

College Of Allied Health Sciences

William R. Frey, Ph.D., Interim 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,

William R. Frey, Ph.D., Interim 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 Informatics and 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 Dental Hygiene
 Bachelor of Science in Health Informatics and Information Management
 Bachelor of Science in Medical Technology
 Doctor of Physical Therapy (DPT)
 Master of Science in Clinical Laboratory Science (MSCLS)
 Master of Dental Hygiene (MDH)
 Master of Health Informatics & Information Management (MHIIM)
 Master of Science in Cytopathology Practice (MCP)
 Master of Occupational Therapy (MOT)
 Doctor of Science in Physical Therapy (ScDPT)
 Master of Science in Physical Therapy (MSPT)

ACCREDITATION

All college programs are accredited by the appropriate accrediting body. The Program in Cytotechnology is accredited by the Programs Review Committee of the American Society of Cytopathology 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 Informatics and Information Management is accredited by the Commission on Accreditation for Health Informatics and Information Management Education; 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 American Council for Occupational Therapy; 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 distinguished 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, 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.

OFFICIAL COMMUNICATION

The official method of communication between students and their respective departments or the dean's office is through the UTHSC email system. Students must check their email at least once each day to avoid missing vital information.

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 must 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

**Robert Gumb - President, AHSGA,
2007-2008**

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

The following guidelines pertain to entry-level, full time students. 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 promotion committee. While progress and promotion 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 progress and promotion 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 competence, or final course grades are recorded. The decision to permit this option is handled on a case-by-case basis by the appropriate progress and promotion committee.

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 – Progress and promotion committees may recommend any of the following actions to the Associate Dean for Academic Affairs:

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 meet stated objectives associated with professional behavior or technical standards. Committee recommendations 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 two or more 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 by email from the Associate Dean for Academic Affairs. 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 reconsideration before an ad hoc appeals committee in the event of a negative recommendation. Such a request must be submitted in written form through the UTHSC email system and received by the Associate Dean for Academic Affairs within five (5) calendar days of receipt of notification of the intended action. The student will meet with the *ad hoc* committee and may bring any person(s), excluding legal counsel, whom the student believes can contribute to the presentation. After hearing all persons who appear on behalf of the student or in support of the action taken by the progress and promotion committee, the committee sends a recommendation for resolution of the appeal along with supporting documentation to the Dean. The Dean will notify the student electronically of the final decision made regarding the appeal. The communication from the Dean will also outline any actions necessary for the student to take. (e.g. the terms of probation.)

The ad hoc appeals committee is chaired by the Associate Dean for Academic Affairs who also appoints the committee composed of faculty from the college. 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.

All students should be aware that clinical sites, certification committees and state licensure boards may require drug screening and criminal background checks including finger-printing for comparison against state and federal criminal records. Information discovered in criminal background searches and drug screens may delay or prevent clinical education opportunities and entry into the profession. All students are required to obtain a clear criminal background check before enrollment. Details about the process for obtaining the check are provided in program acceptance letters. Students needing further information about criminal background searches should contact an academic advisor or the department chair.

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 readmission 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 nonacademic reason for consideration for readmission. (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 May 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.

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 for outstanding student achievement.

Urban Smiles Award

One of the goals of Urban Smiles is to promote the importance of preventive dentistry in underserved populations. This award is given to the student who demonstrates a true heart for service, sincere compassion for the patient, and the spirit of teamwork.

DEPARTMENT OF HEALTH INFORMATICS AND INFORMATION MANAGEMENT

Tennessee Health Information Management Association Outstanding Student Award

This award is presented to a graduating BS student for outstanding academic and clinical ability. The recipient is chosen by health informatics and 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 student for outstanding academic and fieldwork performance.

Leadership Award in Occupational Therapy

This award is presented annually to a graduating student who demonstrates the professional characteristic of outstanding leadership in academic, professional and community roles.

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 (Master of Cytopathology Practice)

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 have skin tests for tuberculosis and to be immunized against Hepatitis B virus and meningitis. 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 master of cytopathology practice degree program qualify to sit for the national certification examinations in cytotechnology and molecular pathology administered by the Board of Registry of the American Society for Clinical Pathology. The examinations are year-round in major cities throughout the United States. Graduates who successfully complete the examination are entitled to use the designation CT (ASCP) and/or MP (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
88 - 94	=	B
80 - 87	=	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 this six-state region. Faculty will provide information to students about the testing date and the location of this examination, and others throughout the country.

HEALTH INFORMATICS AND INFORMATION MANAGEMENT

UNDERGRADUATE ATTENDANCE REQUIREMENT

BS health information management students are expected to attend all scheduled classes, student laboratory experiences, directed experience assignments, and other scheduled assigned activities. If a student must be absent due to illness or emergency, he/she should notify the health informatics and 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 BS health informatics and 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 (e.g. "C" average in each course) as well as attain a minimum semester grade point average of 2.0 in order to progress to the subsequent semester or term or to graduate. Each student must pass a comprehensive examination in order to graduate.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Health informatics and information management students are eligible for membership in the American Health Information Management Association (AHIMA), and are encouraged to join. Dues of \$35.00 per year include a subscription to the *Journal of AHIMA*, the AHIMA Body of Knowledge and student membership in the Tennessee Health Information Management Association and the Memphis Health Information Management Association.

REGISTRATION EXAMINATION

Following successful completion of the BS health informatics and information management program, BS HIIM students are eligible to apply to write the national registration examination.

STUDENT REQUIREMENTS

Health Informatics and 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. Students are also required to have a clear criminal background check.

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 **clinical 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 EXAMINATION AND LICENSURE

Graduates of the medical technology program qualify to take examinations to be recognized nationally as medical technologists/clinical laboratory scientists. The American Society for Clinical Pathology (ASCP) Board of Registry and the National Certification Agency for Medical Laboratory Personnel (NCA) offer certification examinations. These examinations are offered year-round in major cities throughout the United States. A medical technologist/clinical laboratory scientist 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 certification examination recognized by the Laboratory Board. Faculty will provide students information about both certification and licensure application processes.

MASTER OF SCIENCE IN CLINICAL LABORATORY SCIENCES - ADVANCED PRACTICE TRACK

The College of Allied Health Sciences offers a Master of Science degree in Clinical Laboratory Science designed for students who have earned a B.S. degree in biology or chemistry and desire to enter a career in the clinical laboratory. The program provides the necessary educational experiences for the student to qualify for certification as a medical technologist/clinical laboratory scientist by national examination and to apply for a Tennessee license to practice as a clinical laboratory professional. The program is a full-time, 24 month advanced practice course of study which begins in September of each year.

GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS (Advanced Practice Track)

1. An earned B.S. degree in biology, chemistry, microbiology or other science from an accredited university.
2. In addition to their B.S. degree requirements, qualified students must have successfully completed with a "C" or better the specific courses required for medical technology:
3. Students must complete forty-four (44) semester hours of the undergraduate professional medical technology courses with a GPA of 3.0 or higher on a 4.0 scale before consideration for the Master of Science in CLS Program.
4. Graduate applicants will be notified by the Dean of the College of Allied Health Sciences in late April or early May advising them of their admission status. Master's level course work begins in the second fall term.

CURRICULUM (Advanced Practice Track)

Master's level courses in the second year will be taken with the BS in MT students but will have higher level course learning objectives to improve the learner's critical thinking and problem solving skills. To achieve these objectives, graduate students will have additional assignments in each course including clinical rotations. These assignments will include but are not limited to: additional reading assignments, essay test questions, journal critiques, case study presentations, research papers and independent learning assignments.

GRADING SCALE (Advanced Practice Track)

The grading scale for CLS graduate students is as follows:

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

Graduate students must maintain a GPA of 3.0 or higher. Academic probation or dismissal from the program may result if the GPA falls below 3.0.

REQUIREMENTS FOR GRADUATION (Advanced Practice Track)

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

1. Satisfactory completion of 44 credit hours at the baccalaureate level and 43 credit hours of work at the master of science level.
2. Students must complete all courses and maintain a minimum GPA of 3.0.
3. Satisfactory completion of a research project and presentation are required prior to graduation.
4. Students must file an application for admission to candidacy when the conditions listed above have been fulfilled and the final draft of the master's project has been approved by the research mentor and faculty.
5. Successful graduate students will complete the program in late August and will be eligible to take national certification examinations and apply for a Tennessee license to practice in the state. Graduation will be held in early December of the second year.
6. 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 the commencement must obtain permission to receive the degree *in absentia* by filing a written request with the Dean of the College.

POST-PROFESSIONAL GRADUATE PROGRAM IN 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 attend 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 (Laboratory Management or Laboratory Utilization Tracks)

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, 9-12 hours in specialty concentration courses, and 2-6 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 Association. 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(S) 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) and the Doctor of Science in Physical Therapy (ScDPT) degree available to licensed physical therapists. The program(s) provide 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.

These Graduate Program(s) are 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. All degree requirements for the Doctor of Science in Physical Therapy 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. For applicants to the MSPT, a minimum score of 1000 on the Verbal and Quantitative scales of the Graduate Record Examination; for applicants to the ScDPT, a Score of at least 500 on each portion (Verbal, Quantitative, Analytical).
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 Science in Physical Therapy Science**.

1. Satisfactory completion of 92 Semester Hours (SH) which must include 48 SH of Core Courses, 13-14 SH of Advanced Clinical Practice and 30-31 SH of Electives.
2. Students may transfer up to 34 graduate SH if a post-professional graduate degree has been completed.
3. Students may transfer up to 6 credit hours from graduate work at other universities or colleges if a graduate degree has not been completed.
4. Students must complete all courses with a "B" or above in core and clinical concentration courses, and "C" or above in other course.
5. Satisfactory completion of a research project and submission of a publishable manuscript to an appropriate peer-reviewed publication.
6. All students must have a written plan for completion of the program approved by the program director.
7. Graduate student progress will be reviewed at the end of each semester, including an evaluation of the quality of academic work and progress toward the degree. Minimum criteria must be met to avoid probation or dismissal.

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.

