

2025 - 2026 Student Handbook

Department of Clinical and Diagnostic Sciences
Graduate Certificate in Biotechnology Regulatory Affairs



UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES
BIOTECHNOLOGY REGULATORY AFFAIRS CERTIFICATE
2025-2026 ACADEMIC HANDBOOK

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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions!

We are one of the six schools comprising the renowned UAB Academic Health Center. We offer more than 30 programs and 40 offerings at the certificate, baccalaureate, master's, and doctoral levels. And we are home to nearly 3,000 undergraduate and graduate students.

I encourage you to take advantage of all our vast resources, state-of-the-art facilities and research opportunities during your academic and clinical education. Also, please make the most of your access to the world-class faculty who are here to teach and support your journey.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations upon graduation. Graduating from the School of Health Professions means you will be well prepared to make a difference in your community.

I look forward to seeing you grow in your respective fields and watching you become the leader we know you can be.



Andrew J. Butler, PhD, FAPTA

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

The UAB School of Health Professions (SHP) is one of the largest academic institutions of its type in the United States. What began in the 1950s as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic and research excellence.

Today, we have five academic departments – Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy – that are housed in four buildings: Susan Mott Webb Nutrition Sciences (WEBB), Learning Resource Center (LRC), the School of Health Professions (SHPB), and the Center for Biophysical Sciences and Engineering (CBSE).

We are proud of many accomplishments including:

- *U.S. News & World Report* ranks all eligible SHP programs in the nation's top 25.
- Research funding is at an all-time high of \$26+ million and growing.
- Nearly 10 of our programs you will only find in Alabama at UAB.
- Our school has never been stronger or better positioned as a national leader in health professions education. And this status will only grow stronger as we continue to welcome students like you.

DISCLAIMER

This Handbook is an overview of general academic regulations specific to SOHP programs at UAB. Although UAB will make its best efforts to abide by this handbook, UAB reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the program. UAB also reserves the right to address issues not covered in this handbook and to make changes to the policy without advance notice. Changes become effective at the time the proper authorities determine so and the changes apply to both prospective students and those already enrolled. Please refer to our website for the most up-to-date version.

All students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at UAB and the specific academic requirements of their particular degree program. This Handbook is not intended to nor does it contain all policies or regulations applicable to students. Each student is responsible for familiarizing him/herself with the contents of this Handbook. Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

This Handbook does not constitute a contract and may not be deemed or construed as part of any contract between UAB and any student or student representative.

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](#).

ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Professions, the AIC is the Associate Dean for Academic and Faculty Affairs, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: [Academic Integrity Code](#).

ADVISING

Undergraduate student advising is provided through advisors assigned to each program as well as through the Office of Student Services. Advisor and recruiter contact information can be found on the [Office of Student Services Website](#). Graduate student advising is provided through the SHP graduate programs.

AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serve as liaisons between the department and university-wide student organizations, and serve as a student voice in school and university committees. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives. Learn more about the SHP Ambassadors [HERE](#).

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 Website: https://uabprod.service-now.com/service_portal

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 attendance policy is as 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 a reasonable 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.
- Absences due to religious observances provided that students give faculty written notice prior to the drop/add deadline of the term.

In these instances, instructors must give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope, and format of the original. Options may include making up exams or other assignments, rescheduling student classroom presentations, or arranging for early or late submission of written assignments. The course make-up policy should be included in the syllabus.

BLAZERID / BLAZERNET / EMAIL

BlazerID: All students receive a unique identifier, the BlazerID, established at: 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 then choose UAB Quicklinks.

Email: uab.edu 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. The UAB email is the official communication medium for courses, news, information, and announcements. Students should not forward their UAB account to a personal email account. UAB is not responsible for information not received by the student due to the ‘redirecting’ of a UAB account to another email server.

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/.

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, Hill Student Center, Birmingham, AL. 35233

Hours: M – F 8:00am – 5:00pm | Sat 10:00am – 2:00pm | Sun Closed

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

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 for 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.

CAMPUS MAP

UAB's campus map can be found at the following: www.uab.edu/map/

CAMPUS SAFETY

Campus safety procedures and resources can be accessed at <https://www.uab.edu/students/home/safety>.

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. Students should monitor their course sites routinely for communication from faculty and to manage course assignments.

CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can link to the Undergraduate or Graduate catalog at www.uab.edu/catalog.

COMMUNITY STANDARDS AND ACCOUNTABILITY

[Community Standards and Accountability](#) 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. More information can be found here: [UAB Student Advocacy, Rights & Conduct](#). The UAB student conduct code may be accessed online: [UAB Student Conduct Code](#).

COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located in the Student Health and Wellness Center at 1714 9th Avenue South (3rd Floor), Birmingham, AL. 35233. For more information, call (205) 934-5816 or <https://www.uab.edu/students/counseling/>.

DISABILITY SUPPORT SERVICES (DSS)

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty, and staff. If you have a disability but have not contacted Disability Support Services, please call (205) 934-4205 or visit [Disability Support Services](#).

If you are a student registered with Disability Support Services, it is your responsibility to contact the course instructor to discuss the accommodations that may be necessary in each course. Students with disabilities must be registered with DSS and provide an accommodation request letter before receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.

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: (205) 934-3535 | (205) 934-HELP (4357) | (205) 934-4434

Emergencies affecting campus are communicated via the following:

- UAB Severe Weather & Emergency Hotline: (205) 934-2165
- University home web page: www.uab.edu
- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

UAB EQUAL EMPLOYMENT/EQUAL EDUCATIONAL OPPORTUNITY STATEMENT:

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnicity, national origin, sex (including pregnancy), genetic information, age, disability, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix

FERPA TRAINING

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 site: FERPA. If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu. All SHP students are required to complete FERPA Training.

FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. If you have general questions, you can call the Office of Student Financial Aid at (205) 934-8223 or send an email to finaid@uab.edu. For additional financial aid information: [Cost & Aid](#).

FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. For additional information about meal plans and campus dining facilities: [Student 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 [Graduate School](#). Policies and Procedures for the Graduate School can be located in the [Graduate School Catalog](#).

GRADUATION

All students must complete an application for degree six months prior to graduating and no later than the deadline in the academic calendar. The University holds commencement every semester. Check the commencement website for the most current information: [UAB Commencement](#).

HEALTH INSURANCE

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student

Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: [Student Health Insurance Waivers](#).

HIPAA TRAINING

The Health Insurance Portability and Accountability Act (HIPAA) 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 [online learning](#). Compliance with the training requirement is monitored monthly.

HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the Alpha Eta Honor 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.

IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty, and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, must provide proof of immunization against certain diseases: [Student Immunizations](#) unless they have an approved medical or religious exemption.

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](#).

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 are available at: [University Policies on Patents, Copyright, and Intellectual Property](#).

LACTATION CENTERS

The University has provided several lactation centers for students, faculty, and staff across the campus. [Center locations](#). The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Blvd, Room 219A, Birmingham, AL 35233. Lactating students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

LIBRARIES AND LEARNING RESOURCE CENTER

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

SHP 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.

Location: 1714 9th Avenue South (2nd Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: shplrc@uab.edu

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 Blvd. Birmingham, AL. 35233

Website: <https://library.uab.edu/locations/lister-hill>

Phone: (205) 975-4821

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: 917 13th Street South, Birmingham, AL. 35233

Website: <https://library.uab.edu/locations/sterne>

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

UAB STUDENT CONDUCT CODE

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an

individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

[Undergraduate Non-Academic Policies](#)

[Graduate Non-Academic Policies](#)

ONE STOP STUDENT SERVICES

The mission of the One Stop is to provide a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics. One Stop is located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. You may contact the [One Stop](#) office by phone or email at (205) 934-4300; (855) UAB-1STP [(855) 822-1787]; onestop@uab.edu.

PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South, Birmingham AL. 35294. The office is open Monday – Friday from 7:30am – 5:00pm. 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. For additional information: [UAB Student Parking](#).

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 Academic Integrity Policy). 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 35233, 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.

SCHOOL OF HEALTH PROFESSIONS AWARDS

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

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of their academic and non-academic achievements.
- 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.

- 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.
- 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.

A call for nominations will be sent to program directors each year. Please refer to the program section of this handbook for awards available to students in individual programs.

SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and selects awardees. Please go to [this website](#) for a list of scholarships and instructions for application.

Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please refer to the program section of this handbook for more information.

SCHOOL OF HEALTH PROFESSIONS SHARED VALUES

Collaboration | Compassion & Caring | Excellence & Achievement | Integrity | Respect | Service | Social Responsibility | Stewardship

The School of Health Professions is a tight-knit community that is connected from students to staff to faculty to alumni. We are dedicated to serving all from campus to community and beyond. And we are a knowledge-driven mass that is committed to classrooms, laboratories, clinics and more.

SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. For more information: [UAB Social Media Guidelines](#). The school’s official sites are the following:

- X: https://x.com/uab_shp
- Facebook: <https://facebook.com/uabshp>
- YouTube: <https://youtube.com/uabshp>
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](#)
- Instagram: https://instagram.com/uab_shp
http://instagram.com/uab_shp

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services (SHS) located at 1714 9th Avenue South (3rd Floor), Birmingham, AL. 35233. The clinic is open from 8:00am – 5:00pm Monday – Thursday; 9:00am – 5:00pm Friday. They are closed for lunch

between 12:00pm – 1:00 pm weekdays. For more information: [Student Health Services](#). Appointments may be scheduled by calling (205) 934-3580.

TITLE IX

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit the UAB Title IX webpage: <https://www.uab.edu/titleix/>.

TUITION AND FEES

Tuition and fees for the University are published annually under the “Students” tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. For more information: [Tuition & Fees](#).

Payment deadlines for each semester are published on the official academic calendar. 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. For more information: [Emergency Management](#).

Other information sources include:

- [B-ALERT System](#) (contact information must be setup and current)
- UAB Severe Weather & Emergency Hotline: (205) 934-2165

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 of Health Professions are full-time and the curricula specifically sequenced. Withdrawal from a course may risk you having to wait to register for the class again. 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. For more information: [UAB Add/Drop and Withdrawal Policy](#) including a medical withdrawal policy.

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

DISMISSAL OF STUDENT FOR FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS

[Dismissal of Student and Appeal Process](#)

EMERGENCY PLAN – SHPB/LRC/WEBB

[SHPB/LRC/WEBB Emergency Plan](#)

BACKGROUND CHECK AND DRUG SCREEN POLICY

Students in SHP programs are required to undergo a background check and drug screen using the school's approved vendor, [CastleBranch](#), at the time of program admission, and again, prior to placement in a fieldwork placement (clinical, internship, practicum, residency, etc.). Additional checks/screens may be required by the individual sites therefore, students should work with the program to ensure compliance requirements are met. Instructions for requesting the background check and drug screens are provided to students by their programs. Students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment.

The Office of Academic and Faculty Affairs is responsible for ensuring student compliance throughout the program. Students found to be non-compliant will not be allowed to matriculate in the program (orientation, attend class, fieldwork placement, etc.) until all requirements are met. Program Directors, Fieldwork Coordinators, and students will be notified of non-compliance and a hold will be placed on the students' account.

- Fees for these screenings will be the responsibility of the student.
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should your criminal background check contain issues, or if you fail a drug screen that may prevent you from receiving or sitting for board certification/licensure, a representative from the Office of Academic and Faculty Affairs will contact you. Depending upon the outcome, students will have a registration hold placed on their account until in compliance and this may result in being dismissed from the program. See program's guidelines regarding specific consequences.

Programs requiring a criminal background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

Administration Health Services, PhD
Biomedical Sciences to Biotechnology Fast Track
Biomedical Sciences to Clinical Laboratory Science Fast Track
Biomedical Sciences to Health Physics Fast Track
Biomedical Sciences to Nuclear Medicine & Molecular Imaging Sciences Fast Track

Biomedical and Health Sciences, MS
 Biotechnology, MS
 Biotechnology, PhD
 Dietitian Education Program, Graduate Certificate
 Genetic Counseling, MS
 Health Administration (Residential), MSHA
 Health Care Management to Healthcare Quality and Safety Fast Track
 Health Care Management to Health Informatics Fast Track
 Health Care Management to Occupational Therapy Doctorate Fast Track
 Health Physics, MS
 Medical Laboratory Science, MS
 Nuclear Medicine & Molecular Imaging Sciences, MS
 Nutrition Sciences, MS

- Dietetic Internship Clinical Track
- Dietitian Education Program
- Research Track

 Nutrition Sciences, PhD
 Occupational Therapy, OTD – (entry level)
 Physical Therapy, DPT
 Physician Associate Studies, MSPAS
 Rehabilitation Science, PhD

The following students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment. If a fieldwork placement (clinical, internship, practicum, residency, etc.) is required, students must complete criminal background checks and drug screens prior to the first day of the semester of a fieldwork placement.

Health Care Management, BS
 Biomedical Sciences, BS
 Biobehavioral Nutrition and Wellness, BS
 Disability Studies and Rehabilitation Science, BS

Programs waived from the Criminal Background Check and Drug Screening requirements are the following: *

Applied Mixed Methods Research, Graduate Certificate
 Biotechnology Regulatory Affairs, Graduate Certificate
 Clinical Informatics, Graduate Certificate
 Health Administration (International and Executive tracks), MSHA
 Health Informatics, MSHI
 Healthcare Finance Management, Graduate Certificate
 Healthcare Leadership, DSc
 Healthcare Leadership, Graduate Certificate
 Healthcare Quality and Safety, MS
 Healthcare Quality and Safety, Graduate Certificate
 Health Services Research, MS
 Healthcare Simulation, MS

Healthcare Simulation, Graduate Certificate

Nutrition for Community Health, Graduate Certificate

Nutrition Sciences, MS

- Clinical Track-Prior Learning

- Lifestyle Management and Disease Prevention Track

Low Vision Rehabilitation, Graduate Certificate

Multi-Tiered Approach to Trauma, Graduate Certificate

Occupational Therapy Doctorate (Post Professional)

Physical Therapy Residencies (Neurologic, Orthopedic)

Primary Care Physical Therapy for Underserved Populations, Graduate Certificate

*Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening.



STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

UAB POLICIES

ACADEMIC PROGRESS

[GRADUATE](#)

[UNDERGRADUATE](#)

HEALTH

[IMMUNIZATIONS](#)

[NEEDLE STICKS AND EXPOSURES](#)

EQUAL OPPORTUNITY

[EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

POLICE AND PUBLIC SAFETY

[CAMPUS SAFETY](#)

[FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS](#)

RESEARCH AND SCHOLARLY ACTIVITIES

[ACADEMIC INTEGRITY CODE](#)

[ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES](#)

[PATENT](#)

SUBSTANCE USE/ABUSE

[ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[DRUG FREE CAMPUS](#)

[NON-SMOKING](#)

TECHNOLOGY

[TECHNOLOGY RESOURCES](#)

STUDENT COMPLAINTS

[UAB COMPLAINT POLICY](#)

SECTION 3 – BIOTECHNOLOGY REGULATORY AFFAIRS CERTIFICATE PROGRAM INFORMATION

WELCOME

Welcome to the Biotechnology Regulatory Affairs (RAC) Program. This handbook has been compiled to provide you with information to help you as you progress through the program. Where appropriate, the contact for more detailed information on various subjects has been included. If, however, you desire or need further explanation of any matter, or other types of information, please contact your program manager. The UAB web pages, or links, are included for some of the sections of this handbook, and you are encouraged to review the links for information you may need. The UAB and School of Health Professions (SHP) pages have search engines to allow you to input keywords and find information. Also, the campus directory and calendars are located on the main UAB page under “Quicklinks”: [The University of Alabama at Birmingham | UAB](#).

Refer to the UAB graduate school webpage: <https://www.uab.edu/graduate/> or the Biotechnology RAC webpage: [Biotechnology Regulatory Affairs Certificate - SHP - Department of Clinical And Diagnostic Sciences \(uab.edu\)](#) Students should regularly refer to the web site for their specific program for updates.

ABOUT THE PROGRAM

As the biotechnology industry grows and life science companies mature, there is an increasing demand for a workforce trained in regulatory affairs to ensure that therapeutics, biologics, diagnostics, and medical device products progress successfully through the development, manufacturing, and marketing processes. Currently, there are thousands of ongoing clinical trials of new drugs, with many of them soon to be approved and ready for full-scale production, resulting in an all-time high demand for individuals with regulatory training.

The Biotechnology Regulatory Affairs certificate program is designed to provide students with targeted training and education in:

- The philosophies and roles of the domestic and international regulatory agencies that oversee drug, biologic, device, and diagnostics development.
- The laws that govern the development, manufacturing, and commercial distribution of drugs, biologics, and medical devices.
- The analysis of how emerging developments and trends are reshaping drug development and medical device regulation.
- The biological processes and laboratory techniques utilized for the discovery, development, and evaluation of therapeutic drugs.
- Major concepts under which clinical trials are designed and run.
- The roles of the U.S. Food and Drug Administration (FDA), Institutional Review Boards (IRB), the Code of Federal Regulations, and ethical principles.
- The complexities of clinical trial initiation and the issues of site and data management.

PROGRAM MISSION STATEMENT

The mission of the Biotechnology Regulatory Affairs Certificate program is to provide a quality education to prepare a diverse student body for careers in various fields involving regulatory affairs and its related disciplines. The program is designed to provide students with broad training and education in:

- Basic core concepts for a professional career in a wide range of research fields such as clinical research, quality assurance, and the development of biologics, drugs, and medical devices.
- Review of scientific concepts related to the design, implementation, management, and analyses of clinical trials.
- Regulatory affairs concepts related to ethical standards, principals of communication/teamwork, and human subject protection.

FACULTY AND STAFF

Information about the program Faculty and Staff for the Department of Clinical and Diagnostic Sciences can be found at this [website](#).

GOALS AND OBJECTIVES

The Biotechnology RAC program is designed to prepare a diverse student body for careers in various fields related to drug/medical device development, clinical trial management/operation, and human subject/regulatory safety. The following is a sample of the concepts and areas of study:

- Major concepts on how clinical trials are designed and run.
- Philosophies and roles that oversee drug, biologic, medical device, and diagnostics development.
- Roles of the U.S. Food and Drug Administration (FDA).
- Laws that govern the development, manufacturing, and commercial distribution of drugs, biologics, medical devices, and diagnostics.
- Biological processes and laboratory techniques utilized for the discovery, development, and evaluation of therapeutic drugs.

More specifically, students who complete this program are expected to demonstrate attributes desirable of biotechnology professionals such as:

1. Dependability

- a. Demonstrate integrity, honesty, and conscientiousness in work.
- b. Accept responsibility for one's own actions.
- c. Organize and complete work on schedule without sacrificing accuracy and reliability.
- d. Follow established policies and procedures.
- e. Punctuality.

- f. Submission of coursework by stated deadline.
- 2. Stability**
 - a. Work effectively under conditions of stress and/or change.
 - b. Maintain a professional demeanor under adverse conditions.
- 3. Ability to interact effectively with others**
 - a. Influence and contribute to a pleasant work environment.
 - b. Communicate with others in a professional and courteous manner.
 - c. Contribute willingly to the accomplishment of group endeavors.
- 4. Professionalism**
 - a. Maintain a neat, clean personal appearance complying with existing dress codes (see page 41).
 - b. Show initiative and interest to improve technical skills and expand knowledge.
 - c. Investigate appropriate sources (literature and professional) for technical and professional information.
 - d. Maintain confidentiality of patient and laboratory data.

The objectives below will be addressed within the Biotechnology RAC courses:

- 1. Develop a general understanding of regulatory requirements and health & safety management topics governing biotechnology:**
 - a. Describe the purpose of UAB and external agencies concerning safety and biosafety guidelines, standards, laws, and regulations that recommend and/or mandate compliance with established standards of practice.
 - b. Describe implications for non-compliance with health and safety management practices.
 - c. Describe federal and state regulatory statutes for the development, approval, and commercialization of drugs, biologics, and medical devices.
- 2. Develop the abilities of critical thinking, innovation, and problem solving:**
 - a. Demonstrate how to identify a specific problem.
 - b. Use scientific knowledge to propose a solution to the problem.
 - c. Develop the solution to the problem in the form of a technology.

CURRICULUM

The Biotechnology RAC curriculum is outlined below. Students must successfully complete all classes to complete the certificate program. Please note all RAC classes are offered online.

It is the student's responsibility to correctly register for all classes before the add/drop deadline as stated on UAB's Academic Calendar. Failure to do so may affect the student's ability to complete the RAC in a timely manner. UAB's Academic Calendar can be located: [Current Academic Calendar - Students - Academics \(uab.edu\)](#)

CURRICULUM COURSES FOR BIOTECHNOLOGY REGULATORY AFFAIRS CERTIFICATE

BTR 605	Biotechnology Regulatory & Quality Systems	3
BTR 615	Applications of Biological Processes in Drug Development	3
BTR 620	Food and Drug Law	3
BTR 640	Clinical Development of Drugs, Biologics, Diagnostics, and Medical Devices	3
BTR 690	Clinical Trial Implementation	3

BIOTECHNOLOGY REGULATORY AFFAIRS CERTIFICATE COMPLETION CHECKLIST

COURSE	TITLE	CR HRS	GRADE	COMMENT
BTR 605	Biotechnology Regulatory & Quality Systems	3		Offered Only in Fall
BTR 615	Applications of Biological Processes in Drug Development	3		Offered every term
BTR 620	Food and Drug Law	3		Offered every term
BTR 640	Clinical Development of Drugs, Biologics, Diagnostics, & Medical Devices	3		Offered every term
BTR 690	Clinical Trial Implementation	3		Offered every term

EXPECTED STUDENT BEHAVIOR

Students are expected to demonstrate interest and ability for professional education, as well as mature professional behavior. Acceptable behavior includes, but is not limited to, the following:

1. Integrity in all program assignments.

- Refrain from giving or receiving unauthorized aid in examinations or other assigned work. This includes talking during exams, quizzes, etc.
- Treat knowledge concerning patients and official documents as confidential (comply with HIPAA).

- Refrain from plagiarism and falsification of student laboratory results, patient reports, official documents, classroom assignments, and attendance records.
- 2. Dependability in program assignments.**
- Carry out assignments as scheduled and complete them on time.
 - Record and/or report data in an accurate and orderly fashion.
 - Make up, if permissible, course work and assignments missed during excused absence.
- 3. Responsibility for own actions (As necessitated when attending campus events/activities):**
- Accept constructive criticism and use it to improve performance.
 - Refrain from personal habits that distract or disrupt the event (e.g., excessive talking, profanity, chewing gum or tobacco, eating and drinking).
 - Maintain a neat, clean personal appearance complying with existing dress codes (see page 41).
 - Comply with established safety standards.
 - Refrain from any behavior or action that jeopardizes the welfare of fellow students, faculty, staff, and others.
 - Keep the area clean and orderly.
 - Refrain from activities which potentially damage equipment, supplies, and/or private and public property.
- 4. Stability**
- Refrain from the use of alcoholic beverages or illegal drugs at required school activities and during all courses/internships.
 - Adjust to changes such as workflow and procedures without sacrificing accuracy and reliability in clinical assignments.

Students are also expected to report violations of “Expected Student Behaviors”, or any other instances of unethical conduct in any case to the faculty or other appropriate authorities.

ESSENTIAL REQUIREMENTS

In order to successfully complete the Biotechnology RAC, students must complete the designated academic requirements. In addition to the academic requirements, students must also meet the essential requirements.

The essential requirements are the “physical abilities, mental abilities, skills, attitudes, and behaviors a student must show or perform at each stage of their education.”¹ The absence of an essential requirement would fundamentally alter the program’s goals. The essential requirements include functions in the following:

COMMUNICATION

The student must be able to:

1. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
2. Follow verbal and written instructions to correctly perform test procedures.
3. Communicate with faculty members, fellow students, staff, other health care professionals, and business executives verbally and in a recorded format (writing, typing, graphics, or telecommunication).
4. Prepare scientific manuscripts, scientific posters, grant and business proposals, laboratory reports, and take examinations within specified times.

INTELLECT

The student must:

1. Possess the following intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
2. Be able to exercise sufficient judgment to recognize and correct performance deviations.

BEHAVIOR

The student must:

1. Be able to manage the use of time and be able to systematize actions to complete professional and technical tasks within faculty-defined time limits.
2. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
3. Be able to provide professional and technical services while experiencing the stresses of task related uncertainty (experimental failures, lack of enthusiasm about a current discovery, disagreements over data interpretations), emergent demands, and a distracting environment.
4. Be flexible and creative and adapt to professional and technical change.
5. Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize risk of injury to patients, self, and nearby individuals.
6. Adapt to working with unpleasant biologicals.
7. Support and promote the activities of fellow students and of healthcare/life science professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
8. Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

¹Essex-Sorlie D. The Americans with Disabilities Act: I. History, Summary, and Key Components. Acad Med 69; 1994: 519-524.

GRADING INFORMATION

GRADES

Final grades and credits for each student are recorded and preserved as a permanent record at UAB.

The final grades for academic courses are compiled and proportioned to develop a final course grade. At the beginning of each semester, the course instructor will provide students with a course syllabus which will include the system of proportioning scores used to develop the course grade. Minimum performance criteria designated by the course instructor must be achieved by the student. These criteria indicate the level of competency of the individual student.

Grades are awarded according to the level of the student's achievement in each course. The grades for academic courses are indicated by letters:

- A = Excellent
- B = Above Average
- C = Average
- F = Failure
- P = Pass
- W = Withdrawal: A notation (not a grade) assigned by the Registrar and reflects an administrative action initiated by the student in accordance with UAB regulations.
- I* = Incomplete: A temporary notation assigned a student who has not completed course requirements
- N = No Grade Submitted: A temporary notation made by the Registrar if the course instructor does not assign a grade prior to issuing of grade reports or when the course is designated to extend beyond a single term.

*Such a notation is the prerogative of the instructor and is normally assigned only if the student's circumstances are extenuating and if there is reasonable expectation that the course requirements can be satisfactorily completed by the end of the following term. The notation of "I" will convert to an "F" unless an extension is requested specifying the date the student will complete the course requirements.

INCOMPLETES

- The temporary notation of "I" (incomplete) may be reported at the discretion of the course director to indicate that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all course requirements.

- An incomplete is never given to enable a student to raise a deficient grade. This notation should not be used unless there is reasonable certainty that the requirements will be completed during the following semester because, at the end of the next semester, the incomplete automatically changes to an F if it has not been replaced with a letter grade.
- In highly unusual circumstances, a student may request an extension of time to complete the requirements. This request must be submitted in writing in advance of the time when the grade automatically changes to an F because the approval of the instructor, program director, and the Graduate School are all required.
- A student cannot complete the program with an I or N grade designation on their record.
- The policy can be viewed at the following website: [Academic Progress < Catalog | The University of Alabama at Birmingham \(uab.edu\)](https://uab.edu/academic-progress)

Assignment of grades in the curriculum is the responsibility of the individual course director, and review of the grade can be requested according to the process outlined by the Graduate School under “Student Complaints>Academic Matters”: [Academic Progress < Catalog | The University of Alabama at Birmingham \(uab.edu\)](https://uab.edu/academic-progress)

GPA

The student’s grade point average (GPA) is calculated by dividing the total quality points earned by the semester hours attempted. Semester hours attempted is defined as the total semester hours for any course in which the student was registered on a regular basis and receives an A, B, C, D, F, or WF.

Quality points are awarded as follows:

Quality Points	Letter Grade
4	A
3	B
2	C
None	D, F, P, NP, F or W

GOOD ACADEMIC STANDING

In order to remain enrolled in the program, a student must maintain a grade point average of at least 3.0 (B average) and earn at least as many hours of P grades as the total of NP and WF grades combined to be in good academic standing as defined by the Graduate School.

A graduate student who, at the end of any semester, fails to meet the criteria to maintain good academic standing will be placed on academic probation. If approved by the Program Director, students on academic probation must re-establish good academic standing within the next two semesters during

which they are enrolled at UAB. Failure to reestablish good academic standing at the end of their second term of enrollment while on academic probation will result in academic dismissal from the UAB Graduate School.

Students admitted into the Biotechnology RAC Program on contingency must maintain a grade point average of at least 3.0 (B average) and meet all requirements outlined in their acceptance letter to remain in the program.

ACADEMIC POLICIES

ACADEMIC INTEGRITY CODE

All students are required to complete the Academic Integrity Code (AIC) course in Canvas. Once admitted to UAB and registered for classes, students will be enrolled in the AIC Canvas course. The title of the course will include the enrollment term and “UAB Academic Integrity Code”. To access the UAB Academic Integrity Code course in Canvas, students must use their BlazerID and password to login to [Canvas](#) and locate the course on the Canvas dashboard. When students can’t see the course in Canvas, they should work through [these possible solutions](#).

The deadline for completing the Academic Integrity Code course varies each semester, and the completion date will be communicated via an announcement in Canvas. Completion of the Academic Integrity Code Canvas course is required, and failure to meet the deadline will automatically result in a registration hold (coded AI) preventing students from registering for classes for the subsequent semesters. To resolve the Academic Integrity Code hold, please contact [UAB One Stop](#). Questions regarding the UAB Academic Integrity Code should be directed to the [Academic Integrity Code Coordinator](#).

ACADEMIC MISCONDUCT

Academic conduct generally concerns the behaviors and actions of students in the teaching/learning environment, whether on campus or at another location sponsoring a learning activity. When behaviors and actions of students are deemed unethical or inappropriate, the term academic misconduct may be applied. Examples of Academic Misconduct include, but are not limited to, cheating, facilitating cheating, fabrication, misrepresentation, plagiarism, self-plagiarism, etc. The Biotechnology RAC Program follows and abides by the UAB School of Health Professions and UAB policies regarding Academic Misconduct as outlined by the [UAB Academic Integrity Code](#). The policy can be reviewed using the following website: [Academic Progress < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#)

COMPLETION REQUIREMENTS

Completion of the Biotechnology RAC Program requires the following:

- a. Completion of all courses in the curriculum with a grade of “C” or better.
- b. Achieving an overall GPA of 3.0 or better.

- c. Demonstration of an acceptable level of professionalism throughout matriculation.
- d. Completion of all financial and administrative obligations as specified by the University of Alabama at Birmingham.

PROBATION/DISMISSAL

- a. Students who are accepted to the program with contingencies must demonstrate their ability to perform at or above the level detailed in their acceptance letter required for acceptance and graduation by establishing good academic standing at the end of their first term. Students who do not establish this level of performance may be dismissed from the program.
- b. A student who receives a grade of F in a required course may be required to meet with the Program Manager II to discuss their standing in the program. The meeting will be documented, and a note will be placed in the student's file.
- c. A student who receives a grade of F in more than one (1) required Biotechnology program course may be immediately dismissed from the program.
- d. Students admitted in good academic standing who fail to obtain a minimum 3.0 GPA during any semester will be placed on graduate probation by the UAB Graduate School. Students placed on graduate probation 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, the UAB Graduate School, and by extension, the Biotechnology Program. The policy can be reviewed by visiting the following link: [Academic Progress < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#)
- e. A student may be granted a maximum of one additional consecutive year to complete all program requirements and achieve a minimum cumulative GPA of 3.0, but he/she must acquire approval from the Program Director and the Dean of the Graduate School.
- f. If a student is dismissed from the program, the process outlined in this handbook under **Dismissal of Student for Failure to Make Satisfactory Academic Progress** will be followed.
- g. Students dismissed from the program can appeal the decision by following the process outlined in the section of this handbook titled **Dismissal of Student for Failure to Make Satisfactory Academic Progress**.
- h. Students dismissed from the program may have the opportunity to be readmitted to the program at the discretion of the Program Director. Students that wish to be readmitted must make an appointment to meet with the Program Director to discuss the path and expectations required to complete the program. Re-entry into the BT program is NOT guaranteed.

WITHDRAWAL

- a. A student who wishes to withdraw from one or more courses, but not the entire semester, should meet with the Program Manager II before withdrawal to discuss. Withdrawing from any course may delay the student's progression through the program and/or ability to complete the program on time.
- b. A student who wishes to voluntarily withdraw from the Biotechnology Program must have approval by the Program Director before the withdrawal is officially made. The student must submit a written statement, in the form of an official business letter, of their intent to withdraw from the program including the effective date of the withdrawal and must schedule a face-to-

face, or phone meeting, with the Program Director to discuss the withdrawal. Once approved by the Program Director the official UAB withdrawal is made by the student through the UAB One Stop Student services.

- a. Students should refer to the Institutional Refund Policy for refunds on tuition and fees. The institutional refund policy may be found at the following website:
secure2.compliancebridge.com/uab/portal/getdoc.php?file=303
- b. Those who withdraw for medical reasons may appeal to the Provost to grant an exception to the refund policy.
- c. More details regarding the exceptions may be found at the following website:
secure2.compliancebridge.com/uab/portal/getdoc.php?file=94
- c. Students who voluntarily withdraw from the program for any reason may only be considered for reenrollment if they departed in good academic standing.
- d. NOTE: The failure to attend a class does not constitute a formal withdrawal.

OPERATIONAL POLICIES

ATTENDANCE

UAB's Academic Calendar outlines important dates as they pertain to academic operations including, but not limited to, the following: Payment deadlines, first day of classes, last day of classes, university breaks and holidays, withdrawal deadlines, etc. To review the Academic Calendar for the term, visit the following website: [Current Academic Calendar - Students - Academics \(uab.edu\)](https://uab.edu/academic-calendar)

In regard to the Academic Calendar, please note the following:

- a. It is the student's responsibility to review the calendar and act accordingly.
- b. Students are expected to attend classes and meet academic commitments from the first day of class through the last day of final exams as stated on UAB's Academic Calendar.
- c. If extenuating circumstances, such as illness, make absence from class unavoidable, the student is responsible for communicating with the course director in a timely manner.
- d. If a student is not present in class, it will be considered an unexcused absence unless it meets the criteria for an excused absence and the student provides documentation.
 - a. Please refer to the [UAB Undergraduate Catalog Attendance and Excused Absence Policy](#) for examples of excused absences.
 - b. Students must provide documentation for an absence to be considered excused. Otherwise, it will be recorded as unexcused.
 - i. Examples of acceptable documentation include: A doctor's note for illness or medical appointments; A court summons or legal notice
 - ii. Additional documentation may be considered on a case-by-case basis, particularly in instances of extenuating circumstances such as bereavement or emergencies. It is the student's responsibility to communicate with the course director in a timely manner.
- e. The course director is not obligated to allow a student to make up any work missed as a result of an unexcused absence.

- f. Unless it is the result of circumstances outside the student's control (i.e. flights cancelled by the airline, documented illness, etc.), arriving to campus after the designated start date does not constitute an excused absence.

At the beginning of each term, class schedules will be posted on Canvas and in syllabi indicating dates, times, location, lecture topics, laboratory sessions, examinations, assignments, etc. The class schedules are subject to change, as circumstances require. The students will be informed of any necessary schedule changes as soon as possible.

DRESS CODE

- a. Clothing should be clean, neat, in good repair, and appropriate for academic activities.
- b. When at internship sites, clinic sites, or research labs, students are required to adhere to the attire guidelines for that facility.

LETTERS OF RECOMMENDATION/REFERENCES

- a. Students must complete at least one semester in the BT Program and be in good standing to receive a letter of recommendation and/or reference from a member of faculty or staff.
- b. Students must ask BT Faculty if they are willing to write a letter of recommendation (LOR) or provide a reference prior to submitting their names to the requesting body.
- c. Students should request a letter of recommendation 1-2 months before the deadline to submit.
- d. Failure to ask may result in the decline of the LOR or reference.
- e. The request must also include the completed letter of recommendation template, how many letters are required, who they are going to, and when they are due. This applies to all forms of references (job, graduate school, medical school, award, etc.).
- f. Students should remind the faculty or staff member as the deadlines approach.
- g. Faculty and staff members are not required to provide LORs.

PROFESSIONAL CONDUCT

Professional behaviors and attitudes are essential components on UAB's Biotechnology Program. In preparation for professional pursuits, students are expected to meet the following professionalism standards set forth by the program:

- a. Attend Class.
- b. Be on-time for all commitments (class, appointments, internship shifts, etc.).
- c. Thoughtfully complete and submit all assignments by the designated due date.
- d. Use proper grammar in written and oral assignments.
- e. Use proper grammar and email etiquette in all emails to faculty, staff, classmates, etc. Do not use "text speak."
- f. Present an appearance that reflects a professional image as defined in the BT Dress Code.
- g. Be courteous in the use of electronic devices: pagers, cell phones, tablets, laptops. Devices should be on silent/vibrate when in lecture, lab, and internships.
- h. Treat individuals with respect. Comply with applicable laws, regulations, and policies.
- i. Profanity is not allowed at any time.
- j. Use confidential information responsibly and do not violate applicable laws.

- k. Acknowledge and appropriately manage conflicts of interest.
- l. Conduct and present oneself 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.

SUPPLIES

Students are expected to supply their own:

- a. Notepaper
- b. Pens & pencils
- c. Students are expected to have access to a computer (either personal, or in the LRC or Lister Library.) Computer applications are essential for completion of course requirements and the projects in courses.

GRADUATE STUDENT POLICIES

Information on Graduate School Policies and Procedures may be found online at: [2025-2026 Catalog of Graduate Programs < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#)

Graduate School policies and procedures are developed to ensure that high standards for graduate study are maintained at UAB. These policies and procedures are the joint responsibility of the Graduate Council and the Graduate School Dean. The Graduate Council, through consultation with the dean, is responsible for developing academic requirements and describing these requirements through appropriate policies. The dean, through consultation with the Graduate Council or the Advisory Committee of the Graduate Council, is responsible for developing procedures that effectively enforce academic requirements and implement policies.

The Graduate Council, through its Advisory Committee, will review academic requirements, policies, procedures, and Graduate School activities annually and recommend appropriate changes. Changes in academic requirements and related policies will require a majority vote of the Graduate Council. A change in composition or responsibility of the Graduate Council will require a two-thirds majority vote of the Graduate Council.

For all other information go to the Graduate School Student Information webpage for information on Academic Policies and Progress, Registration, Financial, Commencement, other Academic Programs and Career Development.

[Current Students - Graduate School \(uab.edu\)](#)

APPLICATION FOR DEGREE & CERTIFICATE

All students MUST apply for their degrees and/or certificates at least three months prior to their anticipated graduation date.

Students can access the Application for Graduate Degree/Certificate online through [BlazerNET](#) by clicking **Links/Forms** and selecting **Apply for Graduate Degree/Certificate**. The application must be submitted by the deadline date listed on the Graduate School website. Upon submission of the application for degree/certificate, a fee will be assessed to your student account. This fee covers the verification of your curriculum requirements and your diploma (if earning a graduate degree) and will only be assessed the first time you apply to graduate. The fee for graduate degrees is \$60 and the fee for graduate certificates is \$20.

Additional information is available at the [Graduate School website](#).

GRADUATE SCHOOL HANDBOOK

For more information on Graduate School policies refer to the UAB Graduate school handbook:

<http://catalog.uab.edu/student-handbook/>

COMPUTER REQUIREMENTS

CANVAS COMPUTER REQUIREMENTS

To successfully complete the requirements of the Biotechnology RAC program, students must be able to navigate Canvas, UAB's Learning Management System. Biotechnology professors will post the following information to Canvas: Syllabi, updates, instructions, PowerPoints, recorded lectures, etc. It is the student's responsibility to regularly check Canvas and use resources accordingly. For information on how to navigate Canvas, use the following link: [Canvas - eLearning \(uab.edu\)](#)

UAB uses Canvas, a learning management system, to deliver its online courses. Below you will find important information regarding accessing and navigating Canvas:

NOTE: Additional technical requirements may be required for some courses.

What are the basic computer specifications for Canvas?

Click the link to access a list of basic computer system requirements to use Canvas. It is always recommended to use the most up-to-date versions and reliable internet connections. Canvas will still run with the minimum specifications, but you may experience slower loading times. [Find out more about Computer Specifications.](#)

Which browsers support Canvas?

Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas supports the last two versions of every browser release. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in. [Find out more about Supported Browsers.](#)

Required Components:

- **Java:** The Java plug-in is required for screen sharing in Conferences. Please note: Some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas. [Verify Java and Find Out-of-Date Versions.](#)
- **Adobe Reader:** Adobe Reader software is the free global standard for reliably viewing, printing, and commenting on PDF files. It's the only PDF file viewer that can open and interact with all types of PDF content, including forms and multimedia. [Go to the Free Reader Download.](#)

Tips

- Adjust Canvas settings so Canvas announcements are sent directly to UAB email.
- Check Canvas regularly and thoroughly.
- DO NOT just rely on the "To Do List" function. Check every tab regularly for updates and important information.

Technical requirements

Taking an online class or using Canvas as part of an in-person class requires some technical skills and certain hardware, software, and other resources.

Basic software/hardware

Students will need to have access to the following:

- Computer
- Webcam and microphone
- Speakers
- Reliable internet connection

Basic technical skills

Online courses are designed to be accessible and easy to participate in, but do require students to be able to:

- Use a keyboard and mouse.
- Save, open, and edit various file types.
- Open, send, and reply to email communications.
- Include and open attachments in email messages.
- Upload and download files to and from your computer and the internet.
- Navigate the Internet.
- Navigate the UAB Canvas course platform.
- Obtain and navigate software to open PDF files.
- Download and utilize software and/or plug-ins required by the course instructor(s).

Internet connection

A high-speed internet connection with speeds of 1.5 mbps or higher is recommended for online courses. A high-speed internet connection ensures that you can access all the course materials and resources, particularly large file sizes as with streaming video. However, technologies used in individual courses vary. See the course syllabus for additional technical requirements.

- What does **Internet Speed** mean?

- Some online courses use videos. Viewing is only possible if a certain amount of data is transferred to your computer in a timely manner.
 - The speed that the data can be sent to you is called your "internet speed". YouTube and most other videos are encoded with at least a 256Kbps (kilobits per second) rate/speed.
- Approximate speeds of the common types of Internet Service Providers:
 - Dial-up internet - 56 bps (from phone company)
 - DSL internet - 768 kbps+ (from phone company)
 - Cable internet - 1,000-10,000+ kbps (from cable company)
 - Dial-up connections cannot retrieve the data fast enough causing video to frequently pause to let more data arrive. DSL and Cable connections are more than adequate to watch most online videos.
- How can I determine my current Internet speed?
 - Visit www.bandwidthplace.com.
 - Write down your Download and Upload speeds after you complete the test.
 - This will aid technical support in assisting you with technical issues you may experience.