



**The University of Tennessee  
Health Science Center**

**CENTERSCOPE**  
**Student Handbook**

**2003-2004**

**THE MISSION OF THE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL  
STUDENT SERVICES • FINANCIAL AID • EMERGENCY PROCEDURES  
ACADEMIC PROCESS • POLICIES & GUIDELINES • RIGHTS & RESPONSIBILITIES  
JUDICIAL SYSTEM • ORGANIZATIONS & OPPORTUNITIES  
INFORMATION FROM THE COLLEGES**



# College of ALLIED HEALTH SCIENCES

## *Susan P. Mansfield, Ed.D., Dean*

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## MESSAGE FROM THE DEAN

You have chosen an exciting career in one of the allied health professions. The allied health fields comprise the largest segment of the American healthcare workforce, and offer a multitude of opportunities to grow and to serve.

One of the primary commitments of the University of Tennessee Health Science Center College of Allied Health Sciences is to prepare students like you for those opportunities. Located on a comprehensive health sciences campus in the Midsouth's largest medical center, the College offers an unparalleled academic education as well as access to a wide spectrum of clinical experiences. The faculty of the College of Allied Health Sciences are outstanding scholars and clinicians. In addition, many of our faculty are professional leaders who establish the trends that will affect you, your practice setting and the patients you will serve in the future. In recognition of their consistently high quality, all of the professional entry programs offered by the College of Allied Health Sciences are fully accredited.

The staff of the Dean's Office is eager to assist you in successfully completing your degree program. Please call upon us.

Sincerely,

Susan P. Mansfield, Ed.D., Dean  
College of Allied Health Sciences

## COLLEGE STRUCTURE

The College of Allied Health Sciences is organized into five departments which are the administrative bases for educational programs in six allied health disciplines: the Department of Clinical Laboratory Sciences, with programs in medical technology and cytotechnology; the Department of Dental Hygiene; the Department of Health Information Management; the Department of Physical Therapy; and the Department of Occupational Therapy.

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## DEGREES OFFERED

The College of Allied Health Sciences offers programs which, upon successful completion of the professional curriculum and compliance with other University requirements, lead to the following degrees:

Bachelor of Science in Cytotechnology  
Bachelor of Science in Dental Hygiene  
Bachelor of Science in  
Health Information Management  
Bachelor of Science in  
Medical Technology  
Bachelor of Science in  
Occupational Therapy  
Doctor of Physical Therapy (DPT)  
Doctor of Physical Therapy Science  
(ScDPT)  
Master of Science in  
Physical Therapy (MSPT)  
Master of Science in  
Clinical Laboratory Sciences (MSCLS)

#### NOTE:

Late registration penalties apply to all students that do not pay fees by their registration due date. After the due date has passed, students have 5 working days in which to pay fees. However, for the first two days following the due date, students will be charged a \$50 late fee and for the last three days, students will be charged a \$75 late fee and must obtain permission from their dean to register late. After the five working days, no student will be allowed to register.

## ACCREDITATION

All college programs are fully accredited by the appropriate accrediting body. The Program in Cytotechnology is accredited by the American Society of Cytopathology, Cytotechnology Programs Review Committee in cooperation with the Commission on Accreditation of Allied Health Education Programs; the Program in Dental Hygiene is accredited by the Commission on Dental Accreditation; the Program in Health Information Management is accredited by the American Health Information Management Association in cooperation with the Commission on Accreditation of Allied Health Education Programs; the Program in Medical Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences; The Program in Occupational Therapy is accredited by the National Board for Certification in Occupational Therapy Education; and the Program in Physical Therapy is accredited by the Commission on Accreditation of Physical Therapy Education. Programs in the College have a long and dis-

tinguished accreditation history, several being among the oldest of their kind in the nation. Faculty and administrators provide important volunteer service to the specialized programmatic accreditation bodies that serve various programs.

The College is an institutional member of the Association of Schools of Allied Health Professionals.

## HONOR COUNCIL

Please refer to the Honor Code Section IV, Addendum A, of the Judicial System section of this handbook (page 57), for the special provisions of the UTHSC Honor Code that pertain to the College of Allied Health Sciences.

## ATTENDANCE REQUIREMENT

Because of the relative brevity (one to three years) and intensity of all College educational programs, students should not miss any planned learning experience except under the most unusual circumstances. Students are, therefore, required to attend all planned learning experiences including lectures, laboratories, and clinical assignments. The department chairperson, program director, or appropriate faculty member in each program will inform students in writing of the consequences of failure to adhere to this general College requirement.

## STUDENT IDENTIFICATION AND DRESS CODE

All students are required to wear the UT identification badges that are made during registration. Such cards are to be worn in a visible fashion and must be presented to UT police officers, administration, or faculty upon request. If a student's identification badge is lost or misplaced, a new one must be acquired from the Campus Police office for a fee. Students, upon graduation, may retain their ID badge since it contains an expiration date. Students, upon withdrawal, must return their ID badge to the Campus Police office.

Students are expected to adhere to the dress code of the program in which they are enrolled. Dress requirements are explained during each program's orientation.

## EXAMINATIONS

An examination period is generally scheduled at the end of each academic period. Examinations should be scheduled during the examination period. No student will be excused from a final examination except in the event of the most compelling circumstances. Make-up examinations are permitted at the discretion of each course director. Decisions concerning make-up examinations are the responsibility of the appropriate course instructor or course director.

## STUDENT HEALTH AND PROFESSIONAL LIABILITY INSURANCE

All allied health students are required to have health care and medical insurance while enrolled in the College. (See "Student Health Insurance Policy" in "Student Rights and Responsibilities" section for details.)

All students in the College are also required to purchase professional liability insurance through the University at a nominal cost payable at registration time.

## STUDENT EMERGENCY LOAN FUND

Any allied health student with a documented need for a short-term loan may apply for assistance from the Office of Student Financial Aid. Loans must be repaid within 30 days with repayment including interest calculated at six percent per annum. The loan amount which can be authorized is determined by funds available in the account at the time the request is submitted. Requests for loans must be made through the Office of Student Financial Aid.

## STUDENT GOVERNMENT ASSOCIATION

Catherine Carpenter - President, AHSGA, 2003-04

All currently enrolled allied health students are members of the Allied Health Student Government Association (AHSGA). The AHSGA Executive Council, composed of the student class presidents elected in the college each year, meets regularly with the Associate Dean for Student Affairs to discuss issues and advise the college regarding student views and concerns. The president of the AHSGA Executive Council is elected annually from the allied health

programs, and is the representative of allied health students in the campus Student Government Association Executive Council (SGAEC). The SGAEC represents views of UTHSC students, and makes recommendations to UTHSC administration and faculty. The AHSGA president reports on activities of the campus student government association at meetings of the AHSGA Executive Council.

## PROMOTIONS

Promotion is the process by which a student progresses through an academic program and graduates. Promotion and graduation require positive action by the Dean based upon recommendations of each program's progress and promotions committee. While progress and promotions committees generally act at the end of a semester, they can act any time a student is deemed to be making inadequate progress toward degree objectives and/or is demonstrating unacceptable behavior in the key areas of personal and professional behavior. Committee recommendations regarding a particular student are based upon input by each faculty member or course director who has teaching responsibility for that student during a given instructional period.

### 1. Student Performance

a. A student must attain a minimum semester grade point average of 2.0 to progress to the subsequent semester or to graduate. Any student who earns a grade of "D" (indicates marginal progress), "F" (failing), or "I" (incomplete) is reviewed in depth by the appropriate committee. Students must demonstrate a minimal competency level, as determined by the faculty and made known to students in advance. Students not reaching minimal competency may be required by the faculty to complete additional exams and/or class assignments until they reach the required minimal competency, or final course grades are recorded. An explanation of the calculation of the final grade will be made known to students in advance.

b. A student must demonstrate satisfactory behavior in personal and professional areas deemed by faculty as being necessary for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients and work effectively with other members of the healthcare team, dependability, judgment, integrity, initiative, and interest.

c. Students must meet the college and program technical standards to continue

in the various curricula and graduate. Copies of these standards are provided to each student by their respective programs.

**2. Recommended Actions** - committees may recommend any of the following actions to the Dean:

a. Promotion of the student to the subsequent semester or to graduation.

b. Placing a student on academic probation. Academic probation may result from a student's earning a cumulative grade point average of less than 2.0 during the semester, from earning a grade of "D" in any course, or from failure to perform satisfactorily in non-academic areas associated with professional behavior or technical standards. Committee recommendations to the Dean must include delineation of specific conditions that must be met for removal of the student from academic probation, and the time by which such conditions must be met.

c. Dismissal of a student from a program. Dismissal may result from a student's earning a grade of "F" in any course, earning a grade of "D" in multiple courses, failing to meet the requirements of a course(s) as stipulated in the course syllabus, demonstrating serious deficiencies in personal or professional behavior, failing to meet technical standards; or failing to meet stipulated conditions for removal of academic probation within the designated time period.

d. Allowing a student to repeat all or part of the curriculum. This recommendation may be made only if *all* of the following conditions are present:

1) the presence of specific non-academic circumstance(s) judged by the committee as having an adverse effect on the student's academic performance.

2) committee judgment that the identified specific circumstance(s) show probability of resolution within a reasonable period of time.

3) committee judgment that resolution of the identified circumstance(s) will subsequently result in satisfactory performance by the student.

**Notification of Student.** Any student who is dismissed from a program or placed on academic probation is notified in writing by the Dean. A student placed on academic probation is given a written statement of conditions which must be met for removal of academic probation, and the time period allowed.

## RECONSIDERATION OF PROGRESS AND PROMOTIONS COMMITTEE RECOMMENDATIONS

A student has the right to request a reconsideration before an ad hoc appeals committee in the event of a negative recommendation. Such a request must be submitted in writing and received by the Dean of the College within five (5) calendar days of receipt of notification from the Dean of the intended action. The student will meet with the committee and may bring any person(s), excluding legal counsel, whom the student believes can contribute to the presentation. After a student's appeal hearing, the committee will make a final recommendation to the Dean who will notify the student of the decision made on the student's appeal.

The ad hoc appeals committee and committee chair are appointed by the Dean and composed of faculty from the College. After hearing all persons who appear on behalf of the student or in support of the action taken by the Progress and Promotions Committee, the ad hoc appeals committee makes recommendations for resolution of the appeal to the Dean. If the original negative recommendation made by the Progress and Promotions Committee is sustained by the Dean, the student has the right of appeal to the Chancellor. Such an appeal must be in writing and received by the Chancellor within five (5) calendar days of receipt of notification from the Dean.

During the appeal process, a student may continue to participate in classroom activities but will be suspended from clinical activities.

## GRADUATION REQUIREMENTS

In order to be recommended for a degree in any of the programs offered by the College, a candidate must comply with the following conditions:

1. present evidence of having satisfactorily completed all prerequisite coursework.

2. complete all required courses of the professional curriculum with a grade point average of at least 2.0 and, in the case of clinical education or field work, a level of proficiency that is satisfactory to the departmental faculty.

3. demonstrate professionalism expected of a student in the particular discipline which is acceptable to the faculty.

4. discharge all financial obligations to the University and affiliated organizations.

5. meet college residency requirements.

6. Meet the technical standards for the college and their prospective program.

## CLINICAL ACTIVITIES

All students in the College are required to engage in clinical activities as prescribed by their respective programs and are assigned to these activities during the course of their programs according to the needs of the educational programs, the students and clinical sites. Occasionally a scheduled clinical experience at an external site is unavailable due to circumstances beyond the control of the University; however, because the experience is required for graduation, the College programs exercise a number of options and usually successfully substitute one site for another. On rare occasions, such a substitution is not possible and graduation may be temporarily delayed for a student until the required experience can be scheduled by the program and successfully completed by the student.

## ATTENDANCE AT GRADUATION

Participation in graduation exercises is mandatory for all graduating students in the College. Any student who is unable to attend graduation exercises must request permission from the Dean to graduate *in absentia*. Such a request must be submitted in writing and must clearly state the student's reason(s) for making the request. A student may graduate *in absentia* only if the Dean of the College has approved the request. The Dean will notify the Registrar when the request is approved.

## LEAVES OF ABSENCE, WITHDRAWAL, AND READMISSION

Leaves of absence with anticipated re-admission may be granted by the Dean upon recommendation of the department chair or program director. Such recommendations must be based upon demonstration by the student of a compelling nonacademic reason for granting such a leave.

Readmission to any program after voluntary withdrawal or readmission after dismissal can occur only upon demonstration by the student of a compelling non-academic reason for consideration for re-admission. (See 2. d., "Progress and Promotions")

## HONORS

Honors graduates of the College are so designated in recognition of academic distinction achieved in their respective professional curricula. Honors designations receive special mention in the graduation program and on diplomas, and are based on the following cumulative grade point averages:

GPA	Designation
3.50 - 3.69	Graduation With Honors
3.70 - 3.89	Graduation With High Honors
3.90 - 4.00	Graduation With Highest Honors

## AWARDS

### HONOR SOCIETY

The national allied health honor society, Alpha Eta, recognizes graduating allied health students for superior academic achievement and potential for leadership in their chosen professions. No more than twenty percent of each graduating class may be selected for membership.

### Sigma-Xi

#### The Society for Scientific Research Allied Health Student Excellence in Research Award

This award is presented to the senior Allied Health Science student submitting the best original paper based upon her/his mentored research.

### DEPARTMENTAL AWARDS

Outstanding students are recognized for their achievements during the College Awards Ceremony held before each June and December commencement. Program-specific awards given by each department in recognition of academic excellence, professional competence, and leadership are described below.

### DEPARTMENT OF CLINICAL LABORATORY SCIENCES

The three Clinical Laboratory Sciences Department awards described below are named for former faculty members who provided distinguished service to the University.

#### Cyrus C. Erickson Award in Cytotechnology

This award is presented to a graduating student by the cytotechnology faculty in recognition of professional ability, intellectual curiosity and a sense of responsibility.

#### Frances Guthrie Outstanding Student Award in Medical Technology

This award is presented to a medical technology graduating student who has demonstrated exceptional ability based on academic and professional criteria. The recipient is chosen by faculty and fellow students and this award is not necessarily given each year.

#### Alice Scott Hitt Faculty Award in Medical Technology

This award is presented to a graduating student who has demonstrated outstanding personal and professional characteristics. The recipient of the award is chosen by the faculty. This award may not be given every year.

### DEPARTMENT OF DENTAL HYGIENE

#### Dental Hygiene Clinical Achievement Award

This award is given to the graduating student who has demonstrated the following professional traits: comprehensive knowledge, proficiency in rendering patient care, sensitivity to patient needs, and commitment to community health needs. These characteristics are accompanied by an apparent desire to assume responsibility as a member of the oral health team.

#### The Faculty Award

This award is presented by the faculty to the graduating student who has earned the highest scholastic average during the study of dental hygiene.

#### Preventative Oral Health Educator Award

This award is sponsored by the Proctor & Gamble Company but is selected by the DH faculty. This award is given to the graduating dental hygienist who has shown exceptional knowledge in the preventive aspects of dental disease and made significant contributions to the oral health of the community.

#### Sigma Phi Alpha Dental Hygiene Honor Society

The National Dental Hygiene Honor Society was founded in 1958. Eligibility for membership is based on scholarship, potential service to the profession, character, and leadership.

#### The Tennessee Dental Hygienists Association Outstanding Student Award

This award is special because the person is nominated and elected by their classmates as the person they believe is the epitome of dental hygiene. This person will receive a plaque and will also be recognized at the TDHA annual session.

#### Professional Leadership Award

This award recognizes the student who exhibited the greatest overall professional leadership in the class. Examples will include, but are not limited to SADHA & MDHA involvement, holding class office, organizing volunteer activities, etc.

#### Colgate Star Award

This award is sponsored by the Colgate-Palmolive Company and is presented to the student who exhibits outstanding achievement.

#### Community Service Award

This award is presented to the student(s) who exhibited the greatest enthusiasm for community service.

#### Golden Scaler Award

This award is sponsored by the Hu-Friedy Company and is presented to the student who is selected as an outstanding clinician.

### DEPARTMENT OF HEALTH INFORMATION MANAGEMENT

#### Tennessee Health Information Management Association Outstanding Student Award

This award is presented to a graduating student for outstanding academic and clinical ability. The recipient is chosen by health information management faculty and members of the graduating class.

### DEPARTMENT OF OCCUPATIONAL THERAPY

#### Achievement Award in Occupational Therapy

This award is presented annually by the occupational therapy faculty to a graduating senior for outstanding academic and clinical achievement.

#### Leadership Award in Occupational Therapy

This award is presented annually to a graduating senior who demonstrates the professional characteristic of outstanding leadership in both the classroom and on fieldwork.

### DEPARTMENT OF PHYSICAL THERAPY

#### Outstanding Physical Therapy Student Award

This award, given annually on behalf of academic and clinical physical therapy faculty, is presented to a graduating senior in recognition of his/her excellent performance in both classroom and clinical settings.

### Physical Therapy Faculty Award

As the highest honor physical therapy faculty can bestow on a student, the Faculty Award requires a unanimous vote of the faculty and is given in recognition of outstanding academic and clinical performance, and potential for leadership in the profession of physical therapy. This award is not necessarily given annually.

## CYTOTECHNOLOGY

### ATTENDANCE REQUIREMENT

Cytotechnology students are expected to attend all scheduled classes, student labs, and clinical lab assignments. If a student must be absent due to illness or emergency, he/she must notify the cytotechnology office or the clinical site to which he/she is assigned no later than 8:30 a.m. of the day missed. For any other absences, prior arrangements must be made with the specific instructor or course director involved. Appointments for health services should not be made during scheduled class time.

### GRADING

Grades are based on written and practical examinations as well as performance evaluations. A student must pass the first semester's courses before he/she is allowed to progress to the next semester. The point-grade conversion scale used in the cytotechnology program is as follows:

95 - 100	=	A
85 - 94	=	B
75 - 84	=	C
65 - 74	=	D
Below 65	=	F

Grades of D are considered to be marginal; any student who earns a D or less in any course will be carefully evaluated by the Progress and Promotions Committee of the cytotechnology program to determine the course of action which is best for the student and for the program.

### STUDENT HEALTH REQUIREMENTS

Cytotechnology students are required to have a comprehensive eye examination including a test for color vision. Imperfect color vision is not used as a basis for excluding a student from the program; however, instructors should be aware of such a defect. In addition, cytotechnology students are required to be immunized against Hepatitis B virus and are required to have skin tests for tuberculosis. Information about fulfilling these requirements is provided during orientation.

### STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIPS

Cytotechnology students are eligible for student membership in a number of professional associations including The American Society of Cytopathology, The American Society for Cytotechnology, and The Southern Association of Cytotechnologists. Students are encouraged to apply for membership in one or more regional or national professional organizations.

### CERTIFICATION EXAM

Graduates of the cytotechnology program qualify to sit for the national certification examination in cytotechnology administered by the Board of Registry of the American Society for Clinical Pathology. The examination is offered year-round in major cities throughout the United States. Graduates who successfully complete the examination are entitled to use the designation CT (ASCP).

Graduates in the program seeking employment in the state of Tennessee must also obtain a license to practice from the Laboratory Licensing Board. Faculty will provide students with this information.

## DENTAL HYGIENE

### ATTENDANCE REQUIREMENT

Dental hygiene students are expected to attend all scheduled classes, clinics, and laboratory assignments. If a student must miss a scheduled learning experience due to illness or emergency, he/she must notify the dental hygiene office no later than 8:30 a.m. of the day missed. For any other absences, prior arrangements must be made with the specific instructor or course director with approval of the program director. Appointments for health services should not be made during scheduled learning experiences.

### GRADING

Course grades are based on a student's performance on written and practical examinations as well as clinical performance. Each semester's courses must be passed before the student is allowed to progress to the next semester. The point-grade conversion scale used in the dental hygiene program for all courses, **except** clinic practice courses, is as follows:

95 - 100	=	A
85 - 94	=	B
75 - 84	=	C
70 - 74	=	D
Below 70	=	F

The grading scale for all clinic practice courses is as follows:

95 - 100	=	A
90 - 94	=	B
80 - 89	=	C
75 - 79	=	D
Below 75	=	F

Grades of D are considered marginal. Any student who earns a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of the dental hygiene program to determine the course of action which is best for the student and for the program. Any student who receives a grade of "D" in any course will be placed on academic probation.

\*Students must pass a clinical proficiency test prior to treating patients.

### STUDENT HEALTH REQUIREMENTS

Dental hygiene students are required to be immunized against the Hepatitis B virus and are required to have a TB skin test annually. These services are provided by University Health Services at a nominal cost. Information about fulfilling these requirements is provided during new-student orientation.

### STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Dental hygiene students qualify to become student members of the American Dental Hygienists' Association, and are encouraged to exercise this option.

### LICENSING EXAMINATION

Dental hygiene students take the National Dental Hygiene Board Examination in the spring semester of the second year and must make a satisfactory score to be licensed in most states. Students must also pass the Southern Regional Dental Hygiene Board Examination to become licensed to practice dental hygiene in Tennessee and other states in a five-state region. Faculty will provide information to students about the testing date and the location of this examination, and others throughout the country.

## HEALTH INFORMATION MANAGEMENT

### ATTENDANCE REQUIREMENT

Health information management students are expected to attend all scheduled classes, student laboratory experience, directed experience assignments, and other scheduled assigned activities. If a student must be absent due to illness or emer-

gency, he/she should notify the health information management office no later than 8:30 a.m. on the day to be missed. For any other absences, prior arrangements must be made with the specific instructor involved. Appointments for health services should not be made during scheduled class time.

## GRADING

The health information management program has a competency-based curriculum in which competencies for the entry-level health information manager developed by the American Health Information Management Association are used. Graduates of the program are expected to be able to perform the functions as articulated in the competencies. Criterion referenced evaluation is used in each course and students are required to reach the minimum competency level established for the course. Grades are based on written and practical examinations, as well as on performance in directed experience. A student must pass each semester's courses with a grade point average of 2.0 in order to progress to the next semester. Each student must pass a comprehensive examination in order to graduate.

## STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Health information management students are eligible for membership in the American Health Information Management Association (AHIMA), and are encouraged to join. Dues of \$15.00 per year include a subscription to the Journal of AHIMA and student membership in the Tennessee Health Information Management Association and the Memphis Health Information Management Association.

## REGISTRATION EXAMINATION

Following successful completion of the health information management program, students are eligible to apply to write for the national registration examination offered in the fall of each year.

## HEALTH REQUIREMENTS

Health Information Management students are required to be immunized against the Hepatitis B virus and have an annual skin test for tuberculosis. Information about fulfilling these requirements is provided during orientation.

# MEDICAL TECHNOLOGY

## ATTENDANCE REQUIREMENT

Medical technology students are expected to attend all scheduled classes, student labs, and clinical lab assignments. In the case of absence due to illness or emergency, the student should notify the medical technology office and clinical assignment no later than 8:30 a.m. of the day missed. For any other absences, prior arrangements must be made with the specific instructor(s) involved. Appointments for health services should not be made during scheduled class time.

## CLINICAL AFFILIATIONS

Clinical affiliation sites are located in Memphis and throughout Tennessee. Due to the limited number of clinical sites in Memphis, it may become necessary for students to accept the financial impact of traveling and living out of town for a portion of their clinical assignments.

## GRADING

Written and practical examinations and performance evaluations are a part of the educational program throughout the curriculum. All courses in each semester must be passed before the student is allowed to progress to the next semester. No credit for any course is awarded until the end of the semester. The point-grade conversion scale used by the medical technology program for all courses, **except** clinical practice courses is as follows:

95 - 100	=	A
85 - 94	=	B
75 - 84	=	C
65 - 74	=	D
Below 65	=	F

The grading scale for all **clinic practice** courses is as follows:

95 - 100	=	A
86 - 94	=	B
80 - 85	=	C
75 - 79	=	D
Below 75	=	F

Grades of D are marginal and students who make a D or less in any course will be carefully evaluated by the Progress and Promotions Committee of the medical technology program to determine the course of action which is best for the student and for the program.

## HEALTH REQUIREMENTS

Medical technology students are required to be immunized against the Hepatitis B virus and to have an annual skin test for tuberculosis. Information about fulfilling these requirements is provided during orientation.

## STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Medical technology students join the American Society for Clinical Laboratory Science as student members. Students are encouraged to participate in activities at the local, state, and national levels.

## CERTIFICATION, REGISTRY, AND LICENSURE EXAMINATIONS

A medical technologist cannot lawfully perform laboratory tests in Tennessee unless licensed by the Tennessee Laboratory Licensing Board. Licensure is awarded based on successful performance on a national certifying examination recognized by the Board. The American Society of Clinical Pathologists certifies medical technologists through the National Board of Registry Examination. This examination is also given at intervals during the year. Another examination for medical technologists is given by the National Certification Agency for Medical Laboratory Personnel. This examination is administered each January and July. Examinations are given at various locations across the state. Graduates are urged to take both of the voluntary national examinations which are recognized by the state for licensure. A state licensure examination is mandatory in order to practice medical technology in Tennessee.

## POST PROFESSIONAL GRADUATE PROGRAM CLINICAL LABORATORY SCIENCES (MSCLS)

The college of Allied Health Sciences offers post professional graduate study leading to the Master of Science in Clinical Laboratory Sciences degree available to certified medical technologists (MT) or cytotechnologists (CT). This program offers two tracks - specialization in laboratory management, and for medical technologists, specialization in laboratory utilization. The program provides the opportunity for laboratorians to strengthen their expertise in: 1) administration; 2) federal and state laws regulating the laboratory; 3) financial issues affecting the laboratory; 4) training student and laboratory

personnel; 5) and improving communication and problem-solving skills to understand and oversee the effects of managed care without sacrificing quality. All students enroll in a common core of research, education, laboratory issues courses.

This Graduate Program is designed primarily for the part-time student, although a student can complete the program in two years if they choose to go full time. Students must have a written plan for completion of the program requirements approved by the Graduate Program Director. All degree requirements for the Master of Science in Clinical Laboratory Sciences must be completed within five years of the date of initial enrollment.

For further information about the areas of concentration available and the curriculum patterns, contact the Graduate Program Director.

### GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS

1. National certification as a medical technologist or cytotechnologist; Tennessee State licensure will be required for any person responsible for performing laboratory testing on human samples during the course of their studies;

2. Entry level degree from an accredited program in clinical laboratory science (official transcript must accompany application);

3. Completion of a minimum of two years of clinical practice in a clinical laboratory prior to matriculation into the program;

4. Minimum GPA 3.00 on a 4.0 scale;

5. Minimum score of 1000 on the verbal and quantitative scales of the Graduate Record Examination;

6. Three letters of reference from previous college level instructors or immediate supervisors;

7. Personal interview with members of the faculty;

8. Foreign applicants whose native language is not English must submit results of TOEFL, with a minimum score of 550 and;

9. Additionally, applicants will be required to complete application forms for admission. Included in the application will be a required essay stating the applicant's goals for graduate study. Students may transfer no more than 8 semester hours of credit from other colleges or universities.

### GRADING

Graduate student progress will be reviewed at the end of each semester, including an evaluation of the quality of the academic work and progress toward the degree. Minimum criteria must be met to avoid probation or dismissal.

### REQUIREMENTS FOR GRADUATION

The following requirements must be satisfied to earn the degree of Master of Science in Clinical Laboratory Sciences.

1. Satisfactory completion of 36 semester credit hours of work, which must include 22 hours of Core Courses, 10-12 hours in specialty concentration courses, and 2-4 hours of Electives;

2. Students must complete all courses with a "B" average. A grade of "B" or above is required in specialization track courses.

3. Satisfactory completion of a practicum and thesis presentation with a final oral examination are required prior to graduation.

4. Admission to candidacy for the Master's degree. Students file an application for admission to candidacy when conditions above have been fulfilled and the final draft of the thesis has been approved by the Committee.

5. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

Attendance at graduation is mandatory. Those unable to attend commencement must obtain permission to receive the degree *in absentia* by filing a written request with the Dean of the College.

## OCCUPATIONAL THERAPY

### ATTENDANCE REQUIREMENT

Occupational therapy students are expected to attend all scheduled classes, laboratory sessions, and clinical education assignments. In cases of illness or emergency, the student must notify the occupational therapy office or the clinical instructor of the affiliation site no later than 8:30 a.m. of the day of absence. For any other absences, prior arrangements must be made with the specific instructor(s) or course coordinator(s) involved. Appointments for health services should not be made during scheduled class time.

### GRADING SCALE

Written and practical examinations as well as clinical performance evaluations are included throughout the educational program. A student must pass each semester's courses before he/she is allowed to progress to the next semester. No credit for any course is awarded until the end of the semester. Students who withdraw from the college before the end of the semester are assigned WP (withdraw passing) in any course that has been concluded successfully early in the semester. The point-grade conversion scale used by the occupational therapy program is as follows:

94 - 100	=	A
86 - 93	=	B
78 - 85	=	C
70 - 77	=	D
Below 70	=	F

Grades of D and below in any course are generally considered unacceptable. Any student who makes a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of the occupational therapy program in order to determine a course of action.

### FIELDWORK PLACEMENTS

Sequence of the three fieldwork placements will vary according to availability and choice, but each student will have two placements in the fifth semester and one in the sixth semester. Actual scheduled time for each placement is 40 hours per week for 12 weeks. The nine months of Level II fieldwork must be fulfilled within 24 months of coursework completion. Students are responsible for living arrangements and all expenses incurred during fieldwork.

### HEALTH REQUIREMENTS

Students must demonstrate good physical and mental health consistent with the demands of the educational program and of the professional field. Hepatitis B immunization and an annual skin test for tuberculosis are required of occupational therapy students. Some clinical sites have additional requirements for health screening and/or immunization.

### STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Occupational therapy students qualify for student membership in the American Occupational Therapy Association, and the Tennessee Occupational Therapy Associa-

tion. Students are encouraged to participate as student members in these professional associations.

## CERTIFICATION EXAM

Graduates of the occupational therapy program are able to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). After successful completion of this examination, the individual will be an Occupational Therapist, Registered (OTR). Many states, including Tennessee, require a license or other state credential in order to practice; however, such credentials usually are based on the results of the NBCOT Certification Examination. Program faculty will provide information on cost and schedule for the examination.

## PHYSICAL THERAPY

### ATTENDANCE REQUIREMENT

Physical therapy students are expected to attend all scheduled classes, laboratory sessions, and clinical education assignments. In cases of illness or emergency, the student must notify the physical therapy office or the clinical instructor of the affiliation site no later than 8:30 a.m. of the day of absence. For any other absences, prior arrangements must be made with the specific instructor(s) or course coordinator(s) involved. Appointments for health services should not be made during scheduled class time.

### GRADING SCALE

Written and practical examinations as well as clinical performance evaluations are included throughout the educational program. A student must pass each semester's courses before he/she is allowed to progress to the next semester. The point-grade conversion scale used by the physical therapy program is as follows:

94 - 100 = A

86 - 93 = B

78 - 85 = C

70 - 77 = D

Below 70 = F

Grades of D and below in any course are generally considered unacceptable. Any student who makes a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of the physical therapy program in order to determine a course of action which is best for the student and for the program.

## HEALTH REQUIREMENTS

Physical therapy students are required to be immunized against the Hepatitis B virus and to have an annual skin test for Tuberculosis. Some clinical education sites require affiliating physical therapy students to have one or more of the following: rubella titer or vaccine, general physical examination. Information about meeting these requirements is provided during orientation.

## STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Physical therapy students qualify for student membership in the American Physical Therapy Association. Students are encouraged to participate as student members in the professional association.

## LICENSING EXAMINATION

Graduates of the physical therapy program are eligible to sit for the physical therapy licensure examination developed by the Federation of State Boards of Physical Therapy and administered by the Tennessee State Board of Occupational and Physical Therapy Examiners. Program faculty will provide physical therapy graduates with information regarding application procedure and the location of the examination.

## POST PROFESSIONAL GRADUATE PROGRAM IN PHYSICAL THERAPY (MSPT or ScDPT)

The College of Allied Health Sciences offers post professional graduate study leading to either the Master of Science in Physical Therapy (MSPT) or Doctor of Physical Therapy Science (ScDPT) degree available to licensed physical therapists. The program provides the opportunity to: 1) elect an area of specialized study in physical therapy; 2) develop an advanced level of clinical competence for leadership in practice; 3) develop a research base for the analysis of the physical therapy profession's scientific body of knowledge and clinically oriented research techniques; and 4) develop skill in teaching in classroom, clinical, continuing, and public education programs. All students are enrolled in a common core of physical therapy theory, education, and research courses. Each student selects a clinical area of concentration; courses of study are offered in musculoskeletal and neurological physical therapy.

This graduate program is designed for the part-time or full-time student. Students must have a written plan for completion of the program requirements approved by the graduate program director. All degree requirements for the Master of Science in Physical Therapy degree must be completed within five years of the date of initial enrollment. Degree requirements for the Doctor of Physical Therapy Science degree must be completed within seven years of the date of initial enrollment.

For specific information about areas of concentration available and the curriculum patterns, contact the graduate program director.

## GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS

1. Current licensure in the U.S. as a physical therapist;
  2. Entry level degree from an accredited program in Physical Therapy (official transcript must accompany application);
  3. Completion of a minimum of two years of clinical practice in physical therapy prior to matriculation into the program;
  4. Minimum GPA 3.00 on a 4.0 scale in entry-level program;
  5. Minimum score of 1000 on the verbal and quantitative scales of the Graduate Record Examination;
  6. Three letters of reference from previous college level instructors or immediate supervisors;
  7. Personal interview with members of the faculty; and
  8. Foreign applicants whose native language is not English must submit results of TOEFL, with a minimum score of 550.
- Additionally, applicants will be required to complete application forms for admission. Included in the application will be a required essay stating the applicant's goals for graduate study.

## REQUIREMENTS FOR GRADUATION

The following requirements must be satisfied to earn the degree of **Master of Science in Physical Therapy**.

1. Satisfactory completion of 36 semester credit hours of work, which must include 17 hours of core courses, 13-14 hours in a clinical concentration and 5-6 hours of electives.
2. Students must complete all course work with a "B" average. Grades of "B" or above in core and clinical concentration courses and "C" or above in other courses required.

3. Satisfactory completion ("Pass") of PT862-Practicum (minimum of 3 credit hours) and either PT863-Thesis (minimum of 4 semester credit hours) or completion of a research project and submission of a publishable manuscript to an appropriate peer-reviewed publication.

4. Admission to candidacy for the master's degree. Students file an application for admission to candidacy when conditions above have been fulfilled and the final draft of the thesis has been approved by the committee.

5. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

The following requirements must be satisfied to earn the degree of **Doctor of Physical Therapy Science**.

1. Satisfactory completion of 92 semester hours which must include 48 hours of core course work, 13-14 hours of advanced clinical practice and 30-31 hours of electives.

2. Students must complete all course work with a "B" average. Grades of "B" or above in core and clinical concentration courses and "C" or above in other courses are required.

3. Satisfactory completion ("Pass") of a research project and submission of a publishable manuscript are required prior to graduation.

4. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

Attendance at graduation is mandatory. Those unable to attend commencement must obtain permission to receive the degree *in absentia* by filing a written request with the dean of the college.