

**Clinical and Diagnostic Sciences  
Clinical Pathologist Assistant Program  
2019-2020**

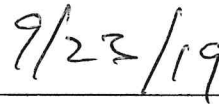


**STUDENT HANDBOOK**

**UAB SCHOOL OF HEALTH PROFESSIONS**  
**DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES**  
**CLINICAL PATHOLOGIST ASSISTANT PROGRAM**  
**2019-2020 ACADEMIC HANDBOOK**



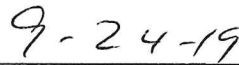
Floyd Josephat, MT(ASCP), PhD  
Program Director



Date



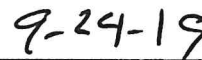
Donna Slovensky, PhD, RHIA, FAHIMA  
Acting Department Chair



Date



Andrew J. Butler, PhD, FAPTA  
Dean, School of Health Professions



Date

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions, a national leader in the health care industry.

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

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology. We also offer graduate programs you will only find in Alabama at UAB like Genetic Counseling, Nuclear Medicine Technology, Low Vision Rehabilitation, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and Biomedical and Health Sciences, which can be completed within eleven months. Plus, our newest programs – Healthcare Simulation and Clinical Pathologist Assistant – are each one of only a handful of their kind offered in the U.S.

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

All of our programs with rankings reside among the nation's top of the *U.S. News and World Report*, including our #1 ranked M.S. in Health Administration program. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and the School is one of only a small number in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH-funded Diabetes Research and Training Center.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community.

Our alumni give advice to current students that is worth repeating: “learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance”.

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

Andrew Butler, PhD

Dean, UAB School of Health Professions

## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

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

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

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

Today, the School of Health Professions is comprised of more than 25 programs – at the baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

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

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

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

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

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

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

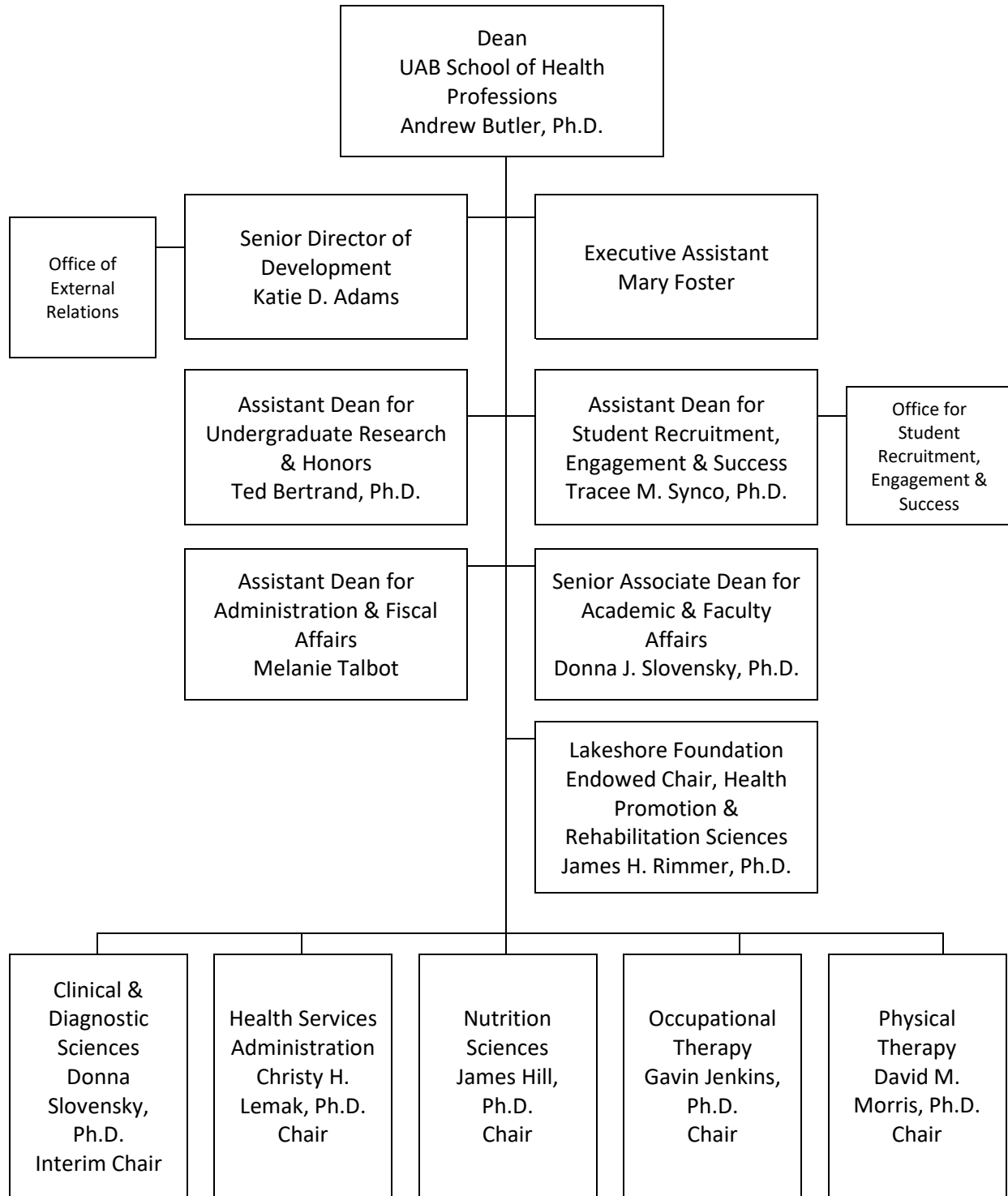
Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

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

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



## SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2019-2020



## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

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

### ACADEMIC HONOR CODE (UAB)

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

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

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

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

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

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

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

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

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

## ASKIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555 Email: [askit@uab.edu](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/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 policy for undergraduates follows.

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

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

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

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

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

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

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

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

## AWARDS AND HONOR SOCIETIES

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

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities. Nominations are made by program directors.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

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

## BACKGROUND CHECK

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

## BLAZERID / BLAZERNET / EMAIL

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

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

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

## **BLAZER EXPRESS**

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

## **BOOKSTORE**

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

### **UAB BARNES AND NOBLE BOOKSTORE**

Location: 1400 University Blvd, 35233

Hours: M – F 8:00 a.m. – 5:00 pm.; Sat Closed; Sun Closed

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

## **CAMPUS ONECARD**

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

## **CAMPUS MAP**

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

## **CANVAS LEARNING MANAGEMENT SYSTEM**

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

## **COUNSELING SERVICES**

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

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

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

<http://www.uab.edu/students/sarc/services/student-conduct-code>

## DISABILITY SUPPORT SERVICES (DSS)

“DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations.”

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

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

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

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

## DRUG SCREENING

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

For more information visit: <http://www.uab.edu/shp/home/about-shp/student-services>

## EMERGENCIES

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

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

Emergencies affecting campus are communicated via the following:

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

• Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)

• Announcements on BlazerNET

- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert) • [facebook.com/UABALERT](http://facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## DIVERSITY, EQUITY AND INCLUSION (DEI)

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

## FERPA

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

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

## FINANCIAL AID

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

## FOOD SERVICES

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

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

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

## GRADUATE SCHOOL

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

## GRADUATION

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

## STUDENT HEALTH AND WELLNESS

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3580.

### MEDICAL CLEARANCE

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

## HIPAA TRAINING

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

## INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)

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

## INTELLECTUAL PROPERTY

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



## LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at [www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey](http://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey).

## LIBRARIES AND LEARNING RESOURCE CENTER

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

### Learning Resource Center (LRC)

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

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

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

Saturday - closed; Sunday - closed

### Lister Hill Library of the Health Sciences

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

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

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

### Mervyn H. Sterne Library

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

Location: 913 13<sup>th</sup> Street South Website: [www.mhsl.uab.edu](http://www.mhsl.uab.edu)  
Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

## ONESTOP STUDENT SERVICES

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

## PARKING

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

## PATIENT CARE PARTNERSHIP

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

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

## PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to *Turnitin.com* are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

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

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

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

OSRES manages the following:

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

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

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

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

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

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

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

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

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

## SOCIAL MEDIA

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

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

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

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

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

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

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

## TUITION AND FEES

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

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

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

## WEATHER

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

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

## WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the following link for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

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

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

#### **SHPB EMERGENCY PLAN**

[https://www.uab.edu/shp/home/images/PDF/SHPB\\_BUILDING\\_EMERGENCY\\_PLAN\\_2019.pdf](https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf)

#### **WEBB BUILDING EMERGENCY PLAN**

[https://www.uab.edu/shp/home/images/PDF/WEBB\\_BUILDING\\_EMERGENCY\\_PLAN\\_2019.pdf](https://www.uab.edu/shp/home/images/PDF/WEBB_BUILDING_EMERGENCY_PLAN_2019.pdf)

#### **ACADEMIC AND PROFESSIONAL CONDUCT AND PROCEDURES FOR MANAGING DISCIPLINARY ACTIONS**

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

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

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

#### **FINAL COURSE GRADE APPEAL PROCESS**

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

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

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

#### **PLAGIARISM**

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

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

#### **STUDENT HEALTH POLICY**

<https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx>

## **UAB POLICIES**

#### **CLASSROOM BEHAVIORS**

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

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

## **HEALTH**

### **AIDS AND HIV INFECTION**

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

### **BODY FLUID EXPOSURE**

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

### **IMMUNIZATIONS**

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

## **SUBSTANCE USE/ABUSE**

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

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

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

<https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000804.aspx>

Drug-free Campus Policy for Students (Attachments)

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

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

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

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

### **NONSMOKING**

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

## **TECHNOLOGY GUIDELINES**

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

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

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

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

## **INCLUSIVENESS**

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

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

## **RESEARCH AND SCHOLARLY ACTIVITIES**

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

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

**PATENT (INTELLECTUAL PROPERTY)**

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

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

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

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



## SECTION 3 – PROGRAM INFORMATION

### WELCOME

#### PROGRAM MISSION STATEMENT

The Faculty of the Clinical Pathologist Assistant program is committed to service to the community and to providing high quality education to prepare students with a solid educational background and a set of skills translatable to a variety of laboratory settings including hospital laboratories, industry, research laboratories, and many more. The Faculty, in its concern for the health and safety of the general public, is committed to ensuring that each student develops knowledge, skills and values essential to the appropriate role providing the basis for continuing intellectual and professional growth.

#### FACULTY AND STAFF

The faculty and staff of the Clinical Laboratory Sciences program are prepared to deliver high quality education to all laboratory science students, and are committed to the growth of future professionals. The Clinical Laboratory Sciences program faculty and staff include:



**Melissa Chase**

Teacher

Department of Clinical & Diagnostic Sciences

1705 University Blvd, SHPB 140A

(205) 934-5996

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



**Floyd Josephat, Ed.D.**

Program Director and Associate Professor

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Assistant Professor

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**Tera Webb, MS, MLS(ASCP)<sup>CM</sup>**

Teacher

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

For detailed information, contact the Department of Clinical and Diagnostic Sciences, Clinical Laboratory Sciences Program, UAB School of Health Professions, SHPB 430, 1705 University Blvd., Birmingham, Alabama 35294-1212.

Telephone 205-934-3209.

E-mail [AskCDS@uab.edu](mailto:AskCDS@uab.edu)

## CURRICULUM

FALL: 9 Semester Hours		
<b>CPA 606</b>	Health Care Management in Relation to the Clinical Laboratory	3
<b>CPA 607</b>	Evidence Based Literature and Analysis for Laboratory Professionals	3
<b>CPA 650</b>	Advanced Hematology, Hemostasis, and Coagulation Therapy	3
SPRING: 9 Semester Hours		
<b>CPA 608</b>	Laboratory Quality, Diagnostic Algorithms, Test Interpretation and Error Prevention	3
<b>CPA 605</b>	Advanced Statistics and Data Analysis for Laboratory Medicine	3
<b>CPA 652</b>	Advanced Clinical Chemistry	3
SUMMER: 9 Semester Hours		
<b>CPA 609</b>	Interprofessional Communication, Consultation, and Patient Assessment	3
<b>CPA 651</b>	Advanced Transfusion Medicine and Transplantation	3

<b>CPA 653</b>	Advanced Clinical Bacteriology, Parasitology, and Infectious Diseases	3
<b>FALL: 11 Semester Hours</b>		
<b>CPA 654</b>	Pharmacology and Toxicology for the Laboratory Professional	3
<b>CPA 698</b>	Clinical Pathology Assistant Project	3
<b>CPA 690</b>	Clinical Pathology Assistant Internship	5

### ACCREDITATION AND CERTIFICATION

There is not an accrediting body for the clinical pathologist assistant program at this time

### COURSE DESCRIPTIONS

#### **CPA 605 Advanced Statistics and Data Analysis for Laboratory Medicine: 3 Credits**

Application of advance statistical principles to appropriate laboratory data analysis. Course will include emphasis on statistical software selection to aid in data analysis. Course will also examine appropriate quality control processes for laboratory analyses, selection, implementation, and strength and weakness of appropriate quality control, application to evidence based medicine practice

#### **CPA 606 Clinical Laboratory Management in the Health Care Setting: 3 Credits**

Applications of management principles, concepts and policies to the clinical laboratory setting. This course will also address regulatory and compliance issues in clinical laboratory services. Regulatory issues including CLIA 88, Medicare/Medicaid Reimbursement, coding, JCAHO, CAP, OSHA, and quality assurance.

#### **CPA 607 Evidence Based Literature Analysis for Laboratory Professionals: 3 Credits**

Advance analysis of research-oriented processes, with an emphasis on evidence-based review and synthesis of applicable literature. Principles of effective scientific communication are also addressed.

#### **CPA 608 Laboratory Quality, Diagnostic Algorithms: 3 Credits**

Test Interpretation and Error Prevention: analysis of the economic, social, regulatory, and professional issues affecting the delivery of cost-effective, quality clinical laboratory services and the appropriate use of laboratory services in clinical decision making, an examination of alternative laboratory service delivery models and mechanisms that promote cost efficiency, appropriate utilization, quality and

patient access, and demonstrate the value of the clinical laboratory and clinical laboratory practitioners in quality healthcare delivery. The use of practice guidelines, critical or clinical pathways, algorithms and reflex testing, direct access testing, evidenced-based practice, and outcomes measurements, as well as initiatives to change the practice of laboratory services in all phases (pre-analytical, analytical and post analytical). The advance knowledge and understanding of test interpretation to include clinical significance in the clinical setting will be explored.

**CPA 609 Patient Assessment, Consultation and Interprofessional Communication: 3 Credits**

Introduction on how to perform patient assessments based on the understanding of medical history and physical examinations. Proper communication to include navigation of conflict resolutions with MD'S nurses and advanced practice providers will be examined.

**CPA 650 Advanced Hematology, Hemostasis, and Coagulation Therapy: 3 Credits**

Advanced topics in physiology, disease states, laboratory determinants for red blood cells, white blood cells, platelets, and coagulation; advanced topics in anticoagulation treatments and monitoring.

**CPA 651 Advanced Transfusion Medicine and Transplantation: 3 Credits**

Advanced topics in blood products, blood group systems, immunology, physiology and pathophysiology, serologic and molecular testing, transfusion practice, and transplantation.

**CPA 652 Advanced Clinical Chemistry: 3 Credits**

Advanced topics in carbohydrates, lipids, heme derivatives, enzymes, proteins, electrolytes, hormones, and vitamins.

**CPA 653 Advanced Clinical Bacteriology, Parasitology, and Infectious Diseases: 3 Credits**

Advanced topics in specimen collection and processing, bacterial organisms, antibiotic testing and resistance patterns, fungi, parasites, mycobacteria, and technical methods.

**CPA 654 Pharmacology and Toxicology for the Laboratory Professional: 3 Credits**

An understanding of clinical application of pharmacology in the management of patients, including frequently prescribed drugs in the health care practice. The basic principles of pharmacodynamics, pharmacokinetics, and drug reactions along with pertinent physiology and information on dosing schedules, therapeutic effects, and adverse reactions.

**CPA 698 Clinical Pathologist Assistant Project: 3 Credits**

Clinical pathology research project which is advisor-guided, student-directed, and designed to support and enhance the student's ability to apply their graduate experience and achieve tangible outcomes.

**CPA 690 Clinical Internship: 5 Credits**

The purpose of this internship is to expose the student to experiences outside the clinical laboratory and issues that they may encounter when dealing with physicians, nurses, and other healthcare professionals. Students will integrate classroom knowledge into the clinical pathology setting.

**ESSENTIAL FUNCTIONS**

Essential functions are fundamental tasks, behaviors, and abilities necessary to successfully complete the requirements of the Program. Essential functions are physical abilities, mental abilities, skills, attitudes, and behaviors the students must evidence or perform at each stage of their education. The absence of an essential function would fundamentally alter a student's ability to meet the program goals. The essential requirements include categories of observation, movement, communication, intellect, and behavior.

If you have a disability, but have not contacted Disability Support Services (DSS), please call 934-4205 or visit the DSS offices at 1701 9th Avenue South. Additional information is available at <http://www.uab.edu/students/disability/>.

**CLASSROOM AND LABORATORY SUPPLIES**

Students are expected to supply their own notepaper, pens, pencils, and calculators.

Students are expected to have access to a computer. Computer applications are essential for completion of course requirements and the projects in courses and the end of program project.

## CLASS SCHEDULE

At the beginning of each term, class schedules will be posted on course websites on Canvas indicating dates, times, lecture topics, 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.

- The program requires 4 terms or semesters of full-time enrollment to complete.
- Students will typically have class Monday through Sunday each week.
- During spring term, of the final semester, students will be assigned to clinical practice to do their internship and will be expected to be in the laboratories 35 hours/week. The exact times in which they will be present at each site will vary depending on the site.
- Work schedules and other personal commitments must be planned around class/clinical internship schedules. Students may not leave early or arrive at class, or clinical internship late because of work.
- Attendance is mandatory at all online classes (lectures, clinical internship, etc., refer to Attendance Policy).

## DOCUMENTATION OF COURSE COMPLETION

### CPA Course Completion Checklist

COURSE	TITLE	CR HRS	GRADE	COMMENT
CPA 650	Advanced Hematology & Hemostasis	3		
HA 650	Management and Leadership Skills for Clinical Professionals	3		
CPA 607	Evidence Based Literature Analysis for Laboratory Professionals	3		
CPA 652	Advanced Clinical Chemistry	3		
CPA 605	Advanced Statistics and Data Analysis for Laboratory Medicine	3		
CPA 608	Laboratory Quality, Diagnostic Algorithms, Test Interpretation and Error Prevention	3		
CPA609	Patient Assessment,	3		

	Consultation & Interprofessional Communication			
<b>CPA 651</b>	Advanced Transfusion Medicine and Transplantation	3		
<b>CPA 653</b>	Advanced Clinical Bacteriology, Parasitology, and Infectious Diseases	3		
<b>CPA 654</b>	Pharmacology and Toxicology for the Laboratory Professional	3		
<b>CPA 698</b>	Clinical Pathologist Assistant Project	3		
<b>CPA 690</b>	Clinical Internship	3		

#### APPLICATION FOR DEGREE AND CERTIFICATE

##### Application for Degree

Upon successful completion of all program requirements students will be awarded an M.S. Degree. All students must apply for their degree at least 6 months prior to their anticipated graduation date. The application for degree forms are in the online format and may be accessed from the following websites:

Application for an M.S. degree:

<https://www.uab.edu/graduate/images/acrobat/forms/Application-for-Degree-Masters-and-EdS.pdf>

**NOTE:** The issuing of an MS degree is not contingent upon the student passing any type of external certification or licensure examination. Students having successfully completed the program are eligible to sit for certifying and licensing examinations.



## 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. The course instructor will inform the students at the beginning of each term in each course syllabus of the system of proportioning of 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.
- X = Absent from Final Exam

\* An "I" will be given only when an emergency or unexpected event prohibits the student from meeting course objectives in a timely manner 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. Refer to the department policy for awarding a grade of Incomplete.

The student's grade point average 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, or F. Quality points are awarded as following:

<u>Quality Points</u>	<u>Letter Grade</u>
4	A
3	B
2	C
None	P, NP, or F

#### Graduate School Requirements – Good Academic Standing

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 grades combined to be in good academic standing as defined by the Graduate School.

#### **SCHOLASTIC REQUIREMENTS**

The CPA Program requires that students maintain an overall “B” average (GPA  $\geq 3.0$ ) to continue in the program. CPA students who do not maintain an overall “B” average will be placed on probation by the Graduate School. Thereafter, the student will have two (2) semesters in which to restore the GPA to 3.0 or higher; otherwise, they will be dismissed by the Graduate School.

A student who receives a grade of “F” in one program-specific course will be required to repeat that course the next time it is officially offered and will not be able to take any courses for which that course is a prerequisite (including clinical internship) until the course is successfully completed. Only one course in the student’s curriculum may be repeated in this manner and only one repeat of the course will be allowed. If the student receives a grade of “F” when the course is repeated, they will be dismissed from the program.

A student who receives more than one “F” at any time in the curriculum will be dismissed\* from the program, regardless of the students overall GPA. An official letter notifying the student of their dismissal will be sent to the student from the program director. Students dismissed from the program will not have the opportunity to re-apply to the program.

## GRADUATE STUDENT REQUIREMENTS

In addition to the general Graduate School admission requirements, applicants to the M.S. program must:

- Have a baccalaureate degree, or higher, in Medical Technology/Medical Laboratory Science/Clinical Laboratory Science.
- Have a minimum GPA of 3.0 (A = 4.0). Have taken the GRE General Test,
- Have earned certification as a clinical laboratory scientist
- Have worked as a Medical Technologist/Medical Laboratory Scientist/Clinical Laboratory Scientist for 2yrs minimum.

If accepted, students must complete the UAB medical history questionnaire and physical, provide proof of required immunizations, and receive satisfactory screening by the UAB Medical Center Student Health Service before enrollment. A background check and drug screen will be required at program admission and prior to clinical placement.

Persons with a Bachelor of Science degree may be eligible to register for courses as non-degree seeking graduate students before acceptance into the M.S. program. If a non-degree seeking graduate student meets the M.S. program admission requirements, up to 12 semester hours of approved non-degree graduate coursework may be accepted for the M.S. degree. Admission of a student to any course as a non-degree student does not constitute admission to the M.S. degree program.

### Additional Information

Grad Additional Info

Entry Term: Fall semester and Spring

Deadline for All Application Materials to be in the Graduate School Office: Early Admission: February 1; Regular Admission: May 1 for Fall and October 1 for Spring

Entrance Tests: GRE and for international applicants from non- English speaking countries, scores for the Test of English as a Foreign Language (TOEFL) and the Test of Written English(TWE)

### PERFORMING SERVICE WORK POLICY

- [Accessibility](#)
- [Disclaimer](#)
- [UAB Web Pages Policy](#)
- [Contact](#)

## **PREGNANCY POLICY**

The University of Alabama at Birmingham seeks to treat all students equally, regardless of their actual or potential parental, family or marital status. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex — including pregnancy, parenting and all related conditions — in education and in programs and activities that receive federal funding.

The University must treat pregnant students in the same way it treats similarly situated students. Thus, any accommodation provided to students who have temporary medical conditions will also be provided to pregnant students. Students seeking an accommodation due to pregnancy or a condition related to pregnancy must register with the Title IX Office.

The Title IX Office offers accommodations, options and resources to students who are pregnant, recovering from pregnancy, and/or a condition related to pregnancy. Additionally, the Title IX Office works with students, University administration, departments, faculty, staff, campus police, and other support services to ensure that University policies and programs foster a campus community free of sex discrimination.

To seek accommodations, please contact the Title IX Office by calling 205-996-1340 or emailing [titleixoffice@uab.edu](mailto:titleixoffice@uab.edu). See the <https://www.uab.edu/titleix/> for more information.

## **TECHNOLOGY USE IN THE CLASSROOM**

### **UAB's Policy**

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, text pagers, and cell phones. Any use of such devices without instructor approval is 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 Honor Code and will be sanctioned as outlined in the Code.

<https://www.uab.edu/students/one-stop/policies/academic-honor-code>

The CPA programs prohibits the use of electronic devices during didactic, and clinical internship without the approval of the instructor. Students are expected to use technology in the online classroom according to and in compliance with directions included in each course syllabus. Cell phones must be turned off during all class related activities including class sessions, clinical internship, and any other program related activities. Text messaging (retrieving, responding) is prohibited. During graded activities, instructors may request that students put away electronic devices. A student must notify and get the approval of the instructor if there are circumstances that may require him/her to have access to a cell phone during online course instruction. In such cases, if permission is granted, the student must

have the phone in silent mode (vibrate) and will need to exit the online classroom to answer the call or respond to the text.

## STUDENT ORGANIZATIONS AND ACTIVITIES

### CLS and CPA Student Association (CLSSA)

#### Purpose and Goals

1. Promoting **HIGH ACADEMIC ACHIEVEMENT** among its members and peers.
2. **PROVIDING STUDENT INPUT** and **REPRESENTING STUDENT INTERESTS** to faculty and administration regarding student needs or concerns related to the CLS/CPA program and/or the field of Clinical Laboratory Sciences.
3. Supporting a network for **SHARING INFORMATION** regarding professional organizations such as the American Society for Clinical Laboratory Sciences (ASCLS), American Society of Clinical Pathologists (ASCP), Certification class offerings, conferences and other seminars on topics of interest.
4. Establishing a **FORUM FOR DISCUSSION** among students about current issues in the field of Clinical Laboratory Sciences and the UAB CLS/CPA Program of study.
5. **RECRUITING** future students into the field of Clinical Laboratory Sciences.
6. Promoting a supportive environment for **FRATERNIZATION** and **SOCIALIZATION** among its members.

#### Membership and Dues

1. The University of Alabama at Birmingham and the CLSSA administers its educational programs and activities, including admission, without regard to race, color, religion, sex, national origin, disability unrelated to the performance of essential job function or an essential eligibility requirement, veteran status, or Vietnam era veteran status. Membership is open to all students who satisfy membership criteria listed herein and join ASCLS. The UAB CLS and CPA Student Association will ensure that all meetings, programs, services, or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.
2. Interested students should contact any association officer or the faculty sponsor to obtain an application for membership.
  - a. Requirements for membership, include submitting an application and joining ASCLS, are due no later than the second meeting of each semester (or at the time of application). Applications can be submitted to an officer or faculty advisor.
  - b. New members shall be inducted into the organization during the second meeting of the academic year or the semester in which he/she applies for membership.
  - c. Membership of the Association shall consist of active, associate, and emeritus members.  
Active Member: Any student who is classified as a CLS or CPA major, or any interested student attending The University of Alabama at Birmingham, shall be eligible for Active Membership in this Association.

- i. Emeritus Associate Member: Any faculty member in the CLS/CPA program may become an Emeritus Associate member. Emeritus Associate members may not vote, hold office, or chair a committee, but are encouraged to advise and assist with activities of the Association as requested.
  - d. A new Active member may not vote until the application and dues have been received, and his/her name has been placed on the active membership roster.
- 3. Students are required to join ASCLS to be considered as active members on a yearly basis.
- 4. Membership confirmation should be submitted when the application is submitted or by the second meeting of the semester in which the person applies. Membership is applicable for one academic year and must be renewed to partake in organizational activities.

### **CLINICAL LABORATORY SAFETY RULES AND PROCEDURES**

The administrators and faculty of the School of Health Professions are committed to the health and welfare of students enrolled in health care professions. Various immunizations and medical requirements must be satisfied prior to enrollment in SHP. In addition, the UAB Medical Center Student Health Service provides specific medical care to enrolled students. Every attempt is made to provide appropriate instruction in the utilization of universal precautions and exposure control procedures. Specific requirements vary according to the curricula of each academic program. Students are expected to comply with the standards set by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) (29.CFR Part 1910.1030) and the CLS program policies and procedures. The policies and procedures apply to all students, faculty, and staff.

The rules and procedures described below have been developed for the protection and health of students, faculty, and staff. Noncompliance will be considered as misconduct and handled as such. These rules and procedures comply with the OSHA Standards for Occupational Exposure to Bloodborne Pathogens, CDC Recommendations for Prevention of HIV Transmission in Health-Care Settings, CDC Recommendations for Airborne Pathogens, UAB Biosafety Manual, and UAB Chemical Safety and Waste Management Manual.

### **WITHDRAWING FROM THE PROGRAM**

A student who wishes to voluntarily withdraw from the Clinical Pathologist Assistant 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, <https://www.uab.edu/students/one-stop>.

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: <http://www.uab.edu/policies/content/Pages/UAB-FA-POL-0000091.aspx>

Those who withdraw for medical reasons may appeal to the Provost to grant an exception to the refund policy. More details regarding the exceptions may be found at the following website: <https://www.uab.edu/students/one-stop/policies/exceptions-to-academic-policy/academic-policy-appeal>

NOTE: The failure to attend a class does not constitute a formal withdrawal.