

*Physical Therapy*  
*Graduate Certificate in Primary Care Physical Therapy for  
Underserved Populations*

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



# UAB SCHOOL OF HEALTH PROFESSIONS

## PHYSICAL THERAPY

### GRADUATE CERTIFICATE IN PRIMARY CARE PHYSICAL THERAPY FOR UNDERSERVED POPULATIONS

#### 2024-2025 ACADEMIC HANDBOOK



5/20/2024

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Donald Lein, PT, PhD  
Program Director

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Date



5/20/2024

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David Morris, PT, PhD, FAPTA  
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Date



08/01/2024

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Andrew Butler, PhD  
Dean, School of Health Professions

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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 (SPAHE). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

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

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

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

## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

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

### ACADEMIC INTEGRITY CODE

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

### ADVISING

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

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

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

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

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

Graduate student advising is provided through the SHP graduate programs.

### AMBASSADORS

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

### ASKIT

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

## 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](#)

[UNDERGRADUATE](#)

## HEALTH

[IMMUNIZATIONS](#)

[NEEDLE STICKS AND EXPOSURES](#)

## INCLUSIVENESS

[EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

## POLICE AND PUBLIC SAFETY

[CAMPUS SAFETY](#)

[FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS](#)

## RESEARCH AND SCHOLARLY ACTIVITIES

[ACADEMIC INTEGRITY CODE](#)

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

[PATENT](#)

## SUBSTANCE USE/ABUSE

[ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[DRUG FREE CAMPUS](#)

[NON-SMOKING](#)

## TECHNOLOGY

[TECHNOLOGY RESOURCES](#)

## SECTION 3 – PROGRAM POLICIES

### DEPARTMENT VISION

Leading the way to optimal movement for all individuals and populations in a diverse society resulting in improved health, wellness, and quality of life.

### DEPARTMENT MISSION

Develop physical therapy and rehabilitation science leaders through knowledge creation/ translation and innovative education, in order to promote health equity and address the needs of all individuals and communities in a rapidly transforming society.

### STATEMENT OF PHILOSOPHY

We believe in the inherent worth of the human being and that sensitivity and responsiveness to human needs serves as the foundation for our endeavors. One of the determinants of society's progress and growth is the collective health of its individuals. Members of the health professions share with the individual citizens, responsibility for maintenance and promotion of health. We believe in the right of everyone to quality health care; furthermore, we are committed to the promotion of effective cost and quality control measures in the health care system.

Physical Therapy is an integral and unique component of health care. We believe that the services of physical therapy must be directed to all phases of health care--promotion of health, prevention of illness, and rehabilitation of the total person--and that the physical therapist is a legitimate point-of-entry into the health care system. This belief requires personnel who are prepared to function in different and changing roles. While there are common basic elements for all roles in physical therapy, society benefits most through expansion in the depth and breadth of preparation of individuals in the diverse roles in physical therapy enabling them to function in an ever-changing environment.

We believe that a diversity of people, thoughts and ideas, educational and experiential backgrounds augment the scope and quality of physical therapy services. Maximum benefits are derived from physical therapy services when physical therapy practitioners are committed to work collaboratively with the health care team.

The choice of a career is a personal decision, but, having chosen a given profession, an individual must assume the inherent responsibilities. Each member must adhere to established professional ethics to maintain membership in that profession.

As educators in Physical Therapy, we assume the responsibility for selection of students and provision of educational excellence to prepare physical therapists that provide high quality physical therapy service for society and leadership to the profession.

Education is a means of facilitating self-realization leading to the enrichment of human life. Learning is a dynamic process. We view the teacher as a facilitator of learning. The opportunity to learn through problem-solving and decision-making experiences enhances the process. We believe that the curriculum must reflect these values and views and should be developed in such a way that the content is presented in an integrated and holistic manner.

We hold faculty communion and unity of purpose as essential and vital elements for effectiveness in an educational endeavor. Members of the faculty must be competent and accountable. Competency and accountability extend beyond the immediate educational environment to the areas of service and research. The faculty is committed to excellence in all that it undertakes. We accept the concept, and all that is inherent with the concept, that educators serve as change agents, and we share with colleague's responsibility for growth and development of the profession toward continuously meeting needs of society.

### STATEMENT OF ETHICAL PRACTICE

The faculty of the Department of Physical Therapy is committed to the practice of ethical standards in our educational endeavors and fully supports the activities of the School of Health Professions that foster and ensure compliance with established standards regarding admission and academic policies, establishment and publication of just and equitable fees, publication of full and accurate information concerning educational programs, provision of adequate health and other student services, and policies/procedures for ensuring students' rights to due process. The Department of Physical Therapy adheres to the following practices:

1. All brochures and other published material accurately reflect the education programs offered by the Department of Physical Therapy and are written as clearly as possible to avoid misinterpretation by the reader.
2. All applicants for admission will be considered without regard to an applicant's race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.
3. Academic and clinical education policies/procedures are distributed and reviewed with all students at the beginning of each school year.
4. Written agreements are made with each clinical facility and include a statement to the effect that students are there for the purpose of educational experiences and are not to be used in lieu of staff or professional personnel.
5. The faculty makes every effort to adhere to student-faculty ratios in both academic and clinical education that will facilitate optimal educational experiences.
6. Academic credit is awarded in compliance with the policies established by the SHP Academic Affairs Committee and the Graduate School of the University of Alabama at Birmingham.
7. The faculty is committed to the educational preparation, personal development, and general welfare of each individual student within the curricula and demonstrates a respect for the human dignity and individual rights of each student in all aspects of the curricula.

Note: Statement of Ethical Practice was adapted for this online program from the DPT Student Handbook 2023-2024.

## PROGRAM DEFINITIONS AND PREAMBLE

### DEFINITIONS

1. Primary Care Physical Therapy (PT) - Primary care teams provide integrated, accessible health care services by clinicians who are accountable for addressing a large majority of personal health care needs, developing a sustained partnership with patients, and practicing in the context of family and community. In the role of primary care PT, the clinician will be responsible for addressing movement system (health promotion, prevention, and impairment intervention) (Adapted the Institutes of Medicine 1984 definition of primary care).
2. Primary Care Team consists of a physical therapist, physician, mental health provider, and nursing. Other health care providers could include a physician extender (Physician Assistant or Nurse Practitioner) and Social Worker.
3. Underserved and Marginalized Populations - Underserved and marginalized populations include people who experience discrimination of any kind and encounter barriers (e.g., racial, ethnic, gender, sexual orientation, economic, cultural, and/or linguistic) to accessing public health and health care goods and services. They thus receive fewer and lower quality health care and public health goods and services; have a lack of familiarity with the health care delivery system; face a shortage of readily available providers and lack access to quality systems of care. (Health Equity & Policy Lab: <https://www.healthequityandpolicylab.com/underserved-populations-areas-and-facilities>)

### PREAMBLE

Many areas in the United States, like most of Alabama, live in areas where access to physical therapy and primary care services are inadequate. The University of Alabama at Birmingham (UAB) Department of Physical Therapy is uniquely positioned within the university, state, and nation to further develop resources in medically underserved populations and for marginalized communities. The Department of Physical Therapy has been a leader in the physical therapy profession since its inception in 1964 and has demonstrated its ability to prepare physical therapists with advanced skills to meet the state's and national needs for rehabilitative and preventive care. The Graduate Certificate in Primary Care Physical Therapy for underserved populations is an innovative program that continues this legacy.

Recently, the APTA and other professional organizations are recognizing that physical therapists (PTs) possess a skill set that could help fill the void and provide access to healthcare for many underserved populations. This realization is bolstered by the success that PTs in the military have displayed as invaluable members of primary care teams in triaging and managing health conditions in military personnel and families. In addition, physical therapists are now practicing in emergency medicine teams as triage specialists for individuals presenting with musculoskeletal and balance impairments. Based on these primary care practice models, PTs are "first contact providers" in primary care teams and demonstrate the ability to work interdependently and collaboratively with other health professionals. An alliance of faculty members representing multiple areas of specialization at UAB's DPT Program recognizes this need and plans to address the problem by introducing the Graduate Certificate in Primary Care Physical Therapy for underserved populations is tailored to prepare physical therapists to work as members of primary care teams with a skill set that enables them to be an entry point for patient/clients into the healthcare system. ***This advanced model of physical therapist practice is***

***designed to increase access to preventive and rehabilitative holistic healthcare and foster physical therapists as valued members of interprofessional teams that promote health, disease prevention and management and community engagement in underserved populations and for marginalized communities.***

To further facilitate the number of practicing primary care physical therapist, we developed this program to be easily accessed by licensed physical therapists and physical therapy students from accredited programs. This program is delivered online and mostly asynchronous which allow students to work on course work that will fit their schedules. For synchronous content, instructors will arrange the time that works best for most students and will keep synchronous content to a minimum. Finally this program will accommodate English speaking physical therapist who are similarly credentialed in another country.

### **PROGRAM GOALS**

The Graduate Certificate in Primary Care Physical Therapy for Underserved Populations Program goals are:

1. Facilitate physical therapist engagement in primary care teams and as independent direct access providers within the PT scope of practice to enhance health care for underserved and marginalized populations.
2. Prepare physical therapists with specialized clinical, advocacy, and leadership skills to practice effectively as a member of a primary care team to enhance health care for marginalized and underserved populations.
3. Prepare physical therapists to develop, implement, evaluate, and promote community health programs, based on community priorities, for marginalized and underserved populations.
4. Prepare physical therapists to be essential emergency responders during disasters and emergencies within their scope of practice.

### **GRADUATE GOALS**

Upon completion of the Graduate Certificate in Primary Physical Therapy for Underserved Populations program, the graduate will be able to:

1. Develop broad consultation and referral networks with community-based services that reflect the needs and priorities (e.g., health, food insecurity, housing insecurity) of marginalized and underserved populations.
2. Perform specialized screening/triage skills to provide primary and emergency care within physical therapist scope of practice.
3. Perform holistic examination and management of patients/clients with complex/chronic conditions as a primary care team member serving marginalized and underserved populations.
4. Assess program/practice outcomes such as safety, effectiveness, patient-centeredness, timeliness, efficiency, and equity.
5. Develop, implement, and evaluate community health programs.
6. Apply emergency and disaster preparation and management knowledge and skills within the physical therapist scope of practice.



## DEPARTMENT OF PHYSICAL THERAPY POLICIES AND PROCEDURES

Except for special circumstances described in the policies stated below, the Department of Physical Therapy abides by those policies established by the School of Health Professions and the Graduate School. We recommend that Graduate Certificate Students review the [E-learning Graduate School](#) policies and procedures.

### COURSES AND GRADES

#### Grading System

90-100%	A
80-89.99%	B
70-79.99%	C
< 70%	F

Performance requirements will be identified in the course syllabi. Grades will not be rounded up.

**NOTE:** *Only Course Directors or the UAB Office of the Registrar will report Grades to students. Students should not call the Department's main office or ask staff members for grades, as they are not at liberty to give this information.*

This program follows Graduate School policies for grading and grade point average. Read [more](#) concerning this policy and other policies concerning academic process.

This program will not have any tests. All grades will be based on the scoring of project rubrics. Please follow the rubrics and project directions to maximize your scores on projects.

To also be successful in this program we urge you to review [UAB tips for online learning](#).

### STUDENT COMPLAINTS

Students should always feel free to voice concerns or complaints about the program to the appropriate faculty member including course directors, the Graduate Certificate Program Director and Department Chair. If the student has a complaint or concern about a particular course, the student should first approach the course director. If the complaint is not resolved, the student should then approach the Graduate Certificate Program Director. If the complaint is still not resolved, the student may approach the Department Chair. If the complaint is still not resolved, the student may approach the Associate Dean for Academic and Faculty Affairs. If the complaint is still not resolved, the student should refer to the [UAB Student Complaint Policy](#).

### ACADEMIC PERFORMANCE

Academic Performance **INCLUDES** *academic standing and academic conduct*, The Departmental Review Procedure will be utilized to address student issues related to academic performance.

## **ACADEMIC STANDING**

Students in the Department of Physical Therapy must maintain good academic standing in the Graduate School to satisfactorily progress toward completion of the program and the degree. “Good academic standing” is defined by the following three components (Figure 1):

- A. Cumulative grade point average (GPA) of  $\geq 3.00$  in this graduate certificate program.
- B. A “C” earned in the certificate program will not count toward the number of Cs earned in the DPT program for UAB DPT students enrolled in the Graduate Certificate program.

A student who fails to maintain a GPA  $\geq 3.00$  in Graduate Certificate coursework will be placed on probation. Such a student must re-establish good academic standing by the end of the next semester. Students who do not establish “good academic standing” in this timeframe will be reviewed following the Department Review Procedure and are subject to expulsion (Figure 2). Students earning failing (F) grade in the program will be reviewed following the Departmental Review Procedure and are subject to expulsion.

## **ACADEMIC CONDUCT**

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

Regarding academic misconduct, the department will follow the UAB Academic Integrity Code Policy. The SPRC will be involved at the instructor (first) level of investigation and will make a recommendation to the DPT Core Faculty, who will vote on the recommendation. The potential disciplinary actions are described in the Academic Integrity Code. Click this [LINK](#) for the full text of the Academic Integrity Code with a description of each disciplinary action/sanction.

## **NON-ACADEMIC PERFORMANCE**

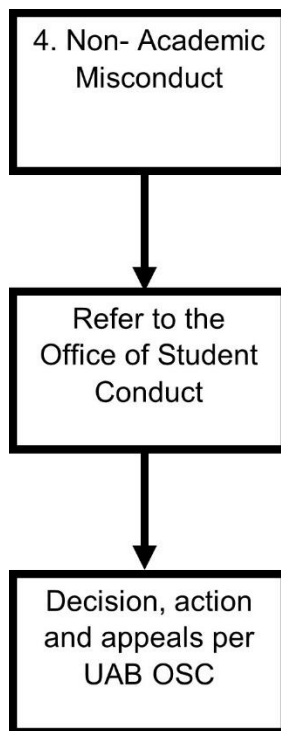
Students in the Graduate Certificate program are expected to exhibit behaviors consistent with the UAB Student Conduct Code found at this website: [Link to UAB Student Conduct Code](#)

To summarize, UAB Graduate Certificate students are expected to:

1. exemplify honesty, honor, and a respect for the truth in all their dealings (Integrity),
2. build and enhance their community (Community),
3. be just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors (Social Justice),
4. show positive regard for each other, for property and for the community. Students will conduct themselves and treat others in a polite, reasonable, and respectful manner (Respect and Civility), and
5. accept a high level of responsibility to self, to others and to the community (Responsibility).

Specific definitions and examples, as well as information regarding student rights and the procedures for reporting non-academic misconduct can be found at this website: [Link to UAB Student Conduct Code Policy](#). UAB Graduate Certificate students who violate the UAB Student Conduct code will be referred to the [Office of Community Standards and Student Accountability](#) who will handle the investigation and potential disciplinary action (Figure 1).

**FIGURE 1: PROCEDURE FOR NON-ACADEMIC MISCONDUCT**



### **DISABILITY SUPPORT SERVICES (DSS)**

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 Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration and required procedures. Requests for reasonable accommodations involve an interactive process and consists of a collaborative effort among the student, DSS, faculty and staff.

**To Register for Disability Support Services** - Contact DSS at (205) 934-4205 (voice and TDD). You must present documentation verifying your disability status and the need for accommodations. After DSS receives your completed documentation, you will meet individually with a member of the DSS staff to discuss your accommodations. It is best to register with DSS when you apply to UAB, as it may take 2-3 weeks to review your request and complete the process. For more information about Disability Support Services or to make an appointment, please feel free to contact the office directly at the Hill Student Center, 1400 University Boulevard, Suite 409, Birmingham, AL 35294; via email: [dss@uab.edu](mailto:dss@uab.edu); or visit their [website](#) for more information.

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.

## LEAVE OF ABSENCE

A UAB DPT student may request a leave of academic absence. The request for a leave of academic absence may not exceed one (1) academic year. The Request for Leave of Academic Absence form can be found at the [Graduate School Website](#). A student must first consult with his/her Academic Advisor as well as the Program Director if considering a leave of academic absence from the Doctor of Physical Therapy Program. The DPT Program Director and the Graduate School Dean must approve the request. Before a student can return from an approved leave of academic absence, the DPT Program Director must submit to the Graduate School a request to allow the student to re-enroll in courses.

As courses are only offered once per year and serve as prerequisites for later courses, students electing a leave of absence from the program may return to the program under an adjusted curriculum plan approved by the faculty. The adjusted curriculum plan may extend students' time in the program beyond the normal program completion time.

## STUDENT RESEARCH

All research performed by faculty, students, and staff of the University of Alabama at Birmingham, which utilizes University time, space or resources is the property of the University of Alabama at Birmingham regardless of the funding source. The Department of Physical Therapy follows the UAB Policy regarding the responsible conduct of research and other scholarly activities, which can be found at this website: [UAB Responsible Conduct of Research Policy](#). Final determination of publication order of authorship will be at the discretion of the principal investigator/mentor and will follow the [UAB Authorship Policy](#). For group projects in which students participated equally, authors will be listed alphabetically.

## WRITTEN ASSIGNMENTS

Students should follow instructions for written assignments as provided by the course instructors. In general, the Department of Physical Therapy recommends [American Medical Association \(AMA\) style of referencing](#) for assignments.

## ZOOM ETIQUETTE

Students may need to participate in synchronous online lectures, labs and discussions via ZOOM. During all ZOOM sessions, students should be professional, attentive and on time like an in-person lecture session. The following procedures must be followed by all DPT students when using ZOOM:

1. Students should log in to ZOOM using their Blazer ID and Password from the [UAB ZOOM WEBSITE](#) before clicking the link for the session.
2. Students should log in to the ZOOM classroom no later than five minutes prior to the official start of the session. Any student logging in later than five minutes prior to the start of the session will be considered tardy.
3. Students should be presentable in appearance, sit upright, and act professional.
4. Students should use their own name in the ZOOM session.
5. Students should always have their video on unless the instructor states otherwise.

6. Students must show respect by always giving their full attention to the instructor and class session. Students must not be driving, riding in a car, or doing other activities during the ZOOM session.
7. Students who do not follow these policies will be subject to referral to the Student Performance Review Committee for violation of Core Abilities.

### **RECORDING LECTURES AND LAB SESSIONS**

Students who wish to record (video or audio) lectures or laboratory sessions must first ask the course director and all people to be recorded for permission. If all parties agree, the recording must only be used for personal education. Students must refrain from allowing the file to be posted on the public internet (e.g., You Tube, Facebook, Instagram, etc.) or using the recording for other purposes without additional permission from the course director. Patients or community volunteers must never be recorded without permission from the course director who will obtain UAB media consent.

### **FACULTY AVAILABILITY**

Please be aware that while the primary goal as faculty members is to facilitate your learning, each of us has other responsibilities which demand time and attention. These roles range from involvement on school-wide committees to research and patient care. We each want to be responsive to your needs but ask that you respect our involvement in these other activities. In each course the instructor will provide you contact information. Most communication will be handled via email or through discussion boards in Canvas. Please ask us how and when we can be available to you. You are encouraged to contact the Graduate Certificate program Director if you are unable to reach a course instructor.

### **EMAIL**

All students are required to have email through on-campus student accounts. Information pertaining to classes, schedules, and program are disseminated via email. Students are required to check email at least daily, if not more frequently. E-mail distribution lists should be used only for activities associated with the Department of Physical Therapy program/activities.

### **SUCCESSFUL COMPLETION OF ALL COURSEWORK**

Upon successful completion of all coursework, the candidate will be recommended for the Graduate Certificate in Primary Care Physical Therapy for Underserved Populations degree by the Department of Physical Therapy.

### **COMPLETION OF APPLICATION FOR DEGREE**

Students must complete the *Application for Degree* during their last course in the Graduate Certificate program.

### **PROGRAM REVIEW**

Students will be encouraged to provide feedback regarding experiences during the program. Students will complete paperwork regarding alumni data.

**GRADUATE CERTIFICATE IN PRIMARY CARE PHYSICAL THERAPY FOR UNDERSERVED POPULATIONS CURRICULUM\***

<b>YEAR</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CREDIT HOURS</b>
<b>1<sup>ST</sup> YEAR</b>	<b>SUMMER</b>	<b>PTC 790 - CHALLENGES IN AMERICAN HEALTHCARE: PHYSICAL THERAPY AS PART OF THE SOLUTION</b>	<b>2</b>
	<b>FALL</b>	<b>PTC 791 – PHYSICAL THERAPIST ROLE IN PRIMARY CARE</b>	<b>2</b>
<b>2<sup>ND</sup> YEAR</b>	<b>SPRING</b>	<b>PTC 792 – HEALTH FOCUSED PHYSICAL THERAPY CARE I</b>	<b>2</b>
		<b>PT C 793 – ADVANCED PHYSICAL THERAPY MANAGEMENT OF PRIORITY HEALTH CONDITIONS I</b>	<b>2</b>
	<b>SUMMER</b>	<b>PT C 794 – HEALTH FOCUSED PHYSICAL THERAPY CARE II</b>	<b>2</b>
		<b>PT C 795 – ADVANCED PHYSICAL THERAPY MANAGEMENT OF PRIORITY HEALTH CONDITIONS II</b>	<b>2</b>
	<b>FALL</b>	<b>PTC 796– PHYSICAL THERAPIST’S ROLE IN DISASTER AND EMERGENCY PREPARATION AND MANAGEMENT**</b>	<b>1</b>
<b>3<sup>RD</sup> YEAR</b>	<b>SPRING, SUMMER, OR FALL***</b>	<b>PT 997 – COMMUNITY ENGAGEMENT AND PROGRAM PLANNING FOR PHYSICAL THERAPISTS</b>	<b>2</b>

\*This is the recommended flow of courses for a student enrolled in the Graduate Certificate program. For DPT students enrolled at UAB, we will recommend that they start the program in the second semester (summer semester) of the DPT program. We would also recommend that students from other accredited DPT programs to have completed on semester of their program as well,

\*\*The student will need to complete the National Safety Council Emergency Medical Response Training, or a similar course deemed appropriate by the Graduate Certificate Faculty.

\*\*\* UAB DPT students will be required to attend a clinic that cares for underserved populations for one of their long-term clinical education assignments.