

*Clinical and Diagnostic Sciences*  
*Certificate in Industry Genetics and Genomics*

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**2024-2025**  
**STUDENT HANDBOOK**



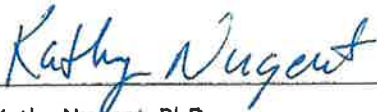
**UAB SCHOOL OF HEALTH PROFESSIONS**  
**CLINICAL AND DIAGNOSTIC SCIENCES**  
**INDUSTRY GENETICS AND GENOMICS CERTIFICATE**  
**2024-2025 ACADEMIC HANDBOOK**



Alicia Gomes, MS  
Program Director

5/16/2024

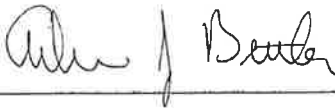
Date



Kathy Nugent, PhD  
Department Chair

5/16/2024

Date



Andrew Butler, PhD  
Dean, School of Health Professions

05/16/2024

Date

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

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

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

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

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

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

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

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community. We look forward to maintaining our relationship with you when you join our alumni community.

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

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



Andrew J. Butler, PhD, FAPTA

## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

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

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

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

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, baccalaureate, master's, and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building (LRC), and the School of Health Professions Building (SHPB).

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

SHP is proud of many accomplishments including:

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

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

## SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION

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

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

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

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

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

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

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

**Kevin Storr, Director of Communications**

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

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

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

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

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



## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the [UAB Academic Calendar](#).

### ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Professions, the AIC is the Associate Dean for Academic and Faculty Affairs, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: [Academic Integrity Code](#).

### ADVISING

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

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

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

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

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

Graduate student advising is provided through the SHP graduate programs.

### AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serve as liaisons between the department and university-wide student organizations, and serve as a student voice in school and university committees. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives.

### ASKIT

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

## ATTENDANCE

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

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

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

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for “a reasonable number of disability-related absences” provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
- Absences due to religious observances provided that students give faculty written notice prior to the drop/add deadline of the term.

In these instances, instructors must give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope, and format of the original. Options may include making up exams or other assignments, rescheduling student classroom presentations, or arranging for early or late submission of written assignments. The course make-up policy should be included in the syllabus.

## BACKGROUND CHECK

Students in SHP programs are required by policy to undergo a background check using the school's approved vendor, [CastleBranch](#), at the time of program admission, and again, prior to placement in a fieldwork placement (clinical, internship, practicum, residency, etc.). Additional checks may be required by the individual sites therefore, students should work with the program to ensure compliance requirements are met. Instructions for requesting the background check are provided to students by their programs.

**The Office of Academic and Faculty Affairs is responsible for ensuring student compliance throughout the program. Students found to be non-compliant will not be allowed to matriculate in the program (orientation, attend class, fieldwork placement, etc.) until all requirements are met. Program Directors, Fieldwork Coordinators, and students will be notified of non-compliance and a hold will be placed on the student's account.**

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

## BLAZERID / BLAZERNET / EMAIL

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

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

**Email: uab.edu** UAB student email is provided through Microsoft Office 365, a cloud-based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage. Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information, and announcements. Do not forward your UAB account to a personal email account. UAB is not responsible for information not received by the student due to the 'redirecting' of a UAB account to another email server.

## BLAZER EXPRESS

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

## BOOKSTORE

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

### UAB Barnes and Noble Bookstore

Location: 1400 University Blvd, Hill Student Center, Birmingham, AL. 35233

Hours: M – F 8:00am – 5:00pm | Sat 10:00am – 2:00pm | Sun Closed

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

## CAMPUS ONECARD

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

## CAMPUS MAP

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

## CAMPUS SAFETY

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

## CANVAS LEARNING MANAGEMENT SYSTEM

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

## CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can link to the Undergraduate or Graduate catalog at [www.uab.edu/catalog](http://www.uab.edu/catalog).

## COMMUNITY STANDARDS AND ACCOUNTABILITY

[Community Standards and Accountability](#) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and

ethical development. More information can be found here: [UAB Student Advocacy, Rights & Conduct](#). The UAB student conduct code may be accessed online: [UAB Student Conduct Code](#).

## COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located in the Student Health and Wellness Center at 1714 9<sup>th</sup> Avenue South (3<sup>rd</sup> Floor), Birmingham, AL. 35233. For more information, call (205) 934-5816 or <https://www.uab.edu/students/counseling/>.

## DISABILITY SUPPORT SERVICES (DSS)

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty, and staff. If you have a disability but have not contacted Disability Support Services, please call (205) 934-4205 or visit [Disability Support Services](#).

If you are a student registered with Disability Support Services, it is your responsibility to contact the course instructor to discuss the accommodations that may be necessary in each course. Students with disabilities must be registered with DSS and provide an accommodation request letter before receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.

## DRUG SCREEN

Students in SHP programs are required by policy to undergo a drug screen using the school's approved vendor, [CastleBranch](#), at the time of program admission, and again, prior to placement in a fieldwork placement (clinical, internship, practicum, residency, etc.). Additional screens may be required by the individual sites therefore, students should work with the program to ensure compliance requirements are met. Instructions for requesting the drug screens are provided to students by their programs.

**The Office of Academic and Faculty Affairs is responsible for ensuring student compliance throughout the program. Students found to be non-compliant will not be allowed to matriculate in the program (orientation, attend class, fieldwork placement, etc.) until all requirements are met. Program Directors, Fieldwork Coordinators, and students will be notified of non-compliance and a hold will be placed on the students' account.**

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

## EMERGENCIES

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

**UAB Police:** Dial 911 *from a campus phone*

or call: (205) 934-3535 | (205) 934-HELP (4357) | (205) 934-4434

Emergencies affecting campus are communicated via the following:

- UAB Severe Weather & Emergency Hotline: (205) 934-2165
- University home web page: [www.uab.edu](http://www.uab.edu)
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## FERPA TRAINING

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

## FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. If you have general questions, you can call the Office of Student Financial Aid at (205) 934-8223 or send an email to [finaid@uab.edu](mailto:finaid@uab.edu). For additional financial aid information: [Cost & Aid](#).

## FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. For additional information about meal plans and campus dining facilities: [Student Dining](#).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [Graduate School](#). Policies and Procedures for the Graduate School can be located in the [Graduate School Catalog](#).

## GRADUATION

All students must complete an application for degree six months prior to graduating and no later than the deadline in the academic calendar. The University holds commencement every semester. Check the commencement website for the most current information: [UAB Commencement](#).

## HEALTH INSURANCE

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: [Student Health Insurance Waivers](#).

## HIPAA TRAINING

The Health Insurance Portability and Accountability Act (HIPAA) includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [HIPAA](#). Compliance with the training requirement is monitored monthly.

## HONOR SOCIETIES

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

- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

## IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty, and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and

students in clinical & non-clinical programs, provide proof of immunization against certain diseases: [Student Immunizations](#).

## **INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)**

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the [IRB website](#).

## **INTELLECTUAL PROPERTY**

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues are available at: [University Policies on Patents, Copyright, and Intellectual Property](#).

## **LACTATION CENTERS**

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. [Center locations](#). The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Blvd, Room 219A, Birmingham, AL 35233. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

## **LIBRARIES AND LEARNING RESOURCE CENTER**

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

### **SHP Learning Resource Center (LRC)**

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

Location: 1714 9<sup>th</sup> Avenue South (2<sup>nd</sup> Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

### **Lister Hill Library of the Health Sciences**

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

Location: 1700 University Blvd. Birmingham, AL. 35233

Website: <https://library.uab.edu/locations/lister-hill>



Phone: (205) 975-4821

### **Mervyn H. Sterne Library**

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

Location: 917 13<sup>th</sup> Street South, Birmingham, AL. 35233

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) | (205) 934-4338 (User Services)

## **NON-ACADEMIC MISCONDUCT POLICY**

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

[Undergraduate Non-Academic Policies](#)

[Graduate Non-Academic Policies](#)

## **ONE STOP STUDENT SERVICES**

If you have questions or need assistance with an academic or administrative process, the UAB One Stop is where to go! Advisors will help you solve your problem or do the legwork for you if another UAB resource is needed. One Stop is located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. You may contact the [One Stop](#) office by phone or email at (205) 934-4300; (855) UAB-1STP [(855) 822-1787]; [onestop@uab.edu](mailto:onestop@uab.edu).

## **PARKING**

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South, Birmingham AL. 35294. The office is open Monday – Friday from 7:30am – 5:00pm. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student's account. For additional information: [UAB Student Parking](#).

## **PLAGIARISM AND TURNITIN**

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Academic Integrity Policy). All papers submitted for grading

in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to [Turnitin.com](https://www.turnitin.com) are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

The [Campus Recreation Center](#), located at 1501 University Blvd, Birmingham, AL 35233, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track.

## SCHOOL OF HEALTH PROFESSIONS AWARDS

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

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of their academic and non-academic achievements.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community.

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

## SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

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

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

*The Carol E. Medders Endowed Scholarship in Health Professions* was established by Carol Medders, former Director of Admissions for the School of Health Professions Student Services. Applicants must be currently enrolled in a full-time, degree-granting program in the School of Health Professions and should demonstrate academic excellence and financial need. The award recipient should be enrolled in a program that has a competitive application process and academic course load that prohibits them from holding full-time employment. This scholarship is awarded for the Spring Semester.

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

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

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

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

For more information: [UAB School of Health Professions Student Awards and Scholarships](#). Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please refer to the program section of this handbook for more information.

## SHARED VALUES

Collaboration, integrity, respect, and excellence are core values of our institution and affirm what it means to be a UAB community member. A key foundation of UAB is diversity. At UAB, everybody counts every day. UAB is committed to fostering a respectful, accessible and open campus environment. We value every member of our campus and the richly different perspectives, characteristics and life experiences that contribute to UAB's unique environment. UAB values and cultivates access, engagement and opportunity in our research, learning, clinical, and work environments. The School of Health Professions aims to create an open and welcoming environment and to support the success of all UAB community members.

## SOCIAL MEDIA

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

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

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

## STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services (SHS) located at 1714 9<sup>th</sup> Avenue South (3<sup>rd</sup> Floor), Birmingham, AL. 35233. The clinic is open from 8:00am – 5:00pm Monday – Thursday; 9:00am – 5:00pm Friday. They are closed for lunch between 12:00pm – 1:00 pm weekdays. For more information: [Student Health Services](#). Appointments may be scheduled by calling (205) 934-3580.

## TITLE IX

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources and supports, please visit the UAB Title IX webpage for UAB's Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy; UAB's Equal Opportunity and Discriminatory Harassment Policy; and the Duty to Report and Non-Retaliation Policy. For more information: [UAB Title IX](#).

## TUITION AND FEES

Tuition and fees for the University are published annually under the "Students" tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. For more information: [Tuition & Fees](#).

Payment deadlines for each semester are published on the official academic calendar. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

## WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. For more information: [Emergency Management](#). Other information sources include:

- [B-ALERT System](#) (contact information must be setup and current)
- UAB Severe Weather & Emergency Hotline: (205) 934-2165
- WBHM Radio (90.3 FM)

### **WITHDRAWAL FROM COURSE / PROGRAM**

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School of Health Professions are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. For more information: [UAB Add/Drop and Withdrawal Policy](#).

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### BACKGROUND CHECK AND DRUG SCREEN POLICY

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

Students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment. If a fieldwork placement (clinical, internship, practicum, residency, etc.) is required, students must complete criminal background checks and drug screens prior to the first day of the semester of a fieldwork placement.

- Fees for these screenings will be the responsibility of the student.
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should your criminal background check contain issues, or you fail a drug screen that may prevent you from receiving or sitting for board certification/licensure, a representative from the Office of Academic and Faculty Affairs will contact you. Depending upon the outcome, students will have a registration hold placed on their account until in compliance and this may result in being dismissed from the program. See program's guidelines regarding specific consequences.

Programs requiring a criminal background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

Administration Health Services, PhD  
Biomedical Sciences to Biotechnology Fast Track  
Biomedical Sciences to Clinical Laboratory Science Fast Track  
Biomedical Sciences to Health Physics Fast Track  
Biomedical Sciences to Nuclear Medicine & Molecular Imaging Sciences Fast Track  
Biomedical and Health Sciences, MS  
Biotechnology, MS  
Biotechnology, PhD  
Dietitian Education Program, Graduate Certificate  
Genetic Counseling, MS  
Health Administration (Residential), MSHA  
Health Care Management to Healthcare Quality and Safety Fast Track  
Health Care Management to Health Informatics Fast Track

Health Care Management to Occupational Therapy Doctorate Fast Track  
Health Physics, MS  
Medical Laboratory Science, MS  
Nuclear Medicine & Molecular Imaging Sciences, MS  
Nutrition Sciences, MS  
– Dietetic Internship Clinical Track  
– Dietitian Education Program  
– Research Track  
Nutrition Sciences, PhD  
Occupational Therapy, OTD – (entry level)  
Physical Therapy, DPT  
Physician Assistant Studies, MSPAS  
Rehabilitation Science, PhD

The following students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment. If a fieldwork placement (clinical, internship, practicum, residency, etc.) is required, students must complete criminal background checks and drug screens prior to the first day of the semester of a fieldwork placement.

Health Care Management, BS  
Biomedical Sciences, BS  
Biobehavioral Nutrition and Wellness, BS  
Disability Studies and Rehabilitation Science, BS

Programs waived from the Criminal Background Check and Drug Screening requirements are the following: \*

Applied Mixed Methods Research, Graduate Certificate  
Biotechnology Regulatory Affairs, Graduate Certificate  
Clinical Informatics, Graduate Certificate  
Health Administration (International and Executive tracks), MSHA  
Health Informatics, MSHI  
Healthcare Finance Management, Graduate Certificate  
Healthcare Leadership, DSc  
Healthcare Leadership, Graduate Certificate  
Healthcare Quality and Safety, MS  
Healthcare Quality and Safety, Graduate Certificate  
Health Services Research, MS  
Healthcare Simulation, MS  
Healthcare Simulation, Graduate Certificate  
Nutrition for Community Health, Graduate Certificate  
Nutrition Sciences, MS  
– Clinical Track-Prior Learning  
– Lifestyle Management and Disease Prevention Track

Low Vision Rehabilitation, Graduate Certificate  
Multi-Tiered Approach to Trauma, Graduate Certificate  
Occupational Therapy Doctorate (Post Professional)  
Physical Therapy Residencies (Neurologic, Orthopedic)  
Primary Care Physical Therapy for Underserved Populations, Graduate Certificate

\*Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening.





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

### About CastleBranch.com

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

### Order Summary

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#### Required Personal Information

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

#### Drug Test (LabCorp or Quest Diagnostics)

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

#### Payment Information

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

### Place Your Order

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Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:

AH01 - Background Check and Drug Test

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

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

### View Your Results

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

## **DISMISSAL OF STUDENT FOR FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS**

[Dismissal of Student and Appeal Process](#)

## **EMERGENCY PLAN – SHPB/LRC/WEBB**

[SHPB/LRC/WEBB Emergency Plan](#)

# UAB POLICIES

## ACADEMIC PROGRESS

[GRADUATE](#)

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## HEALTH

[IMMUNIZATIONS](#)

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## INCLUSIVENESS

[EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

## POLICE AND PUBLIC SAFETY

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## RESEARCH AND SCHOLARLY ACTIVITIES

[ACADEMIC INTEGRITY CODE](#)

[ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES](#)

[PATENT](#)

## SUBSTANCE USE/ABUSE

[ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[DRUG FREE CAMPUS](#)

[NON-SMOKING](#)

## TECHNOLOGY

[TECHNOLOGY RESOURCES](#)

## SECTION 3 – PROGRAM 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.

### MISSION AND VISION STATEMENT

#### **UAB Vision:**

One university inspiring and empowering the creation of knowledge that changes the world.

The missions of the UAB Genetic Counseling Program, the School of Health Professions and the UAB Department of Genetics are stated below:

**UAB Mission:** UAB's mission is to be a research university and academic health center that discovers, teaches, and applies knowledge for the intellectual, cultural, social and economic benefit of Birmingham, the state and beyond.

**SHP Mission:** To improve health through teaching, research and translation of discoveries into practice.

### PROGRAM OVERVIEW

The Industry Genetics and Genomics Graduate Certificate is a 15-credit hour, asynchronous program that is designed to accomplish the following objectives:

1. Develop a graduate level online certificate curriculum that provides 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. The target student audience includes individuals with a graduate degree in genetic counseling, genetics and genomic laboratory personnel with a baccalaureate degree in degrees such as Genetics, Biology, or Clinical Laboratory Sciences, PhD scientists and physicians that utilize clinical genetic and genomic technologies.

2. Develop 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.

The Industry Genetics and Genomics Graduate Certificate Program consists of a program director who 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. Additionally, 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.

## 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; tolerate days when classes or clinical experiences may last 8-10 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 attend class and clinical rotations and fulfill program requirements.
- Cope with stresses encountered in the intensive educational process as well as clinical practice and research environments.
- 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 in the academic and clinical settings.
- Maintain ethical standards including honesty, integrity, and confidentiality, at all times.
- Communicate effectively with instructors, administrators, and supervisors 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	<a href="mailto:finleyk1@uab.edu">finleyk1@uab.edu</a>	205-996-9921
Alicia Gomes	Program Director	SHPB 444	<a href="mailto:agomes@uab.edu">agomes@uab.edu</a>	205-934-7299
Kerry Glasscock	Director of Admissions	SHPB 437	<a href="mailto:klpg@uab.edu">klpg@uab.edu</a>	205-934-7368
Yulong Fu	Laboratory Director	Kaul 330	<a href="mailto:yulongfu@uabmc.edu">yulongfu@uabmc.edu</a>	205-996-2915



## ADVISING & MENTORING

The Program Director 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 and clinical 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:

<b>Course Sequence for Students WITH a Clinical Genetics Background</b>		
<b>Course Title (all 3 credit hours)</b>	<b>Term Offered</b>	<b>Course Description</b>
IGG 624 Genetics and Genomics Diagnostics Regulation	<b>Summer</b>	An introduction to the nuances of regulation, certification, and ethical
IGG 621 Clinical Genomic Testing Technologies and Methodology	<b>Fall</b>	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	<b>Fall</b>	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*	<b>Spring</b>	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*	<b>Spring</b>	Active engagement in variant analysis and interpretation through direct application of variant analysis and interpretation skills in an assigned setting.
<b>Course Sequence for Students WITHOUT a Clinical Genetics Background</b>		
<b>Course Title (all 3 credit hours)</b>	<b>Term Offered</b>	<b>Course Description</b>
IGG 620 Applied Advanced Medical Genetics and Genomics	<b>Summer</b>	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	<b>Fall</b>	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	<b>Fall</b>	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*	<b>Spring</b>	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*	<b>Spring</b>	Active engagement in variant analysis and interpretation through direct application of variant analysis and interpretation skills in an assigned setting.

**\*IGC 623 and IGC 625 must be taken during the same semester.**

## CLASS DISCUSSION GUIDELINES

UAB Genetic Counseling Program students and faculty will adhere to the following class discussion guidelines.

- Listen respectfully, without interrupting
- Allow everyone the opportunity to speak
- Criticize ideas, not individuals or groups
- Avoid inflammatory language, including name-calling
- Ask questions when you don't understand; don't assume you know others' thinking or motivations
- Connect back to the course concepts whenever possible
- Don't expect any individuals to speak on behalf of their gender, ethnic group, class, status, sexual orientation, etc (or the groups we perceive them to be a part of)
- Embrace discomfort
- Expect and accept non-closure
- Class is a safe space to share your thoughts and ideas; but know that your thoughts and ideas may be respectfully challenged
- Do not assume silence=agreement or disagreement

## 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 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](http://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
4. Application for certificate— no later than two weeks into the expected term of graduation
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). Learn more about IGS.**

Upon successful completion of all program requirements, students will be awarded the Graduate Certificate. All students must apply for their certificate at least 3 months prior to their anticipated graduation date. The application for the certificate are in the online format and may be accessed from the following website:

## PREGNANCY POLICY

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

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

The Title IX Office offers accommodations, options and resources to students who are pregnant, recovering from pregnancy, and/or a condition related to pregnancy. Additionally, the Title IX Office



works with students, University administration, departments, faculty, staff, campus police, and other support services to ensure that University policies and programs foster a campus community free of sex discrimination.

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