreb.org).