

UAB SCHOOL OF HEALTH PROFESSIONS

The University of Alabama at Birmingham

Department of Clinical and Diagnostic Sciences Industry Genetics and Genomics Graduate Certificate

2023-2024 STUDENT HANDBOOK



UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES
INDUSTRY GENETICS AND GENOMICS CERTIFICATE PROGRAM
2023 – 2024 ACADEMIC HANDBOOK

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Table of Contents

Table of Contents

INTRODUCTION	5
DEAN’S WELCOME MESSAGE	5
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS	6
SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION.....	7
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION	8
ACADEMIC CALENDAR	8
ACADEMIC INTEGRITY CODE	8
ADVISING.....	8
AMBASSADORS.....	8
ASKIT.....	9
ATTENDANCE.....	9
AWARDS AND HONOR SOCIETIES.....	10
BACKGROUND CHECK	10
BLAZERID / BLAZERNET / EMAIL.....	11
BLAZER EXPRESS	11
BOOKSTORE	11
CAMPUS ONECARD	11
CAMPUS MAP	11
CAMPUS SAFETY	12
CANVAS LEARNING MANAGEMENT SYSTEM.....	12
CATALOG	12
COUNSELING SERVICES.....	12
COVID-19 PRECAUTIONS	12
DIVERSITY, EQUITY, AND INCLUSION (DEI)	13
DISABILITY SUPPORT SERVICES (DSS)	13
DRUG SCREENING	13
EMERGENCIES.....	14

FERPA TRAINING	14
FINANCIAL AID	14
FOOD SERVICES	14
GRADUATE SCHOOL.....	14
GRADUATION	15
MEDICAL CLEARANCE	15
IMMUNIZATION POLICY	15
INSURANCE WAIVERS	15
HIPAA TRAINING	15
INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)	16
INTELLECTUAL PROPERTY.....	16
LACTATION CENTERS	16
LIBRARIES AND LEARNING RESOURCE CENTER	16
NON-ACADEMIC MISCONDUCT POLICY	17
ONE STOP STUDENT SERVICES	17
PARKING.....	17
PATIENT CARE PARTNERSHIP	18
PLAGIARISM AND TURNITIN	18
RECREATION CENTER	18
SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS	18
SOCIAL MEDIA.....	19
STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)	19
STUDENT HEALTH SERVICES.....	19
TUITION AND FEES	19
WEATHER	20
WITHDRAWAL FROM COURSE / PROGRAM.....	20
SECTION 2 – SHP AND UAB POLICIES.....	21
SCHOOL OF HEALTH PROFESSIONS POLICIES.....	21
BACKGROUND CHECK AND DRUG SCREEN POLICY	21
EMERGENCY PLAN - SHPB	28

FINAL COURSE GRADE APPEAL PROCESS.....	28
PLAGIARISM	28
UAB POLICIES	28
CLASSROOM BEHAVIORS.....	28
HEALTH	28
SUBSTANCE USE/ABUSE	28
TECHNOLOGY GUIDELINES	29
INCLUSIVENESS	29
RESEARCH AND SCHOLARLY ACTIVITIES	29
CAMPUS SAFETY	29
SECTION 3 – PROGRAM INFORMATION	30
PROGRAM OVERVIEW AND OBJECTIVES.....	30
ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS	31
FACULTY & STAFF CONTACT INFORMATION	33
ADVISING & MENTORING	33
CURRICULUM	34
CLASS DISCUSSION GUIDELINES.....	35
TEXTBOOKS.....	36
WRITTEN WORK FORMATTING REQUIREMENTS	36
VIRTUAL CLASS ATTENDANCE AND CANVAS	36
TECHNOLOGY REQUIREMENTS	37
TEST PROCTORING	38
CANVAS AND TECHNICAL SUPPORT.....	38
TEACHING & COURSE EVALUATIONS	38
GOOD ACADEMIC STANDING	38
PROBATION & DISMISSAL	39
GRADES.....	39
APPLICATION FOR DEGREE.....	40

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 (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 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, 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.

Kristin Chapleau, Director of Student Services and Advising

205-996-4721; kjohnsto@uab.edu

Jennifer Christy, Assistant Dean for Faculty Affairs

205-934-5903; jbraswel@uab.edu

Mary Foster, Dean's Executive Assistant

205-934-5149; fostermg@uab.edu

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

205-996-1399; sgiordan@uab.edu

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

205-934-7528; mhart2@uab.edu

Kevin Storr, Director of Communications

205-934-4159; storr@uab.edu

Lee Test, Director of Academic and Faculty Operations

205-975-8034; ltest@uab.edu

Marci Willis, Director, Learning Resource Center

205-934-9472; 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 available at www.uab.edu/academiccalendar.

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 Senior 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: <https://www.uab.edu/one-stop/policies/academic-integrity-code>.

ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisors is listed below.

Anrika Steen, Academic Advisor III, SHPB 424E – 996-1689; anrikam@uab.edu

Eileen Hatfield, Academic Advisor II, SHPB 230 – 205-934-4185; mehatfie@uab.edu

Chris Smith, Academic Advisor III, SHPB 230 – 205-934-5974; cjsmith1@uab.edu

Adam Pinson, Academic Advisor III, SHPB 424A – 205-996-6789; 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, serving as liaisons between the department and university-wide student organizations, serve as a student voice in school and university committees, and with the timely goal of creating a sense of community for all SHP students. 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 Email: askit@uab.edu Website: https://uabprod.service-now.com/service_portal

ATTENDANCE

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

Students in SHP programs 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 fieldwork I rotation. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. 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. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

Email: uab.edu 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/.

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, 35233

Hours: M – F 8:00am – 6:00pm | 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 other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at www.uab.edu/onecard.

CAMPUS MAP

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

CAMPUS SAFETY

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

CANVAS LEARNING MANAGEMENT SYSTEM

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

COUNSELING SERVICES

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

COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. The University continues to consult experts in the field to assess the pandemic and make data-driven decisions to safely pursue our vital mission. Students can view current COVID information and official policies at www.uab.edu/uabunited.

- Masking – Masks are not required in university meetings, events, classrooms or laboratories unless there is a non-COVID environmental health and safety policy or guideline that otherwise requires a mask for the setting or activity performed. Many individuals in our campus community may choose to wear a well-fitting mask. Members of the campus community are encouraged to respect the decisions others make in keeping with UAB's Shared Values.
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at <https://www.uab.edu/uabunited/covid-19-vaccine>
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at https://studentwellness.uab.edu/login_directory.aspx.
- Students who experience COVID symptoms should not come on campus or clinical sites and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.

- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms but should comply with any restrictions on food and other beverages that may be in place.

Students should refer to their course syllabus for additional requirements and guidelines.

DIVERSITY, EQUITY, AND INCLUSION (DEI)

Collaboration, integrity, respect and excellence are shared values of our institution and are the core of what it means to be a UAB community member. And a key foundation at UAB is diversity, equity, and inclusion. At UAB, everybody counts every day. UAB is committed to fostering a diverse, respectful, and inclusive campus environment that values all community members regardless of background and embraces individual differences. UAB values and cultivates equity, diversity, and inclusion in our research, learning, clinical and work environments. Our students, faculty, and staff add diversity to our community through life experiences, perspectives and viewpoints that are enriching for the learning and work environment and are reflective of the students and communities we serve. Because UAB serves a diverse population, ODEI, along with our School of Health Professions initiatives, aims to create an inclusive environment for all UAB faculty, staff, students, and patients through education, training, and awareness programs.

[UAB Office of the Vice President of Diversity, Equity, and Inclusion](#)

[SHP Diversity, Equity, and Inclusion Site](#)

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 | (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: dss@uab.edu Website: www.uab.edu/students/disability/

DRUG SCREENING

By policy, SHP students in programs requiring fieldwork placement (clinical, internship, practicum) are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch, www.castlebranch.com, at the time of program admission and again prior to placement in a fieldwork placement. 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. If you have questions, please contact shrp-shpasdnfcaffrs@uab.edu.

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:

- Weather & Emergency Hotline: (205) 934-2165
- University home web page: www.uab.edu
- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Twitter@UABALERT: www.twitter.com/uabalert
- [facebook.com/UABALERT](https://www.facebook.com/UABALERT)
- 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 sites:

<https://sa.uab.edu/enrollment/services/ferpa/>. If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu. All SHP students are required to complete [FERPA Training](#).

FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center. Additional financial aid information is located at www.uab.edu/financialaid.

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. Additional information about meal plans and campus dining facilities is available at 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/. Policies and Procedures for the Graduate School can be located in the Graduate School Catalog [2022-2023 Catalog of Graduate Programs < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#).

GRADUATION

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. <https://www.uab.edu/commencement/faqs>. The University holds commencement every semester. Check the commencement website for the most current information: <https://www.uab.edu/commencement/>.

MEDICAL CLEARANCE

SHP students in programs that are on campus (not fully online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: www.uab.edu/students/health/medical-clearance/immunizations.

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: <https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

INSURANCE WAIVERS

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: <https://www.uab.edu/students/health/insurance-waivers/waivers>

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. Compliance with the training requirement is monitored monthly.

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.

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.

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 <https://www.uab.edu/titleix/pregnancy-parenting/campus-community-support/lactation-centers>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. 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. <https://library.uab.edu/locations>

SHP Learning Resource Center (LRC)

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

Location: 1714 9th Avenue S.

Phone: (205) 934-5146

Email: shplrc@uab.edu

Lister Hill Library of the Health Sciences

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

Location: 1700 University Boulevard

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: 913 13th Street South

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:

<http://catalog.uab.edu/undergraduate/aboutuab/nonacademicpolicies/>

Graduate Non-Academic Policies:

<http://catalog.uab.edu/graduate/academicprogress/#academicethicsandmisconducttext>

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. You may contact the One Stop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; onestop@uab.edu. Additional information is available at www.uab.edu/onestop.

PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th 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.

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) 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.

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 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.

SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review and select awardees.

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

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.

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.

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.

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.

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

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

You may visit the UAB School of Health Professions Scholarship page to learn more <https://www.uab.edu/shp/home/about-us/shp-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 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
- Facebook: www.facebook.com/UABSHP
- YouTube: www.youtube.com/uabshp
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: www.uab.edu/shp

UAB Social Media Guidelines are outlined at <https://www.uab.edu/toolkit/social/guidelines>.

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. More about SARC can be found here: [Student Advocacy, Rights & Conduct - Student Affairs - News | UAB](http://www.uab.edu/studentaffairs/news). The UAB student conduct code may be accessed online: [Student Conduct Code \(uab.edu\)](http://www.uab.edu/studentconduct).

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9th 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. Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3580.

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. SHP programs have specific fees attached to programs,

courses, and/ or laboratories. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>.

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at 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. Other information sources include:

- Webpage: www.uab.edu/emergency
- B-ALERT System: www.uab.edu/balert
- 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 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

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 drug screening and criminal background check using the approved vendor ([CastleBranch](#)). These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in assigned fieldwork. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP undergraduate programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program are waived from the requisite unless the current program of enrollment also includes an internship or fieldwork placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement
- 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 you fail the drug screening, or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the Office of the Associate Dean for Academic and Faculty Affairs will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a 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 and Health Sciences, MS

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

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

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

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding fieldwork placement or internship (if applicable) are the following:

Health Care Management, BS
 Biomedical Sciences, BS
 Biobehavioral Nutrition and Wellness, BS

Programs waived from the Background Check and Drug Screening requirement 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 Service Research, MS
 Healthcare Simulation, MS
 Nutrition for Community Health, Graduate Certificate
 Nutrition Sciences, MS

- Clinical Track-Prior Learning
- Lifestyle Management and Disease Prevention Track

Low Vision Rehabilitation, Graduate Certificate
Occupational Therapy Doctorate (Post Professional)
Physical Therapy Residencies (Neurologic, Orthopedic)

Attachments:

- Procedure for Criminal Background Check and Drug Screening
- Student Instructions
- Consent to Drug Testing and Release of Drug Test Results
- Consent to Criminal Background Check and Release of Results

*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.

Attachment 1:

Procedure for Criminal Background Check and Drug Screening

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Academic and Faculty Affairs review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a fieldwork rotation or potentially makes them ineligible for professional certification or licensure, the SHP Office of Academic and Faculty Affairs works in conjunction with the program director to notify the student. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required fieldwork placement.
5. Prior to fieldwork placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students are responsible for all additional fieldwork placement requirements.
7. The program director discusses with individual student's implications for information which may inhibit an assigned fieldwork placement.
8. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports if required.

Attachment 2:



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

About CastleBranch.com

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

Order Summary

Required Personal Information

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

Drug Test (LabCorp or Quest Diagnostics)

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

Payment Information

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

Place Your Order

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

AH01 - Background Check and Drug Test

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

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

View Your Results

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

Attachment 3:

UAB School of Health Professions

Consent to Drug Testing and Release of Drug Test Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

Student's Signature

Date

Signature of Parent/Legal Guardian
(required only if student is under 19)

Date

Attachment 4:

UAB School of Health Professions

Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

Student's Signature

Date

Signature of Parent/Legal Guardian
(required only if student is under 19)

Date

EMERGENCY PLAN - SHPB

The current SHPB Emergency Plan can be accessed at <https://www.uab.edu/shp/home/emergency-plan>.

FINAL COURSE GRADE APPEAL PROCESS

www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

PLAGIARISM

www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf

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

UAB POLICIES

CLASSROOM BEHAVIORS

ATTENDANCE / ABSENCE (UNDERGRADUATE)

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

HEALTH

BLOOD AND BODY FLUID EXPOSURE

<https://www.uab.edu/employee-health/employees/needle-sticks-exposures>

IMMUNIZATIONS

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

SUBSTANCE USE/ABUSE

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=373>

DRUG FREE CAMPUS (GENERAL POLICY)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=416>

NON-SMOKING

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=392>

TECHNOLOGY GUIDELINES

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=300>

COMPUTER SOFTWARE COPYING AND USE

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=153>

INCLUSIVENESS

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=98>

RESEARCH AND SCHOLARLY ACTIVITIES

ACADEMIC INTEGRITY CODE

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

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=398>

PATENT (INTELLECTUAL PROPERTY)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=397>

CAMPUS SAFETY

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=330>

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.

SECTION 3 – PROGRAM INFORMATION

Welcome to the University of Alabama at Birmingham Industry Genetics and Genomics Graduate Certificate Program. As we know, advances in the application of genetics and genomics technology in clinical care to support the paradigm shift to personalized medicine has created a need for health care providers and genomics industry professionals to integrate genetics and genomic data, medicine, with the human lived experience for the optimal utilization in clinical care. It has also created a gap in the workforce for advanced education related to genomics related topics.

The Industry Genetics and Genomics Graduate Certificate Program is designed to provide advanced skills and education that will prepare graduates for employment in industry settings. UAB is well prepared to provide advanced education in industry genetics and genomics as a part of UAB’s strategic initiative to be a leader in providing genomic and personalized medicine both locally and nationally.

PROGRAM OVERVIEW AND OBJECTIVES

The Industry Genetics and Genomics Graduate Certificate is a 15 credit hour, asynchronous program that includes 5, 3-credit hour courses that will provide the learner with the subject matter to fulfill the program’s learning objectives.

Program Learning Objectives:

1. Provide advanced knowledge in the clinical applications of genetics and genomic technology to support the workforce demand in genetics and genomics laboratory industry and utilization of genetics and genomics in clinical care.
2. Provide educational experiences including didactic course work, cases studies and independent study that will enable students to assess genomics technologies and their appropriate use in the clinical genomics industry, demonstrate knowledge of professional guidelines for variant classification for clinical applications, and effectively integrate genomic and clinical knowledge with the legal, regulatory, marketing, and financial aspects of the clinical genomics industry.
3. Prepare students to effectively communicate with clinical genomics laboratory personnel and work in teams within the clinical genomics laboratory, serve as a resource to clinicians to improve the utilization of genomics technology in clinical care, and apply genomic industry standards within a clinical laboratory setting through direct application.

ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

The essential functions below extend beyond academic requirements for admission and are standards that all enrolled students must possess in order to successfully complete graduate training.

All students must meet the following requirements:

- Communicate effectively and sensitively with faculty, students, patients, laboratory staff, and members of the health care team.
- Possess the capacity for critical thinking including the ability to assimilate, analyze, synthesize, and integrate concepts and to problem solve in a timely fashion.
- Possess the emotional health and psychological stability required for full utilization of their intellectual abilities, exercise good judgment, prompt completion of all responsibilities and the development of mature, sensitive, and effective relationships with patients and other members of the health care team.
- Adapt to changing environments and function effectively under stress.

Technical Standards:

The student must possess the basic technical skills to:

- Use a keyboard and mouse
- Save, open, and edit various file types
- Open, send, reply, and attach and open attachments to email messages
- Upload and download files from and to your computer and the Internet
- Navigate the Internet
- Navigate the Canvas course environment
- Utilize various technologies
- Create online accounts
- Download and utilize software and/or plug-ins as specified by your instructor.

The student must possess sufficient cognitive skills to:

- Acquire, process, retain, and apply knowledge through a variety of instructional methods such as: written materials (i.e. texts, journals, documentation, and other written sources), oral delivery, visual demonstrations, research experiences, clinical experiences and independent learning.
- Complete reading assignments, search and analyze professional literature, and apply information gained to guide practice.
- Process (measure, calculate, analyze, synthesize, and evaluate) large amounts of complex information; apply theoretical concepts to practice activities and perform clinical problem-solving in a logical and timely manner.
- Maintain attention for at least 3-4 hours.
- Take and pass test/quizzes in a variety of formats.

- Apply knowledge and judgment required to demonstrate ethical reasoning and behavior.
- Comply with University and Program rules and regulations.
- Demonstrate judgment necessary to establish priorities and develop and use strategies.

The student must possess sufficient interpersonal skills, communication skills, and affective learning skills to:

- Demonstrate positive sufficient interpersonal skills including, but not limited to, cooperation, flexibility, tact, empathy, and confidence.
- Participate equitably in cooperative group learning activities; actively participate in class discussions and as a member of a team.
- Orally present information to groups of people with various educational backgrounds.
- Use language that is appropriate for the recipient including with faculty, peers, clients, and other health professionals from different social and cultural backgrounds.
- Obtain information from clients, peers, faculty, supervisors, and other professionals.
- Utilize the computer for communication and class assignments.

The student must possess sufficient professional behavior to:

- Demonstrate respect for diversity, including but not limited to, socio-cultural, socioeconomic, spiritual, and lifestyle choices.
- Exhibit professional demeanor including appropriate language and dress, acceptance of responsibility for conduct.
- Demonstrate organizational and time management skills and ability to prioritize activities effectively as needed to fulfill program requirements.
- Cope with stresses encountered in the intensive educational process.
- Demonstrate consistent work behaviors including initiative, preparedness, dependability, and punctual attendance.
- Maintain general good health and self-care in order to not jeopardize the health and safety of self and others.
- Maintain ethical standards including honesty, integrity, and confidentiality, at all times.
- Communicate effectively with instructors, and administrators, in a timely manner.
- Self-identify and communicate the need for additional resources, accommodations, or information needed for personal success.
- Produce the required volume of work in the expected time frame.

FACULTY & STAFF CONTACT INFORMATION

Name	Title	Location	E-mail	Phone
Klaressa Washington	Program Manager	SHPB 438	finleyk1@uab.edu	205-996-9921
Alicia Gomes	Program Director	SHPB 444	agomes@uab.edu	205-934-7299
Yulong Fu	Laboratory Director	Kaul 330	yulongfu@uabmc.edu	205-996-2915

ADVISING & MENTORING

The Program Director will serve as the advisor for all students enrolled in the program and is available to discuss the needs and concerns of students within the program.

FACULTY ADVISING

Description and Expectations

The program director will request an individual meeting with each student at least one time per semester. If a student has a need or concern and would like to meet additionally, the student may email the program director to arrange a time.

Objectives of advising:

- Open lines of communication between students and the program
- Provide the student with a person with whom they can discuss problems, concerns, academic questions etc.
- Professional development
- Address issues in a constructive session

Expectations of the Advisor:

- To extend a line of communication with the student, if they would like to meet
- To listen to their concerns, particularly global program issues and coursework issues
- To not let your relationship with your student affect your attitude toward the other students

Expectations of the student:

- To keep your advisor informed of your academic performance and any potential problems
- To talk to your advisor about any academic problems. (They may not be able to fix the problem, but they could address who you need to speak to etc.)

CURRICULUM

In order to receive a graduate certificate in Industry Genetics and Genomics, students must complete all certificate requirements. The official course sequence suggested by the program to ensure a foundational and sequential understanding of the course material is listed below, however students may take courses out of sequence, if desired:

Course Sequence for Students WITH a Clinical Genetics Background		
Course Title (all 3 credit hours)	Term Offered	Course Description
IGG 624 Genetics and Genomics Diagnostics Regulation	Summer	An introduction to the nuances of regulation, certification, and ethical
IGG 621 Clinical Genomic Testing Technologies and Methodology	Fall	Critically compare and contrast genetic and genomic testing methodologies and platforms and the benefits and limitations of their use in diverse clinical scenarios.
IGG 622 Clinical Tools for Genomic Variant Curation and Analysis	Fall	A comprehensive review of the key principles and tools used in genomic variant curation for clinical medicine. Principles of curation are demonstrated by the application of appropriate nomenclature standards, principles of population genetics, available software and critical quality analysis.
IGG 623 Genomic Variant Interpretation using Clinical Application	Spring	Explore the evolution of current interpretation guidelines used in clinical diagnostic laboratories for genetic variant interpretation. Learn to critically examine functional, computational, and statistical data and how the data may influence variant interpretation.
IGG 625 Implementation of Variant Interpretation Practices in the Genetics and Genomics Industry	Spring	Active engagement in variant analysis and interpretation through direct application of variant analysis and interpretation skills in an assigned setting.
Course Sequence for Students WITHOUT a Clinical Genetics Background		
Course Title (all 3 credit hours)	Term Offered	Course Description
IGG 620 Applied Advanced Medical Genetics and Genomics	Summer	Medical application of advances in genetics and genomics with a review of current strategy for detection of mutations associated with genetic disorders. Provides a basic understanding of genetic risk assessment and population genetics, genomic approaches to diagnosis and risk stratification.
IGG 621 Clinical Genomic Testing Technologies and Methodology	Fall	Critically compare and contrast genetic and genomic testing methodologies and platforms and the benefits and limitations of their use in diverse clinical scenarios.
IGG 622 Clinical Tools for Genomic Variant Curation and Analysis	Fall	A comprehensive review of the key principles and tools used in genomic variant curation for clinical medicine. Principles of curation are demonstrated by the application of appropriate nomenclature standards, principles of population genetics, available software and critical quality analysis.

IGG 623 Genomic Variant interpretation using Clinical Application	Spring	Explore the evolution of current interpretation guidelines used in clinical diagnostic laboratories for genetic variant interpretation. Learn to critically examine functional, computational, and statistical data and how the data may influence variant interpretation.
IGG 625 Implementation of Variant Interpretation Practices in the Genetics and Genomics Industry	Spring	Active engagement in variant analysis and interpretation through direct application of variant analysis and interpretation skills in an assigned setting.

CLASS DISCUSSION GUIDELINES

All students are expected to follow the SHP Netiquette Guidelines

The faculty and staff of the School of Health Professions (SHP) promote a learning environment that incorporates individual respect, inclusiveness, and professionalism, whether the environment is physical or virtual. Communicating in a non-video/audio online environment typically does not allow for individuals to view facial expressions or body language, or hear tone of voice. Thus, written messages should be clearly and concisely stated using professional language and tone.

The following statements are intended as guides for student interactions in the SHP online classroom environment.

1. Do not write or share anything online that is not appropriate to say or present in a face-to-face encounter. Apply common rules of courtesy to online communications, such as addressing faculty with professional titles, and using 'please' when making a request and 'thank you' to show appreciation.
2. Treat other persons, their time, and their points of view with respect, and protect their privacy. Don't quote or forward an individual's materials without permission. Think about your message before you write it, and don't write when you are angry or emotional. Words on the Internet have a very long life.
3. Use correct language, spelling, and grammar, just as you would with written business communication, and read it carefully before you submit it. "Text talk," creative spelling, slang or profanity, and symbols are not appropriate in the learning environment. Don't use ALL CAPS, as this is the written equivalent of shouting in a conversation.
4. Encourage and participate in thoughtful, polite discussion with students and faculty. Ask for clarification when you don't understand a point or think there is a miscommunication.
5. Use a professional tone and language in your course communications, just as you would for communicating in a work environment.
6. Don't post any information unrelated to the course without explicit permission from the course instructor.

TEXTBOOKS

There are no textbooks required for this program, however additional readings (articles, original publications, etc.) may also be required for coursework. These references and/or readings will be available in course materials via Canvas or from the UAB electronic journal access.

WRITTEN WORK FORMATTING REQUIREMENTS

All written work submitted electronically to any course should meet the following formatting requirements. Points may be deducted from any assignment that does not meet these requirements.

- Student Name, Due Date and Course Prefix and Number (e.g. IGG 621) should be in the upper right hand corner of the first page
- Double spaced
- 12 point Times New Roman font
- Typed on 8 ½ x 11 inch white paper
- Citations should follow APA style throughout the paper
- Spelling, punctuation, and grammar should be correct
- Page numbers should be APA style (Arabic numbers at upper right hand corner of pages)
- One inch margins should be used on all sides
- Indent the first line of every paragraph

VIRTUAL CLASS ATTENDANCE AND CANVAS

All courses provided in this graduate certificate will be provided online and asynchronous. The program director will facilitate lecture topics each week that will be provided by content experts within the respective subject area. Additionally, the program director will also provide activities and projects each week that will complement the learner's understanding of the subject material. Exams may be included to provide an opportunity for assessment of the learner's understanding of the course's objectives and understanding of the material.

The program's curriculum includes 5, 3-credit hour courses that will provide the learner with the subject matter to fulfill the program's learning objectives.

The courses are designed to incorporate a variety of distance-learning instructional methods. Course requirements may involve reading selections from texts, periodicals, and empirical literature; participating in online discussions with instructors and fellow students; conducting applied projects; and completing assignments that are designed to reinforce course principles and analytic skills. Students will access course materials, syllabi, readings, assignments, etc. via the online Canvas system or through the UAB library system. Canvas course sites can be accessed through BlazerNET or at www.uab.edu/canvas.

Students should monitor their course sites routinely for communication from faculty and to manage course assignments. Course sites are available on the first day of class for each semester. Slides for each

course may be posted on the course Canvas site with permission of the lecturer. You are not allowed to reproduce or use any slides provided in the program for your own presentations or publications without written consent from the slides author. Access to each course's Canvas shell and its materials only lasts during the semester the student is enrolled in the class. Any materials that the students would like to retain from the course's shell for future use or study should be saved to a personal drive before the end of the class.

Assignments and due dates will be described in the course syllabus at the beginning of each semester, but each week's content will not be unlocked until the date listed on the course schedule. Course materials (including readings, assignments, and course announcements) will be available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates. Assignments should be submitted via Canvas. Email is not a reliable method for submitting assignments and is discouraged for this purpose. Canvas has an email feature that should be used for all communication with instructors.

Communication between students and instructors is key to the success of any distance-learning activity. Instructors are accessible via email, phone call, and/or video conferencing during the listed office hours for each course. If a meeting is needed outside of the listed office hours, an email to schedule a meeting can be requested. Additionally, faculty are in the office regularly and you are encouraged to visit with them in person as geography permits. Please refer to the course syllabus for contact information and details regarding instructor availability and communication expectations.

IGG 625 does incorporate synchronous sessions that require attendance/participation. The course syllabus will have scheduled dates/times and attendance requirements. It is the responsibility of the student to communicate with the course instructor if they cannot attend a required synchronous session. If a course has required synchronous sessions, they are typically scheduled in the evenings and not scheduled on Fridays.

TECHNOLOGY REQUIREMENTS

All course work exchange will occur through the UAB learning management system, Canvas. Please visit the UAB eLearning and Professional Studies for the current technical standards

<https://www.uab.edu/online/get-started/technical-requirements>. All students are required to have access to the following software/hardware:

- Computer
- Speakers
- Internet Connection

A high-speed internet connection with speeds of 1.5 mbps or higher is recommended for online courses to ensure that you can access all of the course materials and resources, particularly large file sizes as with streaming video. However, technologies used in individual courses vary. See the course syllabus for additional technical requirements. Additional details on basic computer system requirements can also be found at <https://www.uab.edu/online/get-started/technical-requirements>. Technical requirements

for individual courses may vary. See the course syllabus for additional technical requirements. Students will see UAB IT Software and Subscription Solutions (<https://www.uab.edu/it/home/>) for any downloads you may need.

If you do not live in the United States, Puerto Rico or the U.S. Virgin Islands, please be aware that your country may or may not regulate distance education. Visit the UAB eLearning website (<https://www.uab.edu/elearning/students/internationally-located-students>) for more information before enrolling.

TEST PROCTORING

Proctoring for online examinations will be done with either [ProctorU](#) or [Lockdown Browser and Monitor](#), at the discretion of the instructor. For both of these you will need a webcam as well as a computer with Internet access. Laptops with integrated webcams will work also. These test taking systems have a person watching while you take the exam and records the session. In both cases, you will have to show identification and comply with other instructions that are provided.

CANVAS AND TECHNICAL SUPPORT

Students should contact Canvas Support for course related issues such as an inability to access a course, error messages from their computer when clicking on course tools, computer crashing during a quiz or if they cannot submit an assignment. <https://www.uab.edu/elearning/academic-technologies/canvas>

Students should contact UAB Technical Support if they need help setting up their computer, for example a software installation, Microsoft office assistance, or Java issues, then contact UAB ELearning and professional students. <http://www.uab.edu/elearning/students>.

TEACHING & COURSE EVALUATIONS

The Program and University administers IDEA teaching and course evaluations at the end of each semester. This is an opportunity for students to share with faculty their experience with the course. This information is used to modify course content. All surveys are anonymous and voluntary. Due to the small cohort size of the program each student is **strongly** encouraged to participate in order to get an accurate assessment of the content and quality of the program.

GOOD ACADEMIC STANDING

For a student to maintain good academic standing in the Graduate School, a grade point average of at least 3.0 (B average) and overall satisfactory performance on pass/not pass courses are required. (SECTION 6, POLICY 1, GRADUATE SCHOOL POLICY LISTINGS)

PROBATION & DISMISSAL

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

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

The rules stated above govern university probation and dismissal, administered by the Graduate School. Individual graduate programs may establish and administer program probation and dismissal governed by stricter requirements. In general, a student's retention in a specific graduate program is contingent on the faculty's belief that the student is likely to complete the program successfully. If the faculty ceases to hold this belief, the student may be dismissed from the program. (SECTION 6, POLICY 3, GRADUATE SCHOOL POLICY LISTINGS)

GRADES

The grade of A is used to indicate superior performance, B for adequate performance, and C for performance only minimally adequate for a graduate student. Any graduate student completing a course at the 500 level or above with a performance below the C level will receive a grade of F, since the Graduate School does not use the grade of D. (SECTION 4, POLICY 1, GRADUATE SCHOOL POLICY LISTINGS)

The grades for academic coursework are compiled, as stated in the syllabus for the course, to develop a final course grade. The course instructor will inform the students 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.

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, F, or WF. Quality points are awarded as follows:

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

APPLICATION FOR DEGREE

Steps to completing certificate

A summary of the steps required for the Industry Genetics and Genomics Graduate Certificate:

1. Admission to program
2. Adherence to academic performance policy (see section on academic performance)
3. Satisfactory completion of coursework. All degree requirements are expected to be completed within 5 years of matriculation.
4. Application for degree. See the [UAB Graduate School website](#) for semester application deadlines.
5. Completion of all financial obligations to the University of Alabama at Birmingham
6. Conferring of certificate

This graduate certificate may be incorporated into the MS or MA in Interdisciplinary Graduate Studies (IGS). For more information about this degree program and participating certificates, please visit the [UAB Graduate School website](#).