The University of Alabama at Birmingham

School of Health Professions

2025 - 2026 Student Handbook

Department of Occupational Therapy
Clinical Doctorate in Occupational Therapy (Post-Professional)

UAB // SHP

UAB School of Health Professions

Department of Occupational Therapy

Post Professional Occupational Therapy Doctorate Program

2025-2026 Academic Handbook

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TABLE OF CONTENTS

Table of Contents

DEAN'S WELCOME MESSAGE **3**

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS **3**

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION ***5***

ACADEMIC CALENDAR 5
ACADEMIC INTEGRITY CODE 5
ADVISING 5
AMBASSADORS 5
ASKIT 5
ATTENDANCE 5
BLAZERID / BLAZERNET / EMAIL 6
BLAZER EXPRESS 7
BOOKSTORE 7
CAMPUS ONECARD 7
CAMPUS MAP 7
CAMPUS SAFETY 7
CANVAS LEARNING MANAGEMENT SYSTEM 7
CATALOG 7
COMMUNITY STANDARDS AND ACCOUNTABILITY 7
COUNSELING SERVICES 8
DISABILITY SUPPORT SERVICES (DSS) 8
EMERGENCIES 8
UAB EQUAL EMPLOYMENT/EQUAL EDUCATIONAL OPPORTUNITY STATEMENT: 9
FERPA TRAINING 9
FINANCIAL AID 9
FOOD SERVICES 9
GRADUATE SCHOOL 9
GRADUATION 9
HEALTH INSURANCE 9
HIPAA TRAINING 10
HONOR SOCIETIES 10
IMMUNIZATION POLICY 10
INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB) 10
INTELLECTUAL PROPERTY 10
LACTATION CENTERS 11
LIBRARIES AND LEARNING RESOURCE CENTER 11
UAB STUDENT CONDUCT CODE 11
ONE STOP STUDENT SERVICES 12
PARKING 12
PLAGIARISM AND TURNITIN 12
RECREATION CENTER 12

School of Health Professions Awards 12
School of Health Professions Scholarships 13
School of Health Professions Shared Values 13
Social Media 13
Student Health Services 13
Title IX 14
Tuition and Fees 14
Weather 14
Withdrawal from Course / Program 14

Section 2 – SHP and UAB Policies 15

School of Health Professions Policies 15
Dismissal of Student for Failure to Make Satisfactory Academic Progress 15
Emergency Plan – SHPB/LRC/WEBB 15
Background Check and Drug Screen Policy 15

UAB Policies 19
Academic Progress 19
Health 19
Equal Opportunity 19
Police and Public Safety 19
Research and Scholarly Activities 19
Substance Use/Abuse 19
Technology 19
Student Complaints 19

SECTION 3 – PROGRAM POLICIES 20
Required Core Courses 22
Academic Progress 24
Incompletes 24
Degree 24
Essential Requirements 26
Essential Tasks 26
Disability Support Services 27
Title IX 27
Student Support Services 27

INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions!

We are one of the six schools comprising the renowned UAB Academic Health Center. We offer more than 30 programs and 40 offerings at the certificate, baccalaureate, master's, and doctoral levels. And we are home to nearly 3,000 undergraduate and graduate students.

I encourage you to take advantage of all our vast resources, state-of-the-art facilities and research opportunities during your academic and clinical education. Also, please make the most of your access to the world-class faculty who are here to teach and support your journey.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations upon graduation. Graduating from the School of Health Professions means you will be well prepared to make a difference in your community.

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

The UAB School of Health Professions (SHP) is one of the largest academic institutions of its type in the United States. 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 and research excellence.

Today, we have five academic departments – Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy – that are housed in four buildings: Susan Mott Webb Nutrition Sciences (WEBB), Learning Resource Center (LRC), the School of Health Professions (SHPB), and the Center for Biophysical Sciences and Engineering (CBSE).

We are proud of many accomplishments including:

- *U.S. News & World Report* ranks all eligible SHP programs in the nation's top 25.
- Research funding is at an all-time high of $26+ million and growing.
- Nearly 10 of our programs you will only find in Alabama at UAB.
- Our school has never been stronger or better positioned as a national leader in health professions education. And this status will only grow stronger as we continue to welcome students like you.

DISCLAIMER

This Handbook is an overview of general academic regulations specific to SOHP programs at UAB. Although UAB will make its best efforts to abide by this handbook, UAB reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the program. UAB also reserves the right to address issues not covered in this handbook and to make changes to the policy without advance notice. Changes become effective at the time the proper authorities determine so and the changes apply to both prospective students and those already enrolled. Please refer to our website for the most up-to-date version.

All students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at UAB and the specific academic requirements of their particular degree program. This Handbook is not intended to nor does it contain all policies or regulations applicable to students. Each student is responsible for familiarizing him/herself with the contents of this Handbook. Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

This Handbook does not constitute a contract and may not be deemed or construed as part of any contract between UAB and any student or student representative.

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR

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

ACADEMIC INTEGRITY CODE

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

ADVISING

Undergraduate student advising is provided through advisors assigned to each program as well as through the Office of Student Services. Advisor and recruiter contact information can be found on the Office of Student Services Website. 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. Learn more about the SHP Ambassadors HERE.

ASKIT

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

> Phone: (205) 996-5555 Email: askit@uab.edu Website: https://uabprod.service-now.com/service_portal

ATTENDANCE

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

BLAZERID / BLAZERNET / EMAIL

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

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

Email: uab.edu 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. The UAB email is the official communication medium for courses, news, information, and announcements. Students should not forward their 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/.

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.

Campus Map

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

Campus Safety

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

Canvas Learning Management System

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

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 9th Avenue South (3rd 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.

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
- Webpage: 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

UAB Equal Employment/Equal Educational Opportunity Statement:

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnicity, national origin, sex (including pregnancy), genetic information, age, disability, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix

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. 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, 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. 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 online learning. Compliance with the training requirement is monitored monthly.

Honor Societies

All students in the School of Health Professions are eligible for consideration for the Alpha Eta Honor 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.

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, must provide proof of immunization against certain diseases: Student Immunizations unless they have an approved medical or religious exemption.

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

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. Lactating 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 9th Avenue South (2nd Floor), Birmingham, AL. 35233.
Phone: (205) 934-5146
Email: shplrc@uab.edu

Lister Hill Library of the Health Sciences

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

Location: 1700 University 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 13th Street South, Birmingham, AL. 35233
Website: https://library.uab.edu/locations/sterne
Phone: (205) 934-6364 (Reference) | (205) 934-4338 (User Services)

UAB Student Conduct Code

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

The mission of the One Stop is to provide a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics. 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.

Parking

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

Plagiarism and TurnItIn

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

Recreation Center

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

School of Health Professions Awards

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

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of their academic and non-academic achievements.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care.

- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community.

A call for nominations will be sent to program directors each year. Please refer to the program section of this handbook for awards available to students in individual programs.

School of Health Professions Scholarships

SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and selects awardees. Please go to this website for a list of scholarships and instructions for application.

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.

School of Health Professions Shared Values

Collaboration | Compassion & Caring | Excellence & Achievement | Integrity | Respect | Service | Social Responsibility | Stewardship

The School of Health Professions is a tight-knit community that is connected from students to staff to faculty to alumni. We are dedicated to serving all from campus to community and beyond. And we are a knowledge-driven mass that is committed to classrooms, laboratories, clinics and more.

Social Media

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

- X: https://x.com/uab_shp
- Facebook: https://facebook.com/uabshp
- YouTube: https://youtube.com/uabshp http://instagram.com/uab_shp
- Vimeo: http://vimeo.com/uabshp
- LinkedIn: UAB SHP LinkedIn
- Instagram: https://instagram.com/uab_shp

Student Health Services

The University provides prevention, counseling, and treatment services to students through Student Health Services (SHS) located at 1714 9th Avenue South (3rd 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: https://www.uab.edu/titleix/.

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

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 you having to wait to register for the class again. 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 including a medical withdrawal policy.

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

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

BACKGROUND CHECK AND DRUG SCREEN POLICY

Students in SHP programs are required to undergo a background check and 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 checks/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 background check and drug screens are provided to students by their programs. Students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment.

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.

- 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 if 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 Associate 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.

CastleBranch

STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM

SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

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

Order Summary

Required Personal Information

- 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)

- 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

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

Place Your Order

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

AH01 - Background Check and Drug Test

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

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

View Your Results

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

UAB Policies

Academic Progress

- Graduate
- Undergraduate

Health

- Immunizations
- Needle Sticks and Exposures

Equal Opportunity

- Equal Opportunity and Discriminatory Harassment

Police and Public Safety

- Campus Safety
- Firearms, Ammunition, and Other Dangerous Weapons

Research and Scholarly Activities

- Academic Integrity Code
- Ethical Standards in Research and Other Scholarly Activities
- Patent

Substance Use/Abuse

- Alcoholic Beverages, Use and Consumption
- Drug Free Campus
- Non-Smoking

Technology

- Technology Resources

Student Complaints

- UAB Complaint Policy

SECTION 3 – PROGRAM POLICIES

PROGRAM OVERVIEW

This degree is designed to prepare experienced occupational therapists for important leadership roles in health care, academia, and advocacy for professional and community organizations. It is an asynchronous, web-based format that allows occupational therapists across the United States, and in other countries, to obtain this advanced practice degree while working full time. **Upon conclusion of the post-professional OTD program, graduates are expected to be able to**:

- Provide advanced occupational therapy services to consumers.
- Demonstrate professional leadership skills that positively influence occupational therapy practice and policy.
- Advance the field of occupational therapy by contributing to the research underlying the body of knowledge and evidence-based practice.
- Pursue careers as educators in occupational therapy and occupational therapy assistant programs.
- Serve as consultants for program evaluation and enhancement of existing and new occupational therapy education and intervention programs.

Post-Professional Faculty

Gavin Jenkins, PhD, OTR/L	Department Chair/Professor	(205) 934-5437 jenkinsg@uab.edu
Sarah Tucker, PhD, OTR/L	Program Director, Post-Professional OTD /Assistant Professor	(205) 934-8623 sarahg1@uab.edu
Elizabeth Barstow, PhD, OTR/L, SCLV, FAOTA	Program Director, Graduate Certificate Low Vision Rehabilitation/ Associate Professor	(205) 934-7321 bbarstow@uab.edu
Sarah dos Anjos, PhD, OT	Assistant Professor	(205) 934-7323 smanjos@uab.edu
Chris Eidson, PhD, OT/L, FAOTA	Associate Professor	(205) 944-6284 ceidson@uab.edu
Valley McCurry, PhD, MBA, OTR/L, FAOTA	Assistant Professor	(205) 934-7324 valley@uab.edu
Laura Vogtle, PhD, OTR/L, ATP, FAOTA	Associate Professor (Secondary Appointment)	lvogtle@uab.edu

Typical Program

The curriculum is designed with the working occupational therapist in mind. Coursework emphasizes practical application to the OT clinic environment. Projects are designed to reinforce classroom learning for application to practice. Materials for completion of the courses can be obtained through the Internet, materials provided, and required texts.

The Post-Professional OTD follows a core/concentration model which consists of a total of 40 semester hours. 25 semester hours are taken in the core, which includes a minimum of 6 Final Project Coursework (Capstone Experience/Non-Thesis Project) credit hours. The remaining 15 semester hours are required elective courses.

Required Core Courses

Requirements		Hours
Core Course Requirements		
OT 701	Theoretical Foundations for Occupational Therapy Practice	3
OT 702	Leadership for OT Practice Excellence	2
OT 703	Advocacy and Healthcare Policy in Population Health	3
OT 704	Research Design for Occupational Therapy Practice	3
OT 705	Evidenced-based Occupational Therapy Practice Design and Application	3
OT 706	Management for Occupational Therapy Practice	3
OT 707	Occupational Therapists as Educators	2
OT 798	Occupational Therapy Capstone Experience/Non-Thesis Project Minimum of 6 credit hours after all coursework had been completed	6
Total Core Course Hours		**25**

Note: OT 798, Occupational Therapy Capstone Experience/Non-Thesis Project, is a series of 6 credit hours, which concludes with a capstone project, paper, and presentation. Some students may be required to register for additional credit hours if their work is not completed after the 6 required hours. Students should complete OT 704 and OT 705 prior to taking OT 798 credit hours, unless cleared by the Program Director to take them sooner. It is the student's responsibility to contact the Program Director prior to registering for the first OT 798 credit hour, so they can be assigned the appropriate capstone advisor, based on their capstone topic and project plan. OT 798 is a progression of credit hours over 2 or more semesters. Students must not register for more than 2 OT 798 credit hours in a semester without approval of their capstone advisor or the Program Director. Each student will propose their capstone idea by the end of the second credit hour. Once the project is approved, the student can continue the project, taking the remainder of the OT 798 credit hours as negotiated between the student and capstone advisor. The student must take the final OT798 credit hour in the final semester they expect to be enrolled as a student. During this final semester, the student must complete the project, including receiving a passing grade for the written submission and the capstone presentation.

It is the student's responsibility to keep track of the courses offered each semester, plan their progress towards completion, and to ensure they have completed all required courses to be eligible for graduation. The 15 elective credit hours are planned between the student and the Program Director.

Students interested in completing the Low Vision Certificate Program as their 15 elective credit hours must apply separately to the Low Vision Certificate Program.

Requirements	**Hours**
Elective Requirements	15
Total Program Hours	**40**

Academic Progress

Students are responsible for monitoring their university records. This includes checking the number of credits completed/needed for the degree, financial aid requirements and all other university requirements such as graduation application requirements, completion of forms (Leave of Absence, etc.), and maintaining minimum GPA requirements. Students must maintain a 3.0 GPA to graduate. See the Graduate Catalog for specific Doctoral Degree Requirements (http://catalog.uab.edu/graduate/academicprogress/)

Incompletes

The Department of Occupational Therapy faculty do not give grades of "Incomplete" for failure to meet due dates for course assignments, except when extraordinary circumstances prevent compliance. The circumstances include, but are not limited to, severe illness, death in the family, and other significant, unexpected events. A student must discuss the need for an incomplete with the respective course director. The incomplete must be made up and grade assigned in line with the university policy at that time.

Degree

On completion of the required coursework the student will be awarded an OTD by the University of Alabama at Birmingham and the student's name will appear in the commencement bulletin. A transcript of the coursework taken for the degree will be available through the University Registrar's Office. For Occupational Therapy Assistants enrolled in the Post-Professional OTD program, please note that this program does not provide the qualifications required to sit for the National Board for Certification in Occupational Therapy (NBCOT) examination.

The curriculum for the degree is offered online via web-based learning management system for students in the program. Students begin the curriculum in August and complete one or more courses per semester. The clinical doctorate requires variable semesters to complete; students taking 2 courses per semester should finish in 2 1/2 years. Students taking only 1 course per semester or a mix of credit hours across semesters will take longer.

Academic Misconduct/Academic Integrity Code (UAB)

Student success while at UAB and after graduation is valued by the University. To gain and grow in the knowledge and skills needed, it is vital that students complete their own work in courses and in research. The purpose of the **Academic Integrity Code**. is to support our academic mission and to maintain and promote academic integrity. All students in attendance at UAB are expected to pursue all academic endeavors with integrity, honor, and professionalism and to observe standards of conduct appropriate to a community of scholars.

It is the student's responsibility to understand the different forms of "academic misconduct" covered by the code. See what UAB students say about academic integrity and review the FAQs about the code for

details on the **Student Academic Integrity webpage**. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Associate Dean for Academic and Faculty Affairs.

Artificial Intelligence (AI) Test Generators

Students are obligated to disclose any AI usage, and it is up to the instructor as to whether this is permissible. Per the university policy, academic misconduct is present in any academic work wherever AI is prohibited or assistance has not been disclosed as required.

Email

The University of Alabama at Birmingham provides email services to faculty, staff, and students. Please note that all email messages, documents, and correspondence and data obtained through UAB or UABHS network resources are considered UAB property. Students should review and be mindful of the following: https://www.uab.edu/it/home/policies/email-guidelines. **Faculty, staff, and students are expected to use their UAB email for all email correspondence.**

Ethics/Conduct

The purpose of the University of Alabama at Birmingham ("University") student conduct process is to support the vision, mission, and shared values of the University and the tenets of the University's creed, The Blazer Way. Through a student-focused and learning-centered lens, the process strives to uphold individual and community standards; foster an environment of personal accountability for decisions; promote personal growth and development of life skills; and care for the well-being, health, safety, and property of all members of the University community.

The **Student Conduct Code**. ("Code") describes the standards of behavior for all students and student organizations and outlines students' rights and the process for adjudicating alleged violations. It is set forth in writing to give general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic conduct in exhaustive terms. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available from the Office of Community Standards & Student Accountability.

Additional polices and other helpful information is provided in the **UAB Graduate Student Catalog**

Students are expected to conduct themselves in a manner appropriate to a professional person, and to abide by the Code of Ethics set forth by the American Occupational Therapy Association (AOTA). A copy of the AOTA Code of Ethics can be found at: https://www.aota.org/practice/practice-essentials/ethics. The Occupational Therapy Code of Ethics (2020) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic nature of the profession, the evolving health care environment, and emerging technologies that can present potential ethical concerns in research, education, and practice. AOTA members are committed to promoting inclusion, participation, safety,

and well-being for all recipients in various stages of life, health, and illness and to empowering all beneficiaries of service to meet their occupational needs. Recipients of services may be individuals, groups, families, organizations, communities, or populations (AOTA, 2020). The Code of Ethics is an AOTA Official Document, and a public statement tailored to address the most prevalent ethical concerns of the occupational therapy profession. It outlines Standards of Conduct the public can expect from those in the profession. It should be applied to all areas of occupational therapy and shared with relevant stakeholders to promote ethical conduct.

The Code serves two purposes:

- It provides aspirational Core Values that guide members toward ethical courses of action in professional and volunteer roles.
- It delineates enforceable Principles and Standards of Conduct that apply to AOTA members.

University of Alabama at Birmingham Occupational Therapy faculty and students are responsible for learning about and upholding the AOTA Code of Ethics in their personal and professional interactions, decisions, and behaviors. It is imperative that students take these responsibilities seriously.

Essential Requirements

Students must ensure their ability to complete the essential tasks, with or without reasonable accommodation, associated with performing as an occupational therapy student. Reasonable accommodation refers to ways in which the University can assist students with disabilities to accomplish these tasks (for example, providing extra time to complete an examination). Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that the Department of Occupational Therapy will work with students with disabilities to determine whether there are ways to assist the student with completion of the required tasks.

After enrollment, a student with a disability who wishes reasonable accommodation must contact Disability Support Services (DSS). See below for information about DSS services.

Essential Tasks

- Students must be competent in computer skills to include use of the Microsoft Office Suite (Word, PowerPoint, Excel, etc.), email correspondence, web search skills. The student must have adequate and reliable access to the internet. Recommended technology resources are described at https://guides.instructure.com/m/67952/l/720329-what-are-the-browser-and-computer-requirements-for-canvas.
- Students must meet class standards for course completion throughout the curriculum.
- Students must be able to read, write, speak, and understand English at a level consistent with successful course completion and development of positive client therapist relationships.
- Students must complete readings, assignments, and other activities on time, per syllabus requirements.
- Students must gather decision-making pieces of information during client assessment activities.
- Students must apply critical thinking processes to their work in the courses.
- Students must have interpersonal skills as needed for productive discussion, and respectful interaction with classmates and faculty.

Disability Support Services

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 are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call (205) **934-4205** or visit **the DSS website**.

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 this 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.

Title IX

The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of Sexual discrimination, harassment, misconduct, or assault we encourage you to report the incident. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and supports, please visit UAB's Title IX Policy.

Student Support Services

One Stop Student Services provides a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics.

Student Assistance and Support provides individualized assistance to promote student safety and well-being, collaboration and resilience, personal accountability, and self-advocacy. The Care Team consults and collaborates with campus partners to balance the needs of individual students with those of the overall campus community. **The UAB Care Team** helps find solutions for students experiencing academic, social, and crisis situations including mental health concerns.

Disability Support Services assists students with in reaching accommodations for their educational experiences at UAB that ensure that they have equal access to programs, services, and activities at UAB.

The **Vulcan Materials Academic Success Center** provides tutoring, supplemental instruction, and other services that encourage goal achievement and degree completion.

The **University Writing Center** offers free writing assistance for all UAB students. Get help at any stage of the writing process and with any type of writing. Students may meet with a tutor in person or via Zoom. Students may also upload a paper for feedback (called eTutoring in the online system). During in-person and Zoom sessions, tutors can help you understand your assignment, develop and organize your ideas, use and cite sources, revise and edit your draft, and more. When you upload a draft for eTutoring, tutors can provide feedback on both big-picture issues and detail-oriented concerns; please note that you must upload a draft and assignment sheet to use eTutoring. To make an appointment or get more information, please see the UWC Website: **https://www.uab.edu/writingcenter/**, email **writingcenter@uab.edu**, or call 205-996-7178. Follow the UWC on **Facebook**., **Instagram** ., and **LinkedIn** for daily news and quick writing tips.

UAB Student Health Services. delivers comprehensive, high quality, confidential, primary healthcare to students. Student Health provides testing services and vaccination clinics.

Student Counseling Services . offers students a safe place to discuss and resolve issues that interfere with personal and academic goals. UAB has created a new app (available in the App Store and Google Play) called **B Well** , that is designed to easily access resources on mobile devices and build a self-care plan. **Kognito** . is a free, interactive simulation-based platform designed to help you talk with someone when you are worried about your mental health.

UAB Blazer Kitchen at the Hill Student Center. provides food and basic supplies for any UAB student in need through in-person or online shopping. Students who can are also able to donate food and supplies to assist their peers. To get more information, call 205-975-9509, email **studentoutreach@uab.edu**, or visit **Student Assistance & Support website** .**.**

UAB Emergency Management will be the official source of UAB information during any actual emergency or severe weather situation.

For further information contact:

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