


*Department of Clinical and Diagnostic Sciences*  
*MS Health Physics*

**2023-2024**  
**STUDENT HANDBOOK**




**UAB SCHOOL OF HEALTH PROFESSIONS**  
**DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES**  
**HEALTH PHYSICS PROGRAM**  
**2023 – 2024 ACADEMIC HANDBOOK**

  
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4/24/2023  
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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, 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](mailto:kjohnsto@uab.edu)

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

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

**Mary Foster, Dean's Executive Assistant**

205-934-5149; [fostermg@uab.edu](mailto:fostermg@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 available at [www.uab.edu/academiccalendar](http://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](mailto:anrikam@uab.edu)

Eileen Hatfield, Academic Advisor II, SHPB 230 – 205-934-4185; [mehatfie@uab.edu](mailto:mehatfie@uab.edu)

Chris Smith, Academic Advisor III, SHPB 230 – 205-934-5974; [cjsmith1@uab.edu](mailto:cjsmith1@uab.edu)

Adam Pinson, Academic Advisor III, SHPB 424A – 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, 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](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/service\\_portal](https://uabprod.service-now.com/service_portal)

## ATTENDANCE

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

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

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

Absences due to jury or military duty provided that official documentation 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](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** Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information, and announcements. UAB student email is provided through Microsoft Office 365, a cloud-based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

## **BLAZER EXPRESS**

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

## **BOOKSTORE**

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore 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](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 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).

## 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](http://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](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](mailto:dss@uab.edu)      Website: [www.uab.edu/students/disability/](http://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](http://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-shpasdnfacffrs@uab.edu](mailto:shrp-shpasdnfacffrs@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](http://www.uab.edu)
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- [facebook.com/UABALERT](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](mailto:FERPA@uab.edu). All SHP students are required to complete [FERPA Training](#).

## FINANCIAL AID

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

## GRADUATE SCHOOL

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

## **INTELLECTUAL PROPERTY**

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

## **LACTATION CENTERS**

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at <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 9<sup>th</sup> Avenue S.

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 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 13<sup>th</sup> 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](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

## **PARKING**

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

## PATIENT CARE PARTNERSHIP

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

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

## PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see 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](http://Turnitin.com) are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

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

## 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](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)

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/studentadvocacy). 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 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3580.

## 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/](http://www.uab.edu/whentopay/). Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

## **WEATHER**

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

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- B-ALERT System: [www.uab.edu/balert](http://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

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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>.

**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](http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf)

## **PLAGIARISM**

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

*Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, [Turnitin.com](http://Turnitin.com). All documents submitted to [Turnitin.com](http://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](http://www.uab.edu/policies/Pages/default.aspx).*

## SECTION 3 – PROGRAM INFORMATION

### WELCOME

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

### PROGRAM MISSION

To provide a quality educational experience in health physics that prepares students to be skilled professionals who will equitably serve in a diverse workforce, who will contribute to the profession throughout their careers, and who will uphold the highest standards of ethics and integrity both personally and professionally.

### STUDENT OUTCOMES

- An ability to identify, formulate, and solve broad and diverse technical problems by applying knowledge of the sciences and mathematics to areas relevant to health physics.
- An ability to develop hypotheses, conduct experiments or data gathering to test hypotheses, analyze and interpret data, and apply scientific judgment to draw conclusions.
- An ability to develop and implement key elements of a radiation safety program.
- An ability to function independently and on multi-disciplinary teams across cultural and socioeconomic divides.
- An ability to communicate radiation safety effectively orally and in writing across a broad range of audiences.
- An ability to understand both ethical and professional responsibilities and the impact of technical solutions in global, economic, environmental, and societal contexts.
- Recognition of the importance of professional certification in health physics and the need to engage in life-long learning.

### EDUCATIONAL OBJECTIVES

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



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

## EXPECTATIONS

- All students are expected to join the Health Physics Society (HPS). This is free your first year and \$42 each year after that while you are a student (as of 2023).
- All students are expected to present at the HPS annual meeting (held in July) or similar approved alternative conference. This can be virtual or in person on a case-by-case basis.
- Distance students are required to have brief monthly video conference check-in meetings with each MHP faculty member and their research advisor.
- Supervised practices during the first Summer semester and second Fall semester are a required portion of the program. Every effort is made to accommodate student location requests discussed early, but students may be required to temporarily relocate for this portion of their education.

## FACULTY



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

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

1716 9th Avenue  
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P: 541.250.1975 | [emilycaf@uab.edu](mailto:emilycaf@uab.edu) | SHPB 445

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

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

Emily is a recipient of the HPS Elda E. Anderson award for outstanding early career health physicists. In 2019 she was selected as one of 10 recipients of Oregon State’s Council of Outstanding Early Career Engineers. This award is reserved for Oregon State Alumni who have distinguished themselves through professional practice, service to OSU, the profession, or society at large.



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

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

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



**Muhammad Maqbool, PhD**

Professor

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Health Physics Program

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Muhammad Maqbool is a Professor for the Health Physics Program. Prior to joining UAB in 2017, he worked as an Associate Professor of Physics at Ball State University, Indiana for nine years. His first degree came from the University of Peshawar, Pakistan, in 1994. In 1998, he received his MS degree in Medical & Radiation Physics from the University of Birmingham, UK and his PhD degree in Physics from Ohio University, USA, in 2005.

Dr. Maqbool has published over five dozen peer-reviewed research papers and book chapters in the areas of Condensed Matter Physics, Photonics, Health Physics, and Biophotonics. In 2016 he was awarded a US Patent for his invention of a Titanium infrared microlaser on optical fiber. He serves on the editorial board of journals with Nanoscale Research Letters and Global Journal of Advanced Radiation Research.

He is a member of various professional organizations, including the HPS, American Physical Society, Materials Research Society, and Indiana Academy of Science.



**Rachel P. Nichols, CHP, ASP**  
Credentialed Course Instructor

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

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Rachel Nichols received a Bachelor of Science in Chemistry in 2014 and a Master of Science in Environmental Engineering and Science with a concentration in Environmental Health Physics in 2017 from Clemson University. After graduation, Mrs. Nichols began working as a Health Physicist for the University of Missouri in Columbia, MO. She continues to work there as the Associate Radiation Safety Officer while managing medical, veterinary, and research uses of radioactive materials and radiation generating machines. In 2021, Mrs. Nichols became certified as an Associate Safety Professional, and in 2022, she became a Certified Health Physicist through the American Board of Health Physics. She is active in the Health Physics Society, both on a national and local scale.

## ADMINISTRATIVE STAFF



**Leslie Williams**  
Program Coordinator II

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## CURRICULUM

<b>1<sup>st</sup> Fall Term</b>	
MHP 602 – Radiation Physics	(3 hours)
MHP 610 – Radiation Detection and Measurement w/Lab	(4 hours)
MHP 650 – Health Physics Research Methods	(3 hours)
CDS 505 – Professional Development	(1 hours)
<b>Total Semester Hours = 11</b>	
<b>1<sup>st</sup> Spring Term</b>	
MHP 620 – Principles of Dosimetry	(3 hours)
MHP 621 – Nonionizing Radiation or Elective	(3 hours)
MHP 653 – Research Methodology & Publication Analysis	(2 hours)
MHP 645 – Radiation Shielding & Protection	(3 hours)
<b>Total Semester Hours = 11</b>	
<b>1<sup>st</sup> Summer Term</b>	
MHP 651 – Advanced Radiation Biology	(3 hours)
MHP 657 – Monte Carlo Techniques for Health Physicists or Elective	(1 hours)
MHP 698/699 – Non-thesis/Thesis Research	(5 hours)
MHP 691 – Supervised Practice	(6 hours)
<b>Total Semester Hours = 15</b>	

2 <sup>nd</sup> Fall Term	
MHP 655 – Contemporary Issues & CHP Exam Review	(3 hours)
MHP 611 – Physics of Diagnostic Imaging	(3 hours)
MHP 654 – Laser Safety & Protection or Elective	(3 hours)
MHP 691 – Supervised Practice	(6 hours)
<b>Total Semester Hours = 15</b>	
<b>TOTAL PROGRAM HOURS = 52</b>	

Electives other than the courses listed here are subject to approval by the program director.

## TEXTBOOK LIST

The following are the required textbooks for use while enrolled in the program. This list is subject to change.

Course	Textbook title	Author	ISBN
MHP 602 Radiation Physics	Introduction to Health Physics, 5 <sup>th</sup> Ed.	Johnson	9780071835275
MHP 621 Nonionizing Radiation			
MHP 602 Radiation Physics	Atoms, Radiation, and Radiation Protection 3 <sup>rd</sup> Ed.	Turner	9783527406067
MHP 610 Radiation Detection and Measurement	Radiation Detection and Measurement, 4 <sup>th</sup> Ed.	Knoll	9780470131480
CDS 505 Professional Development	Emotional Intelligence 2.0	Bradberry	9780974320625
MHP 620 Principles of Dosimetry	Introduction to Radiological Physics & Radiation Dosimetry	Attix	9780471011460
MHP 651 Advanced Radiation Biology	Radiobiology for the Radiologist 8 <sup>th</sup> Ed.	Hall	9781496335418
MHP 611 Physics of Diagnostic Imaging	The Physics of Diagnostic Imaging 2 <sup>nd</sup> Ed.	Dowsett	9780340808917
MHP 654 Laser Safety and Protection	Laser Safety Management	Barat	9780824723071
MHP 654 Laser Safety and Protection	Introduction to Lasers: Theory and Applications	Avadhanulu	9788121920711
MHP 645 Physics for Radiation Protection	Radiation Shielding and Protection 3 <sup>rd</sup> Ed.	Martin	9780387499833

## COURSE FORMAT

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

## CANVAS

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

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

## TEACHING AND COURSE EVALUATIONS

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

## ACADEMIC STANDING

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

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

A degree-seeking or non-degree-seeking graduate student who has been in good academic standing, but who at the end of any regular term fails to meet the criteria to continue in good academic standing, will be placed on probation. Such a student must re-establish good academic standing within the next two

regular terms of graduate study undertaken. Students who do not accomplish this level of performance will be dismissed from the UAB Graduate School.

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

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

If a student is dismissed from the program, an official letter notifying the student of their dismissal will be sent to the student from the program director and the student will be administratively dismissed from the program. Students dismissed from the program for academic reasons have the opportunity to re-apply to the program. Students that wish to re-apply must make an appointment to meet with the program director. Upon meeting with the program director, if the student would like to re-apply to the program, they can do so by completing the full application process. NOTE: The re-application is assessed on the same basis as a "first-time" applicant, and the program does not guarantee that the student's re-application will be granted.

## PROGRAM GRADING POLICIES

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

student will be dismissed from the program. The student may reapply to the program, and must complete the full application process again and enter the program as a new student. Entry into the program is still not guaranteed, but will be on a competitive basis with the other applicants.

2. Cheating: If a student is caught and proven to be cheating, the student is in violation of the UAB Academic Integrity Code and will be subject to the UAB policies on Academic Misconduct. At a minimum, 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 immediate 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 Academic Integrity Code and will be subject to the UAB policies on Academic Misconduct.

## USE OF TECHNOLOGY IN THE CLASSROOM

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

## APPLICATION FOR A DEGREE

Each candidate for a master's degree must signify the intention to complete the requirements by a particular graduation date by completing the online application for degree in the graduation planning system. Because this form is used to check completion of requirements, order the diploma, and enter the student in the commencement program, the online form must be completed by the deadline provided online (<http://www.uab.edu/graduate/deadline-dates>). Students must be registered for at least 3 semester hours of graduate work in the semester they plan to graduate. NOTE: The issuing of the MS degree is not contingent upon the student passing any type of external certification or licensure examination. Refer to the MHP Research Handbook for details.



## STANDARDS OF PROFESSIONAL RESPONSIBILITY

All students are expected to read and abide by the HPS' [Code of Ethics](#) and the American Academy of Health Physics (AAHP) [Standards of Professional Responsibility for CHPs](#).

## PROFESSIONAL SOCIETY INVOLVEMENT

All students in the program are expected to participate in their professional society, the [Health Physics Society](#). Student membership is free the first year and \$42 the second year (as of 2023). Active participation in the society through attendance at annual meetings, committee membership, leadership in the local chapter(s), etc., is highly valuable. Through this involvement, students learn about cutting-edge health physics, network with peers and potential employers, and contribute to maintaining a vibrant community.

## FACULTY ADVISING AND MENTORING

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

### Objectives of advising

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

### Expectations of the advisor

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

### Expectations of the student

- To meet with your advisor on a regular basis.
- To keep your advisor informed of your academic performance and any potential problems.
- To talk to your advisor about any problems with supervised practice or supervisors.
- To keep your advisor informed of your non-thesis/thesis research progress.

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

the program director that they would like to discuss with a faculty member, they are encouraged to meet with the Chair of the Clinical and Diagnostic Sciences Department.

## RECOMMENDATION LETTERS POLICY

Students must ask MHP Faculty if they are willing to write a letter of recommendation (LOR) prior to submitting their names to the requesting body. Failure to ask will result in the decline of the LOR. The request must also include how many letters are required, who they are going to, and when they are due. This applies to all forms of references (job, graduate school, medical school, award, etc....). Students should remind the faculty member as the deadlines approach. Faculty members are not required to provide LORs.

## RESEARCH ADVISORY BOARD

The MHP program has a research advisory board filled with UAB and non-UAB members from industry, medicine, and research. The purpose of the Research Advisory Board is to expand student and faculty opportunities by bringing together different groups across campus and outside of UAB. The MHP program capitalizes on the collective expertise of the board to build a vibrant research program that utilizes student-mentor relationships to develop research questions, gather data, apply for grants, and publish findings. This ensures the longevity of the programs, provides invaluable learning opportunities for students, and ensures faculty meet research objectives. Students will meet potential research advisers during the annual fall “Research Days” event.

## RESEARCH PLANS

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

## ACCREDITATION

The MHP program is seeking accreditation from the Accreditation Board for Engineering Technology (ABET). The process is expected to be completed in 2025.

## BOARD CERTIFICATION OPTIONS

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

### CERTIFIED HEALTH PHYSICIST

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

## **CERTIFICATE IN MEDICAL HEALTH PHYSICS**

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

## **STUDENT SCHOLARSHIPS AND FELLOWSHIPS**

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

## SECTION 4 – STUDENT PRACTICUM INFORMATION

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

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

### ASSESSMENTS

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

### QUESTIONS?

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