

# 2025 - 2026 Student Handbook

## Department of Clinical and Diagnostic Sciences MS in Health Physics Program



**UAB SCHOOL OF HEALTH PROFESSIONS**  
**DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES**  
**MASTER OF SCIENCE IN HEALTH PHYSICS**  
**2025-2026 ACADEMIC HANDBOOK**

*Emily Caffrey*

08/21/2025

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Emily Caffrey, PhD, CHP  
Program Director

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Date

*FLOYD Josephat*

08/21/2025

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Floyd Josephat, EdD  
Interim Department Chair

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Date

*Andrew Butler*

Andrew Butler (Aug 21, 2025 11:55:46 CDT)

08/21/2025

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Andrew Butler, PhD  
Dean, School of Health Professions

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Date

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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](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/service\\_portal](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](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)** 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/](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, 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](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/)

## **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](http://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](http://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 9<sup>th</sup> Avenue South (3<sup>rd</sup> 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](http://www.uab.edu)
- Webpage: [www.uab.edu/emergency](http://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](http://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](http://FERPA). If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto: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](mailto: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 9<sup>th</sup> Avenue South (2<sup>nd</sup> Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: [shplrc@uab.edu](mailto: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 13<sup>th</sup> 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](mailto:onestop@uab.edu).

## PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> 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](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](https://instagram.com/uab_shp)  
[http://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 9<sup>th</sup> Avenue South (3<sup>rd</sup> 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

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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

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#### 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

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Go to: [www.castlebranch.com](http://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

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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 – PROGRAM INFORMATION

### WELCOME

Welcome to the University of Alabama at Birmingham's Master of Science (MS) in Health Physics Program. This handbook has been compiled to provide you with an information source for the MS in Health Physics. Where appropriate, the contact for more detailed information on various subjects has also been included. If you desire or need further explanation of any matter, or other types of information, please contact the Assistant Program Director, Dr. Charles Wilson ([cawilso2@uab.edu](mailto:cawilso2@uab.edu)) or the Program Director, Dr. Emily Caffrey ([emilycaf@uab.edu](mailto:emilycaf@uab.edu)). The campus directory and academic calendars are in the quicklinks tab of the main UAB homepage [www.uab.edu](http://www.uab.edu).

### PROGRAM MISSION

To provide a quality educational experience that prepares students to be skilled and certified professionals across all health physics disciplines. UAB Health Physics graduates will contribute to the profession throughout their careers while upholding the highest standards of ethics and integrity both personally and professionally.

### STUDENT OUTCOMES

1. An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to Health Physics.
2. An ability to formulate or design a system, process, procedure, or program to meet desired needs.
3. An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions.
4. An ability to communicate effectively with a range of audiences.
5. An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts.
6. An ability to function effectively in teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.

### EDUCATIONAL OBJECTIVES

- **Professionalism.** To be successful in the professional realm, graduates will employ responsible teamwork, clear communication skills, effective project management capabilities, professional attitudes, and a clear understanding of the ethical issues faced by our profession. Graduates will engage in life-long learning and professional development, as demonstrated by participation in

technical seminars, professional conferences and symposiums, discipline specific trainings, and advancement in the professional certification process.

- **Problem solving.** In their careers, graduates will integrate their technical knowledge, applied skills, and professional judgement to design and evaluate radiological systems considering safety, reliability, security, economics, and societal impact.
- **Community.** Graduates will contribute to the growth of their professional and scientific field, will provide for their own development, and will contribute to the expansion and development of their colleagues. They will do so while engaging the radiation safety community (and beyond) in an inclusive and equitable manner.
- **Breadth.** Graduates will employ their broad technical knowledge in their careers. Graduates will identify, formulate, analyze, and solve radiological problems by applying fundamental and advanced scientific and technical knowledge coupled with applied skills. Breadth also includes a continuing awareness of contemporary issues, influences, and trends needed to understand the impact of radiological issues in global and societal contexts

## ADDITIONAL EXPECTATIONS

- All students are expected to join the Health Physics Society (HPS). The first year is free and \$42 each year after that while you are a student (as of 2025).
- All students are expected to present at the HPS annual meeting (held in July) or similar approved alternative conference. This can be virtual or in person on a case-by-case basis.
- Distance students are required to have brief monthly video conference check-in meetings with each MHP faculty member and their research advisor.
- Supervised practices during the first Summer semester and second Fall semester are a required portion of the program. Every effort is made to accommodate student location requests discussed early, but students may be required to temporarily relocate for this portion of their education.
- All students, online and in person, are required to obtain the background check and drug screening detailed in Section 1 of this handbook, no exceptions.

## FACULTY



**Emily A. Caffrey, PhD, CHP**  
Program Director and Assistant Professor

School of Health Professions  
Department of Clinical and Diagnostic Sciences  
Health Physics Program

1716 9th Avenue  
South Birmingham, AL 35294  
P: 541.250.1975 | [emilycaf@uab.edu](mailto:emilycaf@uab.edu) | SHPB 421



Emily Caffrey is the Program Director and an Assistant Professor for the Health Physics Program. She has a B.S. in Nuclear Engineering and a Ph.D. in Radiation Health Physics and Statistics from Oregon State University. Her technical expertise is in ionizing radiation dosimetry and statistics. She obtained the title of Certified Health Physicist (CHP) from the American Board of Health Physics (ABHP) in 2021.

Emily is a member of the National Council on Radiation Protection and Measurements (NCRP). She is very active in the Health Physics Society (HPS), serving as the Editor in Chief of “[Ask The Experts](#)”, the Society’s most successful public information and outreach endeavor that reaches over 1.5 million individuals annually. Emily also serves as Chair of the HPS Program Committee, which develops and manages the technical program of the Society’s meetings and is a member of the Communications Committee of the American Academy of Health Physics (AAHP). She is a past chair of the HPS’ Public Information Committee.

Emily is a recipient of the HPS Elda E. Anderson award for outstanding early career health physicists. In 2019 she was selected as one of 10 recipients of Oregon State’s Council of Outstanding Early Career Engineers. This award is reserved for Oregon State Alumni who have distinguished themselves through professional practice, service to OSU, the profession, or society at large. In 2024, she served as an American Nuclear Society/American Association for the Advancement of Science Congressional Science and Engineering Fellow under Senator Whitehouse and the Senate Budget Committee. She was named to the American Nuclear Society’s ‘40 Under 40’ inaugural list of talented young professionals who are making great strides in every sector of the industry.



**Charles A. Wilson IV, PhD, CHP, CLSO, CSP**  
Assistant Program Director and Assistant Professor

School of Health Professions  
Department of Clinical and Diagnostic Sciences  
Health Physics Program

1716 9th Avenue  
South Birmingham, AL 35294  
P: 225-329-8278 | [cawilso2@uab.edu](mailto:cawilso2@uab.edu) | SHPB 421

Charles Wilson is the Interim Program Director, Assistant Director and Assist Professor of the Health Physics Program. His research is focused on practical solutions for industry problems regarding radiations safety. He has over fifteen years of experience in Health Physics industry and personally seen the lack of research, personnel, and guidance in the field. He aims to incorporate his passion for the field with his experience studying pedagogy and industry connections to solve the many issues the field is struggling with and assist UAB in becoming the number one Health Physics program in the country.



**Jeff Caudill, MS, MBA, CHP, RRPT, CMLSO**

Assistant Professor

School of Health Professions  
Department of Clinical and Diagnostic Sciences  
Health Physics Program

1716 9th Avenue  
South Birmingham, AL 35294  
P: | [caudillj@uab.edu](mailto:caudillj@uab.edu) | SHPB 421

Professor Caudill is an Assistant Professor at the University of Alabama at Birmingham for the Health Physics Program. He enlisted into the U.S. Navy in 2001 as a submarine nuclear-field Electrician's Mate immediately following high school graduation. During his enlisted time, he served onboard the USS Louisiana Gold (SSBN743) and at Nuclear Field 'A' School as an instructor and enlisted advisor. He later commissioned as a Radiation Health Officer in 2011. During his commissioned service, he was the Assistant Radiation Safety Officer at Naval Hospital Camp Lejeune, a dosimetry analyst onboard the USS George Washington (CVN73), and the Radiation Safety Officer at the U.S. Naval Hospital Yokosuka, Japan. He concluded his military service in 2024 as the Naval Undersea Medical Institute's Training Director. He holds a Master of Science degree in Environmental Engineering (Clemson University, 2017) and a Master of Business Administration degree (Charleston Southern University, 2010). His professional certifications include Certified Health Physicist, Registered Radiation Protection Technologist, Certified Medical Laser Safety Officer, Lean Six Sigma Green Belt, and Japanese Language Proficiency N5.



**Rachel P. Nichols, CHP, ASP**

Credentialed Course Instructor

School of Health Professions  
Department of Clinical and Diagnostic Sciences  
Health Physics Program

[rpnichol@uab.edu](mailto:rpnichol@uab.edu)

Rachel Nichols received a Bachelor of Science in Chemistry in 2014 and a Master of Science in Environmental Engineering and Science with a concentration in Environmental Health Physics in 2017 from Clemson University. After graduation, Mrs. Nichols began working as a Health Physicist for the University of Missouri in Columbia, MO. She continues to work there as the Associate Radiation Safety Officer while managing medical, veterinary, and research uses of radioactive materials and radiation generating machines. In 2021, Mrs. Nichols became certified as an Associate Safety Professional, and in

2022, she became a Certified Health Physicist through the American Board of Health Physics. She is active in the Health Physics Society, both on a national and local scale.



Credentialed Course Instructor

School of Health Professions  
Department of Clinical and Diagnostic Sciences  
Health Physics Program

[tribbett@uab.edu](mailto:tribbett@uab.edu)

Zach Tribbett is a Health Physicist with over 12 years of work experience in the field. He is a Certified Health Physicist and a Certified Laser Safety Officer. In the first 10 years of his career, he worked as a health physicist, laser safety officer, radiation safety officer, and safety manager at large, broad-scope academic institutions with medical and non-medical uses. In these roles, he gained extensive experience in the fields of ionizing and non-ionizing radiation safety, as well as biological, chemical and physical safety. In his current role, he is a Health Physicist working on the NIOSH Dose Reconstruction Project. He is on the HPS Board of Directors and participates in many other committees within the society. From 2012 to 2024, he served as Secretary of the American National Standards Institute's SSC-8 Safe Use of Lasers in Research, Development, or Testing subcommittee. He remains an active member of SSC-8 and is participating in the current revision of the Z136.8 standard.

## ADMINISTRATIVE STAFF



**Dustin Shaw**

Program Coordinator II

School of Health Professions  
Department of Clinical and Diagnostic Sciences  
Health Physics Program

1716 9th Avenue  
South Birmingham, AL 35294  
P: 205-975-8835 | [dshaw84@uab.edu](mailto:dshaw84@uab.edu) | SHPB 445

Mr. Shaw is an experienced college administrator with a demonstrated history of working in the higher education industry. He has strong experience in administration services, professional skills, admissions, financial aid, academic advising, public speaking, curriculum development, distance learning, and student development. Mr. Shaw works with all students before, during, and even after the program ensuring the highest quality experience for all students. **We highly encourage all students to get to know Mr. Shaw well!**

## EXAMPLE CURRICULUM

A personalized curriculum will be created for each student to ensure career goals and scheduling requirements are met. The plan below is meant to be an example option for a full-time student graduating in the *minimum* of four (4) semesters.

If you do not have the required prerequisites for the program (Physics I & II and Calculus I & II), but are conditionally accepted, you will be required to take MHP 575, Preparatory Health Physics in the summer before your first fall semester or concurrently with your fall courses, to ensure preparedness for the program and to meet accreditation requirements.

1 <sup>st</sup> Fall Term	
MHP 602 – Radiation Physics	(3 hours)
MHP 651 – Advanced Radiation Biology	(3 hours)
MHP 650 – Health Physics Research Methods	(3 hours)
CDS 505 – Professional Development	(1 hours)
Total Semester Hours = 10	
1 <sup>st</sup> Spring Term	
MHP 620 – Principles of Dosimetry	(3 hours)
MHP 610 – Radiation Detection and Measurement w/Lab	(4 hours)
MHP 654 – Laser Safety & Protection or Elective	

(3 hours)	
MHP 653 – Research Methodology & Publication Analysis	(2 hours)
MHP 645 – Radiation Shielding & Protection	(3 hours)
<b>Total Semester Hours = 15</b>	
<b>1<sup>st</sup> Summer Term</b>	
MHP 657 – Monte Carlo Techniques for Health Physicists or Elective	(1 hours)
MHP 698/699 – Non-thesis/Thesis Research	(5 hours)
MHP 691/692 – Supervised Practice	(6 hours)
<b>Total Semester Hours = 12</b>	
<b>2<sup>nd</sup> Fall Term</b>	
MHP 655 – Contemporary Issues & CHP Exam Review	(3 hours)
MHP 611 – Physics of Diagnostic Imaging	(3 hours)
MHP 621 – Nonionizing Radiation or Elective	(3 hours)
MHP 691/692 – Supervised Practice	(6 hours)

MHP 698/699 – Non-thesis/Thesis Research
(1 hour minimum)
<b>Total Semester Hours = 16</b>
<b>TOTAL PROGRAM HOURS = 53</b>
Electives other than the courses listed here are subject to approval by the program director.

## TEXTBOOK LIST

The following are the required textbooks for use while enrolled in the program. This list is subject to change. Check your course syllabi for the most up to date information.

Course	Textbook title	Author	ISBN
MHP 602 Radiation Physics  MHP 621 Nonionizing Radiation	Introduction to Health Physics, 6 <sup>th</sup> Ed.	Johnson	9781929169245
MHP 610 Radiation Detection and Measurement	Radiation Detection and Measurement, 4 <sup>th</sup> Ed.	Knoll	9780470131480
CDS 505 Professional Development	Emotional Intelligence 2.0	Bradberry	9780974320625
MHP 620 Principles of Dosimetry	Fundamentals of Ionizing Radiation Dosimetry (FIORD), 2 <sup>nd</sup> Ed.	Andreo et al.	9783527409211
MHP 651 Advanced Radiation Biology	Radiobiology for the Radiologist, 8 <sup>th</sup> Ed.	Hall	9781496335418
MHP 611 Physics of Diagnostic Imaging	The Physics of Diagnostic Imaging 2 <sup>nd</sup> Ed.	Dowsett	9780340808917
MHP 654 Laser Safety and Protection	Laser Safety Management	Barat	9780824723071



MHP 654 Laser Safety and Protection	Introduction to Lasers: Theory and Applications	Avadhanulu	9788121920711
MHP 645 Physics for Radiation Protection	Radiation Shielding and Protection 3 <sup>rd</sup> Ed.	Martin	9780387499833

## COURSE FORMAT

The MHP Program is offered in person, synchronously online, or asynchronously online to all students. Some courses are entirely online and some will offer in-person sessions as well as virtual options. Students are thus expected to attend class or watch the recordings the same week as the course is taught in person.

## CANVAS

Course updates, syllabi, assignments, tests, and more are found in a Canvas Learning Shell for each course. All students are required to utilize Canvas for course materials as the instructor will not provide individual copies of materials. Slides for each course may be posted on the course Canvas site with permission of the lecturer. You are not allowed to reproduce or use any slides provided in the program for your own presentations or publications without written consent from the slides author. Access to each course's Canvas shell and its materials only lasts during the semester the student is enrolled in the class. Any materials that the students would like to retain from the course shell for future use or study should be saved to a personal drive before the end of the class. It is highly recommended that you save all your course materials for studying for your board exams in the future.

Students should contact [Canvas Support](#) for course related issues such as an inability to access a course, error messages from their computer when clicking on course tools, computer crashing during a quiz or if they cannot submit an assignment. Students should contact [UAB Technical Support](#) if they need help setting up their computer.

## TEACHING AND COURSE EVALUATIONS

The University administers teaching and course evaluations at the end of each semester using the IDEA system. This is an opportunity for students to share with faculty their experiences within the course and

to suggest improvements. This information is used to modify course content and for accreditation purposes. All surveys are anonymous and voluntary. Due to the small cohort size of the program, each student is urged to participate to get an accurate assessment of the content and quality of the program.

## ACADEMIC STANDING

For a student to maintain good academic standing in the Graduate School, a grade point average of at least 3.0 (B average) and overall satisfactory performance on pass/not pass courses are required.

Students who are admitted on probation must demonstrate their ability to perform at the level required for graduation by establishing good academic standing at the end of the term when their graduate semester hours attempted equal, or first exceed, 12. Students who do not accomplish this level of performance will be dismissed from the UAB Graduate School.

A degree-seeking or non-degree-seeking graduate student who has been in good academic standing, but who at the end of any regular term fails to meet the criteria to continue in good academic standing, will be placed on probation. Such a student must re-establish good academic standing within the next two regular terms of graduate study undertaken. Students who do not accomplish this level of performance will be dismissed from the UAB Graduate School.

The rules stated above govern University probation and dismissal, administered by the UAB Graduate School. Individual graduate programs may establish and administer program probation and dismissal governed by stricter requirements. In general, a student's retention in a specific graduate program is contingent on the faculty's belief that the student is likely to complete the program successfully. If the faculty ceases to hold this belief, the student may be dismissed from the program.

A student who receives a grade of "F" in any course or supervised practice rotation will meet with the program director to review the student's overall performance in the program and potential options for continuing in the program. If the program director determines the student cannot meet the standards of the MHP Program, the student will be dismissed from the program per UAB Graduate School policy. If it is deemed appropriate for a student to continue in the program, the student will be required to repeat the course the next time the course is offered. The student must formally register for the course and is responsible for all associated tuition and fees for the course. As many courses for the MHP program are only offered at specific times during the academic year, repeating a course could result in a delay of graduation for the student. Students will receive a letter that outlines the academic expectations for the student to continue in the program. If a student fails two courses or the same course twice, they will be dismissed from the program.

If a student is dismissed from the program, an official letter notifying the student of their dismissal will be sent to the student from the program director and the student will be administratively dismissed from the program. All dismissal decisions are final.

## PROGRAM GRADING POLICIES

Please see individual course syllabi for the relevant grading scale and details on how grades are determined. A current student who receives an “F” in any required course while admitted to the health physics program will be dismissed from the program unless there are significant mediating circumstances acknowledged by the program director. In the case of extreme circumstances, the student will be suspended from the program rather than expelled and must wait until the next time the course in which the failing grade was made is offered again. The student will then be allowed to take the course again. Under the recommendation of the program director, the student may be required to take remedial courses prior to repeating a health physics course. If the student passes the course, then the student may petition the program director for re-entry into the program. If the class size warrants, the student MAY be allowed to re-enter the program at the discretion of the program director. Re-entry into the health physics program is NOT guaranteed. If the student takes the course again and still fails to make a passing grade, the student will be dismissed from the program. Dismissal appeals should follow the [SHP Policy for Appeal of Dismissal](#).

**Cheating:** If a student is caught and proven to be cheating, the student is in violation of the UAB Academic Integrity Code and will be subject to the [UAB policies on Academic Misconduct](#).

**Plagiarism:** All papers and assignments must be the original work of that student or have the work of another in quotation marks with proper reference notations immediately following the direct quote. If a student is proven to have plagiarized another individual's work, claiming that work as his or her own, the student is in violation of the UAB Academic Integrity Code and will be subject to the [UAB policies on Academic Misconduct](#).

## USE OF TECHNOLOGY IN THE CLASSROOM

Students are expected to use technology in the classroom according to UAB policies and be in compliance with directions included in each course syllabus. The use of any personal computational or communications devices in the classroom, not otherwise governed by UAB or course policies, is subject to the approval of the instructor. This includes (but is not limited to) the use of calculators, computers, personal digital assistants, tablets, iPads, cell phones, or any other electronic device. Any such devices without instructor approval are not permitted. The use of such devices without permission of the instructor may be considered a violation of UAB's non-academic conduct policies. The use of such devices to facilitate an act of academic misconduct (such as cheating or plagiarism) will be considered a violation of the UAB Academic Integrity Code and will be sanctioned as outlined in the Code.

## APPLICATION FOR A DEGREE

Each candidate for a master's degree must signify the intention to complete the requirements by a particular graduation date by completing the online application for degree in the graduation planning

system. Because this form is used to check completion of requirements, order the diploma, and enter the student in the commencement program, the online form must be completed by the deadline provided [online](#). Students must be registered for at least 3 semester hours of graduate work in the semester they plan to graduate. NOTE: The issuing of the MS degree is not contingent upon the student passing any type of external certification or licensure examination. Refer to the MHP Research Handbook for details.

## STANDARDS OF PROFESSIONAL RESPONSIBILITY

All students are expected to read and abide by the HPS' [Code of Ethics](#) and the American Academy of Health Physics (AAHP) [Standards of Professional Responsibility for CHPs](#). Harassment of any kind will not be tolerated. Professors are primarily your mentors and communications should reflect that relationship. If you have not heard back from your professor in one business day, it is appropriate to email them again. Address professors with their appropriate titles. Ensure that your question or issue is not readily answered by watching class lectures, talking to your fellow students, or via a simple Google search.

## PROFESSIONAL SOCIETY INVOLVEMENT

All students in the program are expected to participate in their professional society, the [Health Physics Society](#). Student membership is free the first year and \$42 the second year (as of 2025). Active participation in the society through attendance at annual meetings, committee membership, leadership in the local chapter(s), etc., is highly valuable. Through this involvement, students learn about cutting-edge health physics, network with peers and potential employers, and contribute to maintaining a vibrant community.

## FACULTY ADVISING AND MENTORING

The Program Director and faculty members are available to discuss the needs and concerns of MHP students. Students will meet with the program director a minimum of one time per semester. Additionally, an official exit interview at the completion of the program is required.

### Objectives of advising

- Open lines of communication between students and supervisors.
- Provide the student a person with whom they can discuss problems, concerns, academic questions, or any other issues.
- Professional development.

### **Expectations of the advisor**

- To meet with your student on a regular basis. The scheduling of these meetings is the responsibility of the student.
- To listen to their concerns, particularly global program issues, didactic coursework issues, supervised practice issues, and non-thesis/thesis research problems.
- To maintain a professional relationship with your student.
- To treat all students equitably.

### **Expectations of the student**

- To schedule and meet with your advisor on a regular basis, typically biweekly unless otherwise agreed in writing.
- To keep your advisor informed of your academic performance and any potential problems.
- To talk to your advisor about any problems with supervised practice or supervisors.
- To keep your advisor informed of your non-thesis/thesis research progress.

Students will also have additional faculty mentors as a part of their non-thesis/thesis research committee and their supervised practice. Meeting with your project and/or clinical supervisors should not substitute for communication with the director of the program. If you have a problem with your supervisor or project committee member, please speak to the program director. Should any student have an issue regarding the program director that they would like to discuss with a faculty member, they are encouraged to meet with the Chair of the Clinical and Diagnostic Sciences Department.

### **Student Complaints**

Students should always feel free to voice concerns or complaints about the program to the appropriate faculty member including course directors, academic advisors, the MHP Program Director, Director of Student Affairs, and Department Chair. If the student has a complaint or concern about a particular course, the student should first approach the course director. If the complaint is not resolved, the student should then approach the MHP Program Director or the Director of Student Affairs. If the complaint is still not resolved, the student may approach the Department Chair. If the complaint is still not resolved, the student may approach the Associate Dean for Academic and Faculty Affairs. If the complaint is still not resolved, the student should refer to the [UAB Student Complaint Policy](#).

### **STUDENT SHAREPOINT FOLDERS**

Upon matriculation into the program, each student will be provided an individual folder on the secure UAB SharePoint site. This folder is for your research notes, abstracts, presentations, your thesis or capstone document, and selected coursework as required for accreditation. This is where research

advising notes will be kept and should be referred to often. The only individuals with access will be the individual student, program faculty, and the program manager.

## **RECOMMENDATION LETTERS POLICY**

Students must ask MHP Faculty if they are willing to write a letter of recommendation (LOR) prior to submitting their names to the requesting body. Failure to ask will result in the decline of the LOR. The request must also include 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....). Students should remind the faculty member as the deadlines approach. Faculty members are not required to provide LORs.

## **RESEARCH OPTIONS**

Students can choose Plan I (Thesis) or Plan II (Capstone Project) as part of their program. For details on the student nonthesis and thesis requirements, refer to the [MHP Research Handbook](#).

## **ACCREDITATION**

The MHP program is seeking accreditation from the Accreditation Board for Engineering Technology (ABET). The process is expected to be completed in 2028.

## **BOARD CERTIFICATION OPTIONS**

There are multiple options for Board certification relevant to Health Physics. Two are discussed below and additional options are discussed during program courses.

### **CERTIFIED HEALTH PHYSICIST**

Certification in health physics requires passing the Certified Health Physicist (CHP) exam. The exam is given in two parts and is administered by the [American Board of Health Physics \(ABHP\)](#).

### **CERTIFICATE IN MEDICAL HEALTH PHYSICS**

The [American Board of Medical Physics \(ABMP\)](#) certifies physicists and related scientists to practice clinical medical physics and perform research on human subjects. Currently, the three primary certificates are offered in the field of radiological sciences: Magnetic Resonance Imaging Physics, Medical Health Physics, and MRI Physics for Radiation Therapy. More information can be found on the ABMP website [here](#).

## STUDENT SCHOLARSHIPS AND FELLOWSHIPS

Once the student is admitted to the Health Physics Program, the student may become eligible to apply for specific scholarships offered by the School of Health Professions as well as scholarships offered through the HPS. Links to each scholarship and grant can be found on the [HPS website](#). All students attending the HPS meeting are expected to apply for the HPS travel grant to help attend the HPS annual meeting.

## SECTION 4 – STUDENT PRACTICUM INFORMATION

Practical, hands-on education is a major component of the Health Physics Program curriculum and is conducted in a variety of settings in Birmingham and elsewhere. The purpose of the student practicum is to provide the student with hand-on experience in the field in a variety of settings.

The list of MHP practicum sites is continuously changing and expanding. Alternative sites or ideas for completing the practicum requirement are always considered and may be discussed with MHP Faculty. Each student will discuss their options for supervised practice with MHP Faculty and the Supervised Practice Coordinator (instructor(s) of MHP 691/692).

### ASSESSMENTS

Supervised practice is assessed by both the mentor and the student. The mentor assessment is completed twice per semester, once at the midpoint and once at the completion of the student's supervised practice. The student self-evaluation form is completed at the end of the semester. The completion of the assessments is monitored by the Supervised Practice Coordinator (instructor(s) of MHP 691/692).

### QUESTIONS?

Contact Emily A. Caffrey, PhD, CHP, Program Director and Assistant Professor, [emilycaf@uab.edu](mailto:emilycaf@uab.edu) or Charles A. Wilson IV, PhD, CHP, CLSO, CSP, Assistant Program Director and Assistant Professor, [cawilso2@uab.edu](mailto:cawilso2@uab.edu).