

# UAB SCHOOL OF HEALTH PROFESSIONS

The University of Alabama at Birmingham

## DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES COMPUTED TOMOGRAPHY (CT) POST-PRIMARY CERTIFICATE PROGRAM

# 2025-2026 STUDENT HANDBOOK



UAB // SHP

**UAB SCHOOL OF HEALTH PROFESSIONS**  
**DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES**  
**COMPUTED TOMOGRAPHY (CT) POST-PRIMARY CERTIFICATE PROGRAM**  
**2025-2026 ACADEMIC HANDBOOK**

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5-14-24

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master's, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Health Physics, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations 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.

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. We look forward to maintaining our relationship with you when you join our alumni 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 fields and watching you become the leader we know you can be.



Andrew J. Butler, PhD, FAPTA

## 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 1950s as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

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

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

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, 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 (LRC), 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.

Under the current leadership of Dean Andrew Butler, the school has never been stronger or better positioned as a national leader in health professions education.



## **SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION**

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

**Jennifer Christy, PhD, Assistant Dean for Faculty Affairs**

(205) 934-5903; [jbraswel@uab.edu](mailto:jbraswel@uab.edu)

**Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program**

(205) 996-1399; [sgiordan@uab.edu](mailto:sgiordan@uab.edu)

**Melanie Hart, PhD, Associate Dean for Academic and Faculty Affairs**

(205) 934-7528; [mhart2@uab.edu](mailto:mhart2@uab.edu)

**Kevin Storr, Director of Communications**

(205) 934-4159; [storr@uab.edu](mailto:storr@uab.edu)

**Lee Test, Director of Academic and Faculty Operations**

(205) 975-8034; [ltest@uab.edu](mailto:ltest@uab.edu)

**Marci Willis, Director, Learning Resource Center**

(205) 934-9472; [mbattles@uab.edu](mailto:mbattles@uab.edu)

## 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 Profession, 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 the Student Services and Advising unit, which is housed in the School of Health Professions Building (SHPB) 230 suite of offices, near the elevators on the 2<sup>nd</sup> floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisors is listed below.

Andrea Bennett, Academic Advisor III, (205) 996-1689; [arbennett@uab.edu](mailto:arbennett@uab.edu)

Eileen Hatfield, Academic Advisor II, (205) 934-4185; [mehatfie@uab.edu](mailto:mehatfie@uab.edu)

Chris Smith, Academic Advisor III, (205) 934-5974; [cjsmith1@uab.edu](mailto:cjsmith1@uab.edu)

Adam Pinson, Academic Advisor III, (205) 996-6789; [apinson@uab.edu](mailto:apinson@uab.edu)

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.

## 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  
[now.com/service\\_portal](https://uabprod.service-now.com/service_portal)

Email: [askit@uab.edu](mailto:askit@uab.edu) Website: [https://uabprod.service-](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.

## BACKGROUND CHECK

Students in SHP programs are required by policy to undergo a background check 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 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 are provided to students by their programs.

**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 student's account.**

- The initial background check must be completed prior to the first day of class.
- Subsequent background checks must be completed prior to the first day of the semester of a fieldwork placement (clinical, internship, practicum, residency, etc.).

## 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](http://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. Monitor your

email regularly. Your UAB email is the official communication medium for courses, news, information, and announcements. Do not forward your 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.

## DRUG SCREEN

Students in SHP programs are required by policy to undergo a 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 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 drug screens are provided to students by their programs.

**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.**

- The initial background check must be completed prior to the first day of class.
- Subsequent background checks must be completed prior to the first day of the semester of a fieldwork placement (clinical, internship, practicum, residency, etc.).

## 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>

## FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following site: [FERPA](#). If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu). All SHP students

are required to complete [FERPA Training](#). [Compliance with the training requirement is monitored monthly.](#)

## **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 [HIPAA](#). Compliance with the training requirement is monitored monthly.

## HONOR SOCIETIES

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

- 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.
- 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.

## 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, provide proof of immunization against certain diseases: [Student Immunizations](#).

## 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

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. [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. Female 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)

## **NON-ACADEMIC MISCONDUCT POLICY**

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**

If you have questions or need assistance with an academic or administrative process, the UAB One Stop is where to go! Advisors will help you solve your problem or do the legwork for you if another UAB resource is needed. 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.

For more information: [UAB School of Health Professions Student Awards and Scholarships](#). Please refer to the program section of this handbook for awards available to students in individual programs.

## SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and selects awardees.

Scholarships available to students in any SHP program are the following:

*The Carol E. Medders Endowed Scholarship in Health Professions* was established by Carol Medders, former Director of Admissions for the School of Health Professions Student Services. Applicants must be currently enrolled in a full-time, degree-granting program in the School of Health Professions and should demonstrate academic excellence and financial need. The award recipient should be enrolled in a program that has a competitive application process and academic

course load that prohibits them from holding full-time employment. This scholarship is awarded for the Spring Semester.

The *Ethel M. and Jesse D. Smith Endowed Nursing and Allied Health Scholarship* is an endowment that provides scholarships for both the School of Health Professions and School of Nursing. Applicants must be enrolled in a School of Health Professions undergraduate program and be a resident of the state of Alabama. Applicants should demonstrate academic excellence and financial need. This scholarship is awarded in the Fall.

The *Lettie Pate Whitehead Foundation* provides funding for scholarships focused on the foundation's founding mission—to provide financial assistance to women who express financial need in nine southeastern states. At the University of Alabama at Birmingham, Lettie Pate Whitehead Scholarships are awarded to women who, in addition to financial need, have an interest in pursuing studies in nursing or other health-related professions. Both undergraduate and graduate students within the Schools of Nursing and Health Professions are eligible. This scholarship is awarded each semester.

The *Dr. Edward D. and Sandra Dunning Huechtker Endowed Memorial Award* provides assistance to deserving students in need of financial support to continue in the pursuit of their goal of a career in the health professions. This award is open to undergraduate and graduate students enrolled in one of the School of Health Professions majors. Applicants should demonstrate academic excellence and financial need. This scholarship is awarded in the Spring Semester.

The *School of Health Professions Junior Advisory Board Endowed Scholarship* was established to provide financial awards assisting students with the completion of professional licensure and certification exams necessary to practice in their fields and/or the costs associated with professional development and job preparation. This scholarship is awarded in the Spring semester.

For more information: [UAB School of Health Professions Student Awards and Scholarships](#). 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.

## SHARED VALUES

**Collaboration, integrity, respect, and excellence are core values of our institution and affirm what it means to be a UAB community member. A key foundation of UAB is diversity. At UAB,**

**everybody counts every day. UAB is committed to fostering a respectful, accessible and open campus environment. We value every member of our campus and the richly different perspectives, characteristics and life experiences that contribute to UAB’s unique environment. UAB values and cultivates access, engagement and opportunity in our research, learning, clinical, and work environments. The School of Health Professions aims to create an open and welcoming environment and to support the success of all UAB community members.**

## **SOCIAL MEDIA**

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

- Twitter: [https://twitter.com/UAB\\_SHP](https://twitter.com/UAB_SHP)
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp)
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: [www.uab.edu/shp](http://www.uab.edu/shp)

For more information: [UAB Social Media Guidelines](#).

## **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 for UAB’s Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy; UAB’s Equal Opportunity and Discriminatory Harassment Policy; and the Duty to Report and Non-Retaliation Policy. For more information: [UAB Title IX](#).

## 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
- WBHM Radio (90.3 FM)

## 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 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. For more information: [UAB Add/Drop and Withdrawal Policy](#).

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### BACKGROUND CHECK AND DRUG SCREEN POLICY

With the exceptions noted below, students admitted to clinical and non-clinical programs in the School of Health Professions (SHP) will complete a routine criminal background check and drug screen using the approved vendor ([CastleBranch](#)). These screenings should be completed prior the first term of enrollment. Subsequent routine criminal background checks and drug screens using the approved school vendor will be completed prior to fieldwork placement (clinical, internship, practicum, residency, etc.).

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.

- 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 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 Assistant 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>.

**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](#)

# **UAB POLICIES**

## **ACADEMIC PROGRESS**

GRADUATE

UNDERGRADUATE

## **HEALTH**

IMMUNIZATIONS

NEEDLE STICKS AND EXPOSURES

## **INCLUSIVENESS**

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

## SECTION 3 – PROGRAM POLICIES

### PROGRAM INFORMATION

#### MISSION

The mission of the Computed Tomography (CT) Post Primary Certificate program in the School of Health Professions at the University of Alabama at Birmingham (UAB) is to develop entry-level clinically competent CT technologists through comprehensive didactic and clinical education.

#### GOALS

1. Provide students with the knowledge and skills necessary to secure employment as an CT technologist.
2. Provide students with opportunities to practice effective communication and critical thinking skills needed in the clinical setting.
3. Provide students with the knowledge necessary to pass the national certification.

#### STUDENT LEARNING OUTCOMES

Students completing the CT Post Primary Certificate program will:

1. Become clinically competent and able to perform appropriate patient care practices and employ equipment skill techniques.
2. Have the ability to apply critical thinking and problem-solving skills in decision making processes related to CT examinations. Students will demonstrate appropriate image evaluation and protocol optimization techniques.
3. Demonstrate effective work habits and professional values.
4. Develop the skills necessary to function as a professional in the healthcare setting.
5. Successfully pass the board exam to become a certified/registered CT Technologist.

## FACULTY & STAFF



### **Amy Brady, M.A.Ed., CNMT**

Program Director and Assistant Professor

Department of Clinical & Diagnostic Sciences  
1716 9th Avenue South, SHPB 446  
Birmingham, AL 35294  
(205) 934-3427  
[amybrady@uab.edu](mailto:amybrady@uab.edu)

Amy Brady is the Program Director and Assistant Professor for the UAB Master of Science in Nuclear Medicine & Molecular Imaging Sciences Program. She has been in clinical practice for over 10 years serving as a staff nuclear medicine technologist, clinic supervisor, and Nuclear Medicine Department manager. She has served as a lab instructor, teacher, clinical coordinator and faculty instructor prior to assuming the role of program director. Mrs. Brady received her undergraduate Bachelor of Science degree in Biology/Chemistry and Nuclear Medicine Technology from UAB. She has a certificate in Nuclear Medicine Technology. She also obtained a Master of Education degree from the UAB School of Education. She is currently in the UAB Biotechnology PhD program. She is an active member of the Society of Nuclear Medicine and Molecular Imaging (SNMMI) and the SNMMI – Technologist Section (SNMMI-TS) and was the Continuing Education Editor of the Journal of Nuclear Medicine Technology. She has served as president of the Southeastern Chapter of the SNMMI-TS and the Alabama Society of Nuclear Medicine (ASNM). She has served as a director and item writer on the Nuclear Medicine Technology Certification Board (NMTCB). Research includes drug discovery and drug repurposing, bioassay development, and development of novel diagnostic testing kits.

Courses Taught: Patient Care, Intro to Nuclear Medicine, Human Pathophysiology, Registry Review, Clinical Practice I, Clinical Practice II, Clinical Practice III, Research, Radiopharmacy & Pharmacology & Lab, Non-Thesis Research, RSO Supervised Practice, Radiation Physics Lab, Instrumentation lab, Procedures II, Regulations, Radiation Protection/Biology and Lab



**Matthew K. Ward, Ph.D., MS**

Assistant Professor

Department of Clinical and Diagnostic Sciences  
1716 9th Avenue South, SHPB 433  
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205-975-8835  
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Matthew Ward is an assistant professor in the program. Dr. Ward received his undergraduate Bachelor of Science degree in Psychobiology at Centre College. He obtained a master's in Nuclear Medicine Technology in 2017 and completed his PhD. in Psychology (Behavioral Neuroscience ) at the University of Alabama at Birmingham. Dr. Ward has had over 5 years of clinical experience in MRI.





**Krystle W. Glasgow, MIS, CNMT, NMTCB(CT), NMAA,  
FSNMMI-TS**

Instructor, Clinical Coordinator

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Krystle Glasgow is the clinical coordinator for the UAB Nuclear Medicine & Molecular Sciences, CT and MRI Certificate Programs. She was in clinical practice for 5 years prior to joining the School of Health Professions. Mrs. Glasgow received her undergraduate Bachelor of Science degree in Nuclear Medicine & Molecular Sciences with a concentration in Computed Tomography in 2010 from UAB. She obtained a Master of Imaging Science at The University of Arkansas for Medical Science in Little Rock Arkansas. She is a certified Nuclear Medicine Technologist and also a Certified Nuclear Medicine Advanced Associate (NMAA). She is an active and contributing member of the Alabama Society of Nuclear Medicine and the Society of Nuclear Medicine and Molecular Imaging, She awarded a Fellow of the Technologist Section in 2020.

Courses taught: Clinical Practice I, Clinical Practice II, Clinical Practice III, Intro to Nuclear Medicine, Patient Care and Communication Skills, Medical Radiation Physics Lab, Nuclear Medicine Instrumentation I, Nuclear Medicine Instrumentation II, Procedures I, Procedures II, Analysis of Scientific Publication, Regulations/Radiation Protection/Biology, CT Clinical Practice and MR Clinical Practice



**Liliana Navarrete, M.S.**

Director of Professional Development and Assistant Professor

Department of Clinical and Diagnostic Sciences Chair Office

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Liliana Navarrete is the Director of Professional Development and Assistant Professor for the UAB Clinical and Diagnostic Sciences Department. She has a Bachelor of Science and Master of Science degrees in Physics with emphasis in Condensed Matter. She also obtained a second Master of Science degree in Physics, and an Outstanding Thesis Award from The University of Alabama College of Arts and Sciences. She was a research assistant for 4 years at the Center for Materials for Information Technology (University of Alabama) prior to joining the UAB School of Health Professions in 2008.

## ADMINISTRATIVE STAFF



**Dustin Shaw**

Program Manager II

Department of Clinical and Diagnostic Sciences

1716 9th Avenue South, SHPB 434

Birmingham, AL 35294

205-975-8835

[DSHAW84@UAB.EDU](mailto:DSHAW84@UAB.EDU)

## **CT CERTIFICATE CLINICAL SITES**

Clinical education is a major component of the CT Post Primary Certificate Program. The student will obtain hands-on experience in the clinical setting which allows them to get real world practical experience as part of their overall education. This enables the student to become an entry level technologist by the time of certificate completion through completing documented clinical competencies and experiences.

### **The following Alabama facilities serve as clinical practice sites:**

Baptist Medical Center Princeton, Birmingham  
Brookwood Diagnostic Cardiology Center, Birmingham  
Brookwood Medical Center, Homewood  
Children's Hospital, Birmingham  
Cullman Medical Center, Cullman  
Decatur Morgan HH Hospital, Decatur  
Dept. of Veterans Affairs Medical Center, Birmingham  
Grandview Medical Center, Birmingham  
Heart South Cardiovascular, PC, Alabaster  
St. Vincent's East, Birmingham  
St. Vincent's PET, LLC, Birmingham  
The Kirklin Clinic – Cardiology, Birmingham  
UAB Advanced Imaging Center, Birmingham  
UAB Hospital, Birmingham  
UAB Medical West, Bessemer  
Walker Baptist Medical Center, Jasper  
Walker Medical Diagnostics, LLC, Jasper

## CT POST PRIMARY CERTIFICATE CURRICULUM GUIDE

CT POST PRIMARY CERTIFICATE CURRICULUM		
Course	Semester Hours	Semester Offered
CDS 505 – Professional Skills Development	1	Fall
NMT 605 – Cross-Sectional Anatomy	2	Spring
NMT 625 – CT Physics & Instrumentation	2	Fall
NMT 694 – CT Clinical Practice	8 (total of 8 hours which can be split across two or more semesters)	Spring and/or Summer depending on placement *must be preapproved with the clinical coordinator
<b>Certificate Total Semester Hours: 15</b>		



### MASTER OF SCIENCE IN INTERDISCIPLINARY GRADUATE STUDIES

<https://www.uab.edu/graduate/programs/igs>

Students interested in completing a master's degree can pair this certificate with another approved certificate (ex. Magnetic Resonance Imaging) in addition to a capstone course to complete the degree requirements needed for a Master of Science in Interdisciplinary Graduate Studies. Please see the website, apply and officially notify the program director of your intentions.

## STUDENT RESPONSIBILITIES

- To always present yourself in a professional manner. You represent not only our program but our university.
- Maintain academic integrity by refraining from cheating. Incidents of cheating among others should be reported if and when it is witnessed.
- Check email on a daily basis.
- Have access to a computer with internet, MS Office software and a webcam for participation in on-line work and exams (software available at UAB bookstore at reduced cost to students.)
- Provide transportation and parking to and from clinical sites.
- Failure to meet student responsibilities may lead to counseling, reprimand and/or probation.

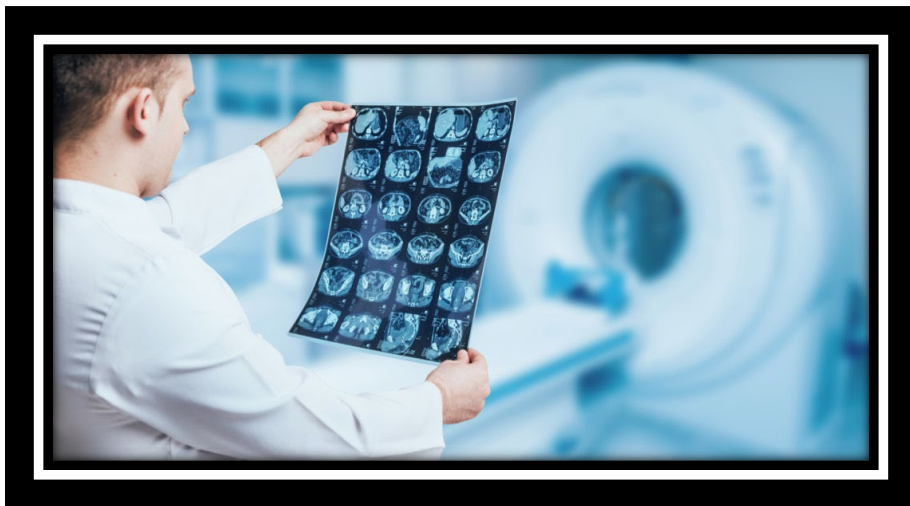
## PROGRAM GRADING POLICIES

1. A student must maintain a 3.0 in the UAB Graduate School.
2. Cheating: If a student is caught and proven to be cheating, the student is in violation of the UAB Honor Code and will be subject to the UAB policies on Academic Misconduct. At the least, the student will receive a zero for the exam or assigned work and will be put on Academic Probation. If placed on Academic Probation, a second infraction OF ANY KIND will result in dismissal from the program.
3. 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 Honor and will be subject to the UAB policies on Academic Misconduct.

## TEXTBOOK LIST

2025-2026

Textbook List	
CDS 505 – Professional Skills Development	No Required Text
NMT 605 – Cross-Sectional Anatomy	Sectional Anatomy For Imaging Professionals by Lorrie Kelley & Connie Petersen 4th edition Textbook-ISBN: 978-0-323-41487-6 Workbook-ISBN: 978-0-323-56961-3
NMT 625 – CT Physics & Instrumentation	Computed Tomography: Physical Principles, Clinical Applications, and Quality Control. Euclid Seeram. 5th Edition, 2023. ISBN-13: 978-0323790635
NMT 633 – CT Procedures	Computed Tomography: Physical Principles, Clinical Applications, and Quality Control. Euclid Seeram. 5th Edition, 2023. ISBN-13: 978-0323790635
NMT 694 – CT Clinical Practice	<i>Clinical Handbook</i>



## **UAB AND PROGRAM ASSESSMENT AND EVALUATIONS**

The student is requested to do several types of assessments throughout their participation in the program. A list of those assessments and a brief explanation are below.

By completing the evaluations of the program, the program can identify areas in need of improvement or enhancement to better meet the educational needs of the student.

### **1. Course / Instructor Evaluation**

- This is completed by the student electronically at the completion of each course at the end of each semester.
- While the student is not required to do the evaluation, the information is vital for the instructor to use to improve the course.
- The evaluations are anonymous.

### **2. Student End-of-Term Evaluation**

- This is completed at the end of each semester in which the student is enrolled in clinical practice.
- The student is requested to submit a self-assessment of how they perceived their performance was in the clinic for that semester.
- If necessary, a meeting with the student and the program director will be arranged to work out any identified problem areas.

### **3. Exit Interview, Graduate Information Form, and Post-Certificate Completion Survey**

- This is completed at the end of the last semester of the program.
- The student is requested to do an evaluation of the program's strengths and weaknesses as perceived by the student along with a graduate information form to send out information and updates following completion of the certificate.
- The Post-Certificate Completion Survey is usually sent by email to graduates of the certificate 6-months post completion.



**Board Certification:** Graduates of the program are eligible to apply for the certification examination offered by both the Nuclear Medicine Technology Certification Board (NMTCB) or the American Registry of Radiological Technologists (ARRT).

Board Exam	Physical Address and Website	Contact Information
<b>Nuclear Medicine &amp; Molecular Sciences Certification Board</b>	3558 Habersham at Northlake Building I Tucker, GA 30084  <a href="http://www.nmtcb.org/root/default.php">http://www.nmtcb.org/root/default.php</a>	<b>Phone:</b> (404) 315-1739 <b>Toll Free:</b> (800) 659-3953 <b>Fax:</b> (404) 315-6502 <b>E-mail:</b> <a href="mailto:board@nmtcb.org">board@nmtcb.org</a>
<b>ARRT</b>	1255 Northland Drive St. Paul, MN 55120 <a href="https://www.rrt.org/">https://www.rrt.org/</a>	<b>Phone:</b> (651) 687-0048 <b>Fax:</b> (651) 681-3299

### STUDENT SEIZURE PROTOCOL

1. If a student has a seizure and comes out of the seizure physically unharmed and appears to be fine after the event:
  - Do not call 911.
  - Do not write up an incident report.
  - Make sure the student is ok.
2. If a student has a seizure and is physically harmed but seems fine otherwise (i.e. a fall occurs, the student bumps their head etc.):
  - Write up the incident as a “not a medical emergency” incident (see item 5 on the attached incident reporting policy).
  - Notify the program director immediately: (205) 934-3427 or (205) 975-4237
  - Transport the student to student health (1714 Ninth Avenue South) with a medical authorization form. This may be done by faculty or staff.
3. If the student has a seizure and is unresponsive or alert but not coherent:
  - Call 911.
  - Write up the incident as a “major medical injury” (See item one on the attached incident reporting policy).
  - Accompany the student to the ER to present the completed medical authorization form. This may be done by faculty or staff.
  - Notify the program director immediately.

If this were to occur a medical authorization form and incident report form would need to be completed.

## CLOSING NOTIFICATIONS

Your safety should always take precedence to official closings. To find out if class cancellation occurs due to bad weather (snow and ice) on an assigned class day use the following official sources:

- UAB radio station WBHM 90.3
- The UAB Web site at [www.uab.edu](http://www.uab.edu)
- BlazerNet at [www.uab.edu/blazernet](http://www.uab.edu/blazernet)
- B-Alert System <https://www.uab.edu/emergency/communications-and-information-management/uab-b-alert>
- The UAB inclement Weather Hotline at (205) 934-2165

## MEDICAL IMAGING PROFESSIONAL CODE OF ETHICS

Technologists qualified to perform CT procedures are members of the health care profession and must strive as individuals and as a group to maintain the highest ethical standards by adhering to the Code of Ethics effective June 23, 2019 by the ASRT.

The principles of the Medical Imaging Professional Code of Ethics as listed below are not laws, but standards of conduct to be used as ethical guidelines by CT technologists.

### **The medical imaging professional:**

- **Accepts accountability for decisions made and actions taken.**
- **Acts as a patient advocate.**
- **Adheres to the established ethical standards of recognized certifying agencies.**
- **Adheres to the established practice standards of the profession.**
- **Delivers patient care and service free from bias or discrimination.**
- **Provides health care services with consideration for a diverse patient population.**
- **Respects the patient's right to privacy and confidentiality**

## CT POST PRIMARY CERTIFICATE PROGRAM DRUG TESTING POLICY

In addition to the SHP Drug Testing Policy, the CT Post Primary Certificate program reserves the right to test any CT student, with cause, at any time while they are enrolled in the program under the direction of either the Program Director or Clinical Coordinator.

### ESSENTIAL REQUIREMENTS

The following skills are needed by applicants to the CT Post Primary Certificate Program. Applicants and students should possess these abilities, or with the help of compensatory techniques and/or assistive devices, be able to demonstrate the ability to become proficient.

Manual dexterity: Use of extremities for patient care purposes

wrists (both) grasping pulling twisting

hands (both) fingering holding (rotation)

arms (both) pushing extending cutting

Sensation: palpation auscultation percussion

capable of hearing voices of normal range in the presence of background noise

Visual Perception: depth acuity (corrected to 20/40)

ability to distinguish shades of gray/color

Physical strength: to support another person

to position another person

to transfer/ambulate with walker, cane, crutches, bed, wheelchair

to stand for long periods of time

to perform CPR; resuscitation

to walk at a rapid pace for eight hours

to lift 10-15 pounds

Ability to operate and maintain equipment (e.g., nuclear medicine instrumentation, ventilator, electronic monitor, etc.)

Interpersonal skills: able to function (consult, negotiate, share) as part of a team

able to use oral communication skills

able to respond to others' requests

willing to accept direction and supervision

Perform duties while under stress.

## **STUDENT AWARDS & SCHOLARSHIPS**

### **Scholarships**

Once the student is admitted to the CT Post Primary Certificate Program, the student becomes eligible to apply for specific scholarships offered by the School of Health Professions.

#### **M. May Williams memorial Scholarship**

M. May Williams was the first program director of the UAB Radiography program. Upon her passing, a memorial scholarship was named in her honor. This scholarship is used for the CT and MRI Certificate programs.