

# College of Health Professions Catalog

2018-2019

**UAMS**<sup>®</sup>

College of  
Health Professions



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# SECTION 1.0 - GENERAL INFORMATION

## 1.1 POLICY STATEMENT REGARDING CATALOG

Procedures stated in this catalog require continuing evaluation, review, and approval by appropriate University officials. All statements contained herein reflect policies in existence at the time this catalog went to press; the University and the College of Health Professions (CHP) reserve the right to change policies at any time and without prior notice.

All students in the College of Health Professions are responsible for the information contained in the current catalog. Also, students are expected to comply with all policies of the institutions with which the College affiliates.

## 1.2 STUDENTS ENROLLED IN PROGRAMS HOUSED IN THE UAMS GRADUATE SCHOOL

Students pursuing the Doctor of Philosophy in Communication Sciences and Disorders and the Master of Science in Clinical Nutrition are considered to be students in the Graduate School who are taking courses offered by the faculty of the College of Health Professions. Accordingly, the *UAMS Graduate School Catalog and Student Handbook* are to be considered the primary catalog and handbook for all students in these programs. All provisions of the Graduate School Student Handbook, including the grievance procedures, are the authority applicable to students enrolled in the Doctor of Philosophy in Communication Sciences and Disorders and the Master of Science in Clinical Nutrition degree programs.

Additional details of the policies and requirements specifically pertaining to these programs are for the purpose of augmenting the Graduate School Catalog and Student Handbook. Specific procedures, course requirements, and criteria for satisfactory academic progress in these programs are applicable to all students pursuing the Doctor of Philosophy in Communication Sciences and Disorders and the Master of Science in Clinical Nutrition degrees, but they do not supersede any general Graduate School policies or requirements. For clarification on specific issues, please contact the Graduate School Office.

## 1.3 DEAN'S OFFICE

The CHP Dean's Office is located on the third floor of the Administration West Building, south of the UAMS Bookstore on the University of Arkansas for Medical Sciences campus. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. central standard time.

### Mailing Address:

UAMS College of Health Professions  
4301 West Markham, #619  
Little Rock, AR 72205

Telephone number: 501-686-5730  
FAX number: 501-686-6855  
Website: <http://healthprofessions.uams.edu/>

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### Dean's Office Personnel

#### **Dean**

Susan Long, Ed.D.

#### **Associate Deans**

Wade Anderson, M.B.A.  
*Associate Dean of Administration*

Phyllis Fields, M.Ed.  
*Associate Dean for Student Affairs*

Reza Hakkak, Ph.D.  
*Associate Dean for Research*

Tina Maddox, Ph.D., RD, LD  
*Associate Dean for Academic Affairs*

#### **Staff**

CJ Carrell  
*Coordinator of Administrative Services*

Deborah Taylor, B.S.  
*Executive Assistant III*

## 1.4 OFFICE OF ADMISSIONS

The Office of Admissions assists the Dean and the academic departments in the recruitment, selection, and admission of students; maintenance of student admission records; and other student affairs. The Office of Admissions is located in the CHP Dean's Office suite on the third floor of the Administration West Building. The Center is open 8:00 AM – 4:30 PM, Monday through Friday. Appointments may be made by telephoning (501) 686-5730 or by using the [online request form](#). Walk-ins are welcome, but an appointment is preferred as it will allow time to arrange an experience tailored to meet your interest(s).

### OFFICE OF ADMISSIONS PERSONNEL

Phyllis Fields, M.Ed.

*Director*

Lyndsay Johnson, M.S.

*Student Services Specialist*

Debrah Mitchell, B.S.

*Recruiting Specialist*

Rob Tolleson, B.A.

*Executive Assistant II*

## 1.5 ACADEMIC CALENDAR 2018-2019

<b>Fall 2018</b>	
June 25 – July 6	Early Registration - Fall
July 23 – August	Regular Registration – Fall*
August 14 – 17	Late Registration - Fall**
August 16	Fall Classes Begin
August 22	Deadline to drop a course with 100% tuition refund
August 29	Deadline to drop a course with 50% tuition refund
September 3	Labor Day Holiday No Classes
October 5	Last day to drop with a "W" showing on the academic record
Oct 29 – Nov 9	Early Registration - Spring Semester
November 12	Veteran's Day Holiday - No Classes
November 22	Thanksgiving Holiday - No Classes
November 30	Last day to withdraw from classes with a WP or WF
December 3 – 7	Final Exams
December 14	Grades Due to the Office of the University Registrar
	Last day to Remove "I" earned in Summer 2018 Classes
	Last day to submit outstanding documents for December graduation
Dec 3 – Jan 7, 2019	Regular Registration - Spring Semester*
December 21	End of Fall semester
<b>Spring 2019</b>	
January 7	Spring Classes Begin
January 8 – 12	Late Registration - Spring **
January 11	Deadline to drop a course with 100% tuition refund
January 18	Deadline to drop a course with 50% tuition refund
January 21	Martin Luther King, Jr., Day – No Classes
February 18	Presidents' Day – No Classes
March 1	Last day to drop with a "W" showing on the academic record
March 18 – 22	Spring Break
April 1 – 26	Early Registration – Summer; Regular Registration for Physician Assistant Studies
May 3	Last day to withdraw from classes with a WP or W/F
May 6 – 10	Final Exams
May 10	Grades due the Office of the University Registrar for graduating seniors
May 13 – 28	Regular Registration - Summer*
May 17	Grades due to Office of the University Registrar for all other students
	Last day to Remove "I" earned in Fall 2017 Classes
	Last day to submit outstanding documents for May graduation
May 18	UAMS Commencement
<b>Summer 2019</b>	
May 28 – June 4	Late Registration - Summer **
May 28	Summer Classes Begin
	See CHP Catalog for information on withdrawal deadlines for Summer 2018
Varies by program	Midterm – Last day to drop with a "W" showing on the academic record
July 4	Independence Day Holiday No Classes
Varies by program	Last day to withdraw from classes with a WP or WF – consult individual program
Varies by program	Final Exams

The UAMS Five-Year Academic Calendar can be found on the website of the Office of the University Registrar at [http://registrar.uams.edu/academic\\_calendar/](http://registrar.uams.edu/academic_calendar/)

*\* The last official date of regular registration is the UAMS Official First Day of Classes (listed above). Actual regular registration for each individual college ends after the 1<sup>st</sup> class day for the college/program, which may fall after the end date listed above.*

*\*\* Late registration officially begins the day after the UAMS Official First Day of Classes (listed above) and runs through the 5<sup>th</sup> business day. Actual late registration for each individual college occurs from the 2<sup>nd</sup> through 5<sup>th</sup> business days following the start of classes for the college and requires department/college approval.*

## SECTION 2.0 - UAMS HISTORY AND ORGANIZATION

### 2.1 UAMS MISSION STATEMENT

The mission of UAMS is to improve the health, health care and well-being of Arkansans and of others in the region, nation and the world by Educating current and future health professionals and the public; Providing high quality, innovative health care and also providing specialty expertise not routinely available in community settings; and Advancing knowledge in areas of human health and disease and translating and accelerating discoveries into health improvements.

#### 2.1.1 Core Values

**Integrity:** We foster, encourage and expect honesty, accountability and transparency in pursuit of the highest ethical and professional standards in all that we do. We take responsibility for our performance, and will communicate our critical decisions to our employees, patients, students and stakeholders.

**Respect:** We embrace a culture of professionalism with respect for the dignity of all persons, honoring the unique contributions provided by a diversity of perspectives and cultures.

**Diversity:** We are committed to the importance of the diversity of UAMS leadership, faculty, staff and students in order to enhance the education of our students, reduce racial and ethnic health disparities in our state, and provide an environment in which all employees and views are welcomed.

**Teamwork:** We seek to create interdisciplinary, synergistic and collegial relationships characterized by honesty, collaboration, inclusiveness and flexibility.

**Creativity:** We encourage and support innovation, imagination, ingenuity, resourcefulness and vision.

**Excellence:** We strive to achieve, through continuous improvement and adherence to institutional policies and best practices, the highest quality and standards in all our endeavors.

#### 2.1.2 Role and Scope

The University of Arkansas for Medical Sciences (UAMS) is Arkansas' only institution of professional and graduate education devoted solely to the health and biological sciences. First founded as a School of Medicine in 1879, UAMS became a medical sciences campus in 1951 with the addition of the College of Pharmacy. The College of Nursing was established in 1953, and the University Hospital was built in 1956. The College of Health Professions was organized as a separate college within UAMS in 1971. The College of Public Health was established in 2001. The Graduate Program was organized as an extension of the Graduate School of the University of Arkansas at Fayetteville in 1943, and was approved for independent status by the Board of Trustees in 1995. The UAMS Regional Centers, formerly called Area Health Education Centers (AHECs), were established in 1973. The Winthrop P. Rockefeller Cancer Institute was established in 1984. The Harvey and Bernice Jones Eye Institute was established in 1993. The Donald W. Reynolds Institute on Aging was established in 1996. Today, UAMS is one of twelve campuses of the University of Arkansas. It has grown into an academic health sciences center that encompasses broad aspects of education, research, and service. The institution offers programs that improve the physical, economic, and intellectual well-being of the citizens of Arkansas.

In fulfilling its educational mission, the six academic units of UAMS—the Colleges of Medicine, Nursing, Pharmacy, Health Professions, and Public Health, and the Graduate School—as well as the UAMS Medical Center, the Regional Centers, the Winthrop P. Rockefeller Cancer Institute, the Harvey and Bernice Jones Eye Institute, the Donald W. Reynolds Institute on Aging, the Myeloma Institute for Research and Therapy, and the Jackson T. Stephens Spine & Neurosciences Institute—provide the environment and opportunities for students and practitioners alike to learn and maintain the knowledge and skills they need. These programs integrate the liberal arts with the biological, physical, and behavioral sciences, and emphasize life-long learning for practitioners in the health professions.

UAMS is the principal biomedical research center for the state of Arkansas. In its programs of research, UAMS seeks to stimulate and support scholarly inquiry for both faculty and students aimed at maintaining and preserving knowledge, and making discoveries that address the health needs of the state, nation, and world.

These research programs enhance the economic and educational progress of Arkansas through technology transfer and collaborative arrangements with other qualified individuals, groups, companies, and institutions.

The research mission involves the quest for new information, the organization of known information in new ways, and the sharing of this information with the scientific community.

The service mission of UAMS is fulfilled by providing comprehensive health care services to meet both the educational needs of students and the special health care needs of the state. As the only academic medical center in Arkansas, the unique role of UAMS is to provide services requiring highly specialized personnel and technology. These services are delivered in an interdisciplinary environment to all Arkansans regardless of their ability to pay.

In addition, comprehensive services in health, wellness, and rehabilitation are offered in a statewide context. The service mission is enhanced by affiliations with Arkansas Children's Hospital (ACH), John L. McClellan Memorial Veterans Administration Medical Center, the Arkansas Rehabilitation Institute, the Central Arkansas Radiation Therapy Institute (CARTI), and the Arkansas State Hospital. Additional cooperative programs are offered with other hospitals and practitioners affiliated with the UAMS Regional Centers. UAMS has a responsibility to provide health care services in a manner that ensures the long-range financial viability and continued quality of its programs, while providing the most cost-effective care for its patients.

The UAMS mission encompasses a responsibility to its alumni and other health care practitioners of Arkansas to help them continue to improve their professional knowledge and skills. All schools and departments offer life-long learning opportunities as appropriate to their missions. The UAMS Library also serves as a resource for all health professionals by maintaining a portfolio of information services needed to support their information needs.

UAMS values its role of service to the general welfare of the state of Arkansas. This service includes action as a partner in science and health areas to all levels of the educational systems of the state. As the leader in health care, the institution provides educational programs, consultation, and technical advice to other institutions, agencies, and local communities for the purpose of improving and maintaining the health of citizens. The role of UAMS in the economic life of the community is significant. A major element of the central Arkansas economy, the salaries of a highly educated work force contribute substantially to the regional economy.

UAMS fulfills its mission through coordinated action of the following units:

- College of Health Professions
- College of Medicine
- College of Nursing
- College of Pharmacy
- College of Public Health
- Graduate School
- 8 Regional Centers
- Donald W. Reynolds Institute on Aging
- Harvey and Bernice Jones Eye Institute
- Jackson T. Stephens Spine & Neurosciences Institute
- Myeloma Institute for Research and Therapy
- Northwest Regional Campus
- Psychiatric Research Institute
- UAMS Medical Center
- Winthrop P. Rockefeller Cancer Institute

## 2.2 THE COLLEGE OF HEALTH PROFESSIONS

### 2.2.1 Mission

The College of Health Professions (CHP) serves the state of Arkansas as the primary arm of the University of Arkansas in offering programs that provide education, service, and research in the allied health professions. The College was organized as a separate college within the University of Arkansas for Medical Sciences in 1971.

In fulfilling its mission, the College of Health Professions offers education and training opportunities for students of the allied health professions to prepare them as graduates to assume the roles of the professional. The College curricula coordinate the professional course work with the arts, humanities, and basic and social sciences into a total educational experience that emphasizes life-long learning in the allied health professions.

Patient and public health education is an important part of the mission of the College of Health Professions. In its public service role, programs in the College render patient care services as part of their educational efforts under the supervision of faculty. Technical advice and consultative services are available from the College to institutions and agencies throughout the state. The professional service mission of the College includes the offering of continuing education courses to practitioners to enhance teaching, administration, and professional skills.

Research in the College of Health Professions involves the educational process as well as professional fields. The research mission involves the quest for new information which addresses the health and health care educational needs of the state, and the sharing of this information with the scientific community.

### 2.2.2 Role and Scope

The CHP mission is achieved through the varied offerings of its departments. The College, the only one of its kind at an academic health science center in Arkansas, has as its main role the education of allied health professionals to serve in the health care delivery system in the state. The specific educational programs currently offered within the College of Health Professions are provided by twelve academic departments and the Center for Dental Education. They include: Audiology and Speech Pathology; Dental-General Practice Residency; Dental Hygiene; Dietetics and Nutrition; Emergency Medical Sciences; Genetic Counseling; Health Information Management; Imaging and Radiation Sciences (Diagnostic Medical Sonography, Nuclear Medicine Imaging Sciences, Radiologic Imaging Sciences); Laboratory Sciences (Cytotechnology, Medical Laboratory Sciences); Ophthalmic Technologies; Physical Therapy; Physician Assistant Studies; and Respiratory and Surgical Technologies. Programs range from academic requirements of one semester to programs that require four or more years. Academic awards include the certificate and the associate, bachelor, master, and doctoral degrees. Nearly all the programs stipulate prerequisites for admission that must be completed at another (general undergraduate) institution.

Other roles of the College of Health Professions include public and professional service, and research. The College offers professional continuing education opportunities to enhance the abilities of practicing allied health professionals; serves as a resource center for allied health planning, education, and delivery systems in Arkansas, and develops applied research programs in allied health. All of these roles combine to support the overall mission of the College.

### 2.2.3 Values

#### Education

***We educate exceptional healthcare professionals.*** • We educate through innovation, compassion, teamwork, and patient- and family-centered care. • We utilize and model life-long learning and evidence-based health care. • We embrace contemporary instructional technologies and sound foundational approaches to education. • We improve health care delivery in Arkansas, across the nation, and beyond.

#### Scholarship

***We contribute to and advance the intellectual and clinical practice foundations of our professions.*** • We educate students, scholars, and health professionals by (a) incorporating current evidence and evidence-based clinical practice into curricula; and (b) guiding and mentoring learners to participate in and conduct scholarly activity. • We engage in scholarly inquiry to advance education, health, and healthcare, and we disseminate new knowledge in forms that are appropriate to target audiences.

### Service

*We embrace a culture of service with our colleagues, learners, and community partners to promote our professions, enrich the lives of the individuals we serve, and strengthen our communities.* • We achieve excellence in service through leadership in our departments, college, university, and professions. • We cultivate high impact service-learning opportunities that strengthen our communities and promote learner engagement, inter-professional development, leadership, and team work.

### Collegiality

*We respect and honor the talents, abilities, and diversity of our colleagues and partners as, together, we endeavor to attain our highest potentials.* • We collaborate, actively listen, address concerns, and demonstrate mutual respect for the philosophies and ideologies of those whom we serve. • We seek and nurture inter-professional relationships that empower us and others to engage in scholarship, educate learners, serve, and lead our professions



## 2.2.4 Departments and Programs

### Center for Dental Education

General Practice Residency

### Department of Audiology and Speech Pathology

Audiology

Auditory-based Intervention

Communication Sciences and Disorders

### Department of Dental Hygiene

Dental Hygiene

### Department of Dietetics and Nutrition

Clinical Nutrition

Dietetic Internship

### Department of Emergency Medical Sciences

Emergency Medical Sciences

Emergency Medical Technician

Paramedic

### Department of Genetic Counseling

Genetic Counseling

### Department of Health Information Management

Health Information Administration

Health Information Technology

### Department of Imaging and Radiation Sciences

Diagnostic Medical Sonography

Nuclear Medicine Imaging Sciences

Radiologic Imaging Sciences

### Department of Laboratory Sciences

Cytotechnology

Medical Laboratory Sciences

### Department of Occupational Therapy

Occupational Therapy

### Department of Ophthalmic Technologies

Ophthalmic Medical Technology

### Department of Physical Therapy

Physical Therapy

### Department of Physician Assistant Studies

Physician Assistant

### Department of Respiratory and Surgical Technologies

Respiratory Care

Surgical Technology

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## 2.2.5 Certificates and Degrees Awarded

### Undergraduate Certificate

Emergency Medical Sciences<sup>1</sup>

### Associate of Science (A.S.)

Dental Hygiene<sup>2</sup>

Emergency Medical Sciences<sup>1</sup>

Health Information Technology<sup>1</sup>

Medical Radiography<sup>2</sup>

Surgical Technology<sup>1</sup>

### Bachelor of Science (B.S.)

Cardio-Respiratory Care

Cytotechnology

Dental Hygiene

Diagnostic Medical Sonography

Emergency Medical Sciences<sup>3</sup>

Health Information Administration

Medical Laboratory Sciences

Nuclear Medicine Imaging Sciences

Ophthalmic Medical Technology

Radiologic Imaging Sciences

### Post-Bachelor's Certificate

Auditory-based Intervention

Dietetic Internship (Joint UAMS—CAVHS)

### Master of Physician Assistant Studies (M.P.A.S.)

### Master of Science (M.S.)

Clinical Nutrition<sup>4</sup>

Communication Sciences and Disorders

Genetic Counseling

### Doctor of Audiology (Au.D.)

### Doctor of Occupational Therapy (O.T.D.)

### Doctor of Philosophy (Ph.D.)<sup>4</sup>

Communication Sciences and Disorders

### Doctor of Physical Therapy (D.P.T.)

### NOTICE OF PROGRAM CHANGES:

<sup>1</sup> Undergraduate Certificate in Emergency Medical Sciences and Associate of Science degree programs in Emergency Medical Sciences and Health Information Technology will be transferred to the University of Arkansas – Pulaski Technical College for enrollment in spring 2019, while the Associate of Science degree program in Surgical Technology will be transferred to the University of Arkansas – Pulaski Technical College for enrollment in fall 2019. Active degree plans will be transferred to and honored by UA-PTC.

<sup>2</sup> Associate of Science degree programs in dental hygiene and medical radiography will not be available to students enrolling after fall 2017. Bachelor of Science degree options in these professions are available.

<sup>3</sup> The Bachelor of Science in Emergency Medical Sciences will be discontinued in fall 2018. Applicants are no longer being admitted to this program.

<sup>4</sup> The M.S. in Clinical Nutrition and Ph.D. in Communication Sciences & Disorders are administered by the UAMS Graduate School. Questions regarding those programs should be directed to the Graduate School.

## 2.3 PRIMARY AFFILIATIONS

A unique partnership in health manpower training exists between the College; the Department of Veterans Affairs, Central Arkansas Veterans Healthcare System; and the University of Arkansas at Little Rock. Each institution strives to coordinate and complement the resources necessary for the student's total education.

## 2.4 THE CAMPUS AND FACILITIES

The University of Arkansas for Medical Sciences campus is located in Little Rock near War Memorial Park. The UAMS Medical Center is the focal point of the campus. East of the Medical Center are the Outpatient Center, the Harvey and Bernice Jones Eye Institute, the Jackson Stephens Spine and Neurosciences Institute, and the Winthrop P. Rockefeller Cancer Institute. The Barton Institute for Medical Research and the Biomedical Research Center are northeast of the Medical Center and the John L. McClellan Memorial Veterans Hospital and the Donald W. Reynolds Aging Institute are south.

The Shorey, Education II, and Rahn Buildings are located to the north, with the Wilson Education Building, Residence Hall, and facilities for the College of Health Professions in the northwest part of the campus. UAMS Regional Centers are located at Fort Smith, Fayetteville, Jonesboro, Pine Bluff, Magnolia, Texarkana, Helena, and Batesville-Mountain Home.

## 2.5 ACCREDITATION

The University of Arkansas for Medical Sciences is accredited by the Higher Learning Commission and was awarded full reaccreditation on August 1, 2017. The next accreditation review will be in 2026-27. The programs within the college are accredited as appropriate by their national and state agencies.

Higher Learning Commission

230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411

Phone: 800.621.7440 / 312.263.0456 | Fax: 312.263.7462 | [info@hlcommission.org](mailto:info@hlcommission.org)



## SECTION 3.0 - STUDENT GOVERNMENT/ORGANIZATIONS

### 3.1 ASSOCIATED STUDENT GOVERNMENT (UAMS)

The Associated Student Government (ASG) is the student governing body that represents all colleges on campus. All students are encouraged to attend the monthly meetings; however, dates and locations vary from year to year. For the ASG meeting schedule and other campus events, students should visit the website or contact their ASG representative. Students are encouraged to stay informed and make suggestions to their ASG representative on ways to improve campus life.

### 3.2 CHP STUDENT COUNCIL

The College of Health Professions Student Council serves as representative organization for the student body of the college. Through involvement in the CHP Student Council, students have the opportunity to impact the operation of the college and voice their desires directly to the college. The Student Council meets monthly. Contact the CHP Office of Admissions at (501) 686-5730 for more information.

### 3.3 REGISTRATION OF RECOGNIZED STUDENT ORGANIZATIONS

Academic Affairs Policy #2.2.2 (revised 02/07/2018)

**Background:** The University of Arkansas for Medical Sciences (UAMS) embraces student engagement in various activities that serve to enrich the lives and educational experience of students.

**Purpose:** The purpose of this policy is to establish guidelines for UAMS student organizations that are required to register with the Campus Life and Student Support Services (CLSSS) department. Registration means submitting a "UAMS Student Organization Registration" form and other information described in the section "Registration" below. Those organizations required to register will be listed on the CLSSS Web site as recognized student organizations.

**Definition of a Recognized Student Organization:**

For purposes of this policy, a recognized student organization is defined as a group of five (5) or more currently enrolled UAMS students, faculty, staff and/or individuals from the community whose primary purpose is to support the goals and mission of the University. Only students may serve as officers or have a controlling interest in the organization. All organizations must have a designated University faculty or staff member to serve as advisor. These organizations must adhere to expectations of the entire UAMS community, contribute positively to the campus and abide by all State laws and University policies. Student organization categories recognized by UAMS include Academic/Professional, Institutional, and Service Groups.

UAMS is aware that students may organize themselves into groups to pursue common social, religious, political or athletic objectives outside the scope of their education and professional goals. This policy does not restrict or inhibit the rights of students or student groups to form other types of organizations, but it sets forth guidelines for determining which organizations are required to register with the CLSSS Office

**Types of Student Organizations Required to Register:**

Academic/Professional: Academic/Professional organizations are student organizations and local chapters of National Organizations whose primary purpose is to support and enhance the academic goals of the University. Examples: American National Dental Hygienists' Association; American National Medical Association.

Institutional: Institutional organizations are student organizations that are essential to the fundamental purpose of student learning and whose primary function is to support the mission and goals of the University. Examples: Associate Student Government (ASG); Graduate Student Association (GSA); Student Councils.

Service Group: Service Group organizations are student organizations geared primarily to supporting the missions and goals of the University by providing community service learning opportunities for students. Examples: 12th Street Health and Wellness Center, Global Health Interest Group.

**Registering an Organization**

Anyone interested in starting a recognized student organization should contact the CLSSS Office: phone - 501-686-5850 or CLSSS website - <http://studentlife.uams.edu/>

**Criteria for Recognition:** Recognition will be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University.

**Process:** At the beginning of each academic year, a UAMS Student Organization Registration form must be submitted to the CLSSS Office, along with a copy of the organization's constitution/bylaws.

Constitutions/bylaws are kept on file and should be updated annually. Forms must be signed by the organization's sponsor/advisor. Incomplete forms will not be considered. The following information must be submitted on a registration form, which is available at [www.studentlife.uams.edu](http://www.studentlife.uams.edu):

1. Organization Name
2. Sponsoring College/Dept.
3. Type of Organization
4. Mission/Purpose
5. Fees, dues, or other funding sources
6. Officer and leadership structure
7. List of student membership
8. Faculty Advisor
9. Time and location of meetings
10. Contact person

Completed registration forms and constitution/bylaws should be sent electronically to the address noted on the CLSSS webpage; these documents will be reviewed and filed in the CLSSS Office, and the student organization's link will be updated on the CLSSS webpage <http://studentlife.uams.edu/>.

Recognition shall be denied if the evidence shows that the proposed organization conflicts with the educational goals and mission of the University, including but not limited to:

- The regular and orderly operation of the University
- The requirements of appropriate conduct within the University community
- The academic pursuits of teaching, learning, and other campus activities
- The laws or public policies of the State of Arkansas and the United States
- The statutes and regulations of the University

**Annual Renewal:** Registration forms should be submitted each year with updated officer names, membership count, etc. In addition, any changes to the organization's constitution or local charter must be submitted through the procedures for registration. Constitutions are kept on file in the CLSSS Office and must be updated annually.

#### **Use of UAMS Conference Room Facilities by Other Student Groups**

Other student organizations or groups, which do not meet the criteria for recognition under this policy, but wish to use UAMS conference room facilities, must follow the procedures outlined in the UAMS Use of Conference Room Facilities Policy (12.4.01).

#### **Relation to UAMS**

The Student Government Association and other recognized student organizations are independent associations. They are not agents or representatives of the University of Arkansas Board of Trustees, the University of Arkansas, or the University of Arkansas for Medical Sciences, and they are in no way authorized or empowered to enter into any agreement, contract or understanding on behalf of UAMS. Any provision or understanding that binds UAMS through one of these organizations is null and void. UAMS is not responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.

#### **Use of the UAMS Name or Logo**

Student organizations should contact the Office of Communications and Marketing at 501-686- 8992 to request authorization to use the UAMS name or logo.

#### **Non-Discrimination Clause**

No student organization shall discriminate against a qualified member at UAMS on the basis of their color, race, religion, creed, sexual orientation, national origin, age, gender, marital status, ability, or veteran status, and all shall abide by the UAMS Anti-Discrimination Policy (Policy 3.1.10).

**Misconduct**

Student organizations, whose members commit, encourage, condone, or contribute to violations of the policies of the University Of Arkansas Board Of Trustees, UAMS policies including the Basic Code of Conduct and college policies governing student behavior, or the laws of Arkansas or the United States are strictly prohibited.

**Event Requirements**

All recognized student organizations must adhere to the Campus Event Policy set forth by the University (Policy 3.1.47). Recognized student organizations planning to host events with access to alcohol are required to submit event requests to the Vice Chancellor for Campus Operations for approval. This request should include the venue, description of event, time, date and contact person. The request should be submitted two weeks prior to the date of the event; a request does not guarantee approval.

**References**

- University of Arkansas Board of Trustees Policy 705.1, Use of University Facilities UAMS Policy 12.4.01, Use of Conference Room Facilities.
- UAMS Policy 3.1.10, Anti-Discrimination
- UAMS Policy 3.1.47, UAMS Events Policy and Master Calendar Procedure

## SECTION 4.0 - STUDENT SERVICES

### 4.1 GENERAL SERVICES

#### 4.1.1 Student ID Badges

A student badge with photograph will be made during the initial registration process. The badge entitles students to use the UAMS Library and obtain tickets to University functions at student rates. It should be worn at all times while on campus (including at UAMS Regional Centers and other UAMS sites). If the badge is lost or damaged, or if your name changes while you are a student at UAMS, you may purchase a replacement badge from Creative Services, located in ED II/B/142. See the Creative Services website for hours of operation, fees, and other information. <http://creativeservices.uams.edu/>

#### 4.1.2 Mail Service

The mail room is open daily between the hours of 8:00 AM – 4:00 PM Monday through Friday. Regular first class stamps are sold individually, by the book of 20, or by the roll of 100 when available. The stamps are available on a cash only basis. Personal stamped mail as well as business related items are accepted. All mail received in the Mail Processing Center is taken to the U.S. Post Office daily at 4:30 PM, Monday through Friday.

#### 4.1.3 Automatic Banking Tellers

Banking services are available via automatic tellers located in the lobby of the Central Building near the Information desk and in the lower level of the Central Building near the cafeteria entrance and across the hallway from the College of Medicine offices.

#### 4.1.4 Automobile Registration

The Parking Operations Office, located at the UAMS Distribution Center- 800 Cottage Drive, is open Monday - Friday 7:30 AM - 4:00 PM and can be reached at (501) 526-7275. All faculty, students and staff at UAMS who park on campus, at any time, are required to register their vehicles with the UAMS Parking Operations Office and display the appropriate registration decal on vehicles. See [website](#) for more information.

#### 4.1.5 Parking

Parking on the UAMS campus is limited and requires a permit that can be obtained from the Parking Operations Office for a fee. Parking for commuter students or students who do not have a parking permit can be found at War Memorial Stadium or Ray Winder Parking lots and those students can ride the shuttle bus onto the UAMS camps. The shuttle bus runs 4:30 AM - 7:30 PM, Monday - Friday, with exception of UAMS holidays.

The parking regulations set forth by Parking Operations Office are in effect at all times. Violations of any parking regulations may result in tickets, fines, booting, towing or having parking privileges revoked. If you have any doubt concerning any parking regulations please contact the Parking Operations Office at (501) 526-7275. See [website](#) for more information.

Any person charged with a parking violation has the right to appeal the violation to the UAMS Parking and Traffic Committee within seven calendar days of when the violation was issued. An official appeal form can be found at [www.uams.edu/parking/documents/appeals.pdf](http://www.uams.edu/parking/documents/appeals.pdf)

#### 4.1.6 Food Services

##### The Cafeteria:

Located on the ground floor of the Hospital, the cafeteria accepts cash, traveler's checks, UAMS debit cards, and personal debit cards; personal checks are not accepted. A 20% discount is given to employees and students who wear a UAMS ID badge. Hours of Operation: (Monday – Friday) Breakfast from 6:30 a.m. – 10:00 a.m.; Lunch from 10:30 a.m. – 3:00 p.m.

##### Doc Java:

Located on the first floor of the central building, Doc Java offers coffee, sodas, bagels and breakfast breads in the morning and sandwiches and salads during lunchtime. Hours of operation: (Monday– Friday) 7:00 a.m. – 2:30 p.m.

##### Generations Café:

Located on the ground floor of the Institute on Aging. Hours of operation: (Monday – Friday) 8:00 a.m.– 1:30 p.m.

##### Metro Deli:

Located on the ground floor of the Hospital next to the Cafeteria, Floor, Metro Deli offers a selection of sandwiches and drinks. Hours of Operation: (Monday – Friday) 11:00 a.m. – 3:00 p.m.

##### MD2:

Located in the College of Public Health, 1st Floor, Metro Deli 2 (MD2) offers a selection of sandwiches, soups, salads, and breakfast items. Hours of Operation: (Monday – Friday) 7:30 a.m. – 2:00 p.m.

##### Lobby Café + Code Moo:

Located on the first floor of the hospital, The Lobby Café serves gourmet coffees, pastries, salads, sandwiches and other snacks. Code Moo specializes in yummy frozen treats. Both are open 24 hours a day, 7 days a week.

##### The Gathering Place:

Located on the first floor of the Cancer Institute. In addition to serving a full selection of Starbucks beverages, the café also serves a wide selection of breakfast and lunch items. Hours of Operation: (Monday – Friday) 7:00 a.m. – 3:30 p.m.

##### The Atrium:

Located on the first floor of the Outpatient Center across from the pharmacy. Hours of Operation: (Monday – Friday) 7:00 a.m. – 2:00 p.m.

#### 4.1.7 Chaplain Services

The non-denominational Samuel Moore Walton Memorial Chapel is open every day 6:00 AM - 8:30 PM for quiet prayer or meditation and is located on the first floor (1E90) of the Hospital. Non-denominational services are held in the chapel each Sunday at 10:00 a.m. The Pastoral Care office is located on the first floor of the Hospital (1E50) across from the Doc Java. The Pastoral Care office can be contacted at (501) 686-5410 for students in need of assistance and is open Monday - Friday 8:00 a.m. - 4:30 a.m.

#### 4.2 UAMS ONLINE BOOKSTORE

UAMS has partnered with Akademos to provide a virtual bookstore for UAMS faculty, staff, students, and alumni. In addition to textbooks, the Bookstore site also offers diagnostic kits, popular books, UAMS-related merchandise, and other items. See [website](#) for more information.

#### 4.3 UAMS LIBRARY

The UAMS Library web site serves as the gateway to all of the Library's resources including databases, eJournals, eBooks, and the online catalog and well as services and information. To access resources use any of the following:

- Computers on all floors of the UAMS Library
- Wi-Fi access at all UAMS campuses
- Remote access from anywhere off campus to Library web site with some resources restricted by UAMS network account and password
- Most UAMS Library online resources may be accessed from Arkansas Children's Hospital medical library and Regional Center libraries via the UAMS Library web site and/or their web sites



UAMS Library:

- Location: Education II Building, 1st Floor
- Phone: 501-686-5980

Students are invited to take advantage of library computers, comfortable seating, group study rooms, and quiet spaces located around the Library. [Library Policies](#) include general policies for food and drink in the Library, library use and conduct, children in the Library, use of library computers, and other policies and procedures. More information about the UAMS Library click on "ABOUT" on the UAMS Library web site.

#### Regular Library Hours:

Monday-Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 6:00 pm
Saturday	9:00 am – 6:00 pm
Sunday	1:00 pm – 10:00 pm

The Library web site and main phone have current information on hours.

Consult the [Holiday Schedule](#) on the web site for scheduled closings and holiday hours.

**After Hour Access:** After hours access (24 hours a day/7 days a week) to the Library 1st floor study areas is restricted via card swipe to current UAMS students and residents only. READ IMPORTANT [AFTER HOURS ACCESS PROCEDURES AND POLICY](#).

**Inclement Weather:** When "Inclement Weather" is declared at UAMS, the Library may be closed and may not be staffed. (Check on web site for info.). However, access to online resources will accessible through the Library website and the after-hours access area on 1st floor will be available for students and residents.

#### **Library Services**

The [Circulation Desk](#) (staffed during all regular library hours) on the 1st floor can help you with:

- [Register](#) online for check-out privileges
- Printing, Photocopying, Print Cards, & Scanning Services
  - Print charges are \$0.10/per page (Black/White) and \$0.20/page (Color)
- Check-Outs, Renewals, & Overdue fines
  - fines are charged for overdue items, materials not returned and/or damaged
- Interlibrary loan service for books and journals not available in the Library.

#### **Education and Research Services:**

- Librarians are available from 8:00 a.m. - 5:30 p.m. Monday – Friday
- In person, visit the Reference Office (1st floor of the Library-West side)
- By phone – 501.686.6734
- By email – [libraryreferencedesk@uams.edu](mailto:libraryreferencedesk@uams.edu)

Librarians provide assistance with

- Selecting and searching databases
- Accessing eBooks
- Locating journal articles and other information resources
- Locating tests and instruments
- [RefWorks and Write-N-Cite citation management software](#)
- [Understanding and avoiding plagiarism](#)

#### **Research and Clinical Search Services:** 686-6734

The Library's Research and Clinical Search Services (RCSS) unit offers individual and informal small group instruction in the use of bibliographic databases (e.g., PubMed) and the RefWorks citation management software. RCSS expert searchers also offer consultations to students around issues such as selecting databases for specific search topics, building search strategies, and setting up auto-alerts/current awareness searches on topics of continuing interest.

#### **Historical Research Center**

- Hours Monday – Friday 8:00 am – 4:00 pm
- Phone: 501-686-6733
- Location: Library – 5th Floor

The Historical Research Center (HRC) is maintains the UAMS Archives collection. Also the HRC acquires, preserves, and provides access to books and materials that document the history of UAMS and of medicine

and the health sciences in Arkansas. All materials available for research are included in the library's online catalog and many of the historical photographs and documents are available online [Digital Collections](#).

Copyright information

- [Copyright information](#)
- [Copyright Interactive Tutorial](#)

#### **Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), and especially their FAQs at [www.copyright.gov/help/faq/](http://www.copyright.gov/help/faq/).

## **4.4 STUDENT SUCCESS CENTER**

The Academic Affairs Student Success Center is located on the north end of the 3<sup>rd</sup> floor of the UAMS Library. It is a one-stop-shop for information, assistance, and resources for students. More information is available at <http://studentsuccess.uams.edu/>.

**Peer Tutoring:** Students that are experiencing academic difficulty can arrange to work with a peer tutor. Peer tutors are usually upper classmen of the same college that are paid a nominal fee to prepare and tutor under classman that need assistance. SSC Staff work with colleges to arrange for peer tutors and to identify students that need assistance.

**Academic Coaching:** Services are available to help students with note taking skills, study skills, time management skills, test taking skills, overcoming test anxiety and a host of other issues that interfere with a student's academic pursuit. Students can either be referred by a faculty member or seek assistance on their own. Referrals are made to other UAMS services such as the Student Wellness Center when needed.

**Writing and Presentation Center:** Students in need of help with writing a paper, thesis, CV, personal statement, can contact the Writing and Presentation Center. Students will receive help with editing their writing, but proofreading is not offered. Students can also come to the Writing and Presentation Center for help with presentation skills as well as recording and uploading presentation to their courses in Blackboard.

**Laptop and Mobile Device Support:** Students needing assistance with their laptop and/or mobile device support can receive the necessary support either in person or remotely from the Student Success Center. Support can range from connecting to the wireless network to virus removal. Sunday through Thursday from 2PM to 10PM, a Student Support/ Technology Analyst is available to assist with various technology issues from connecting to the wireless network to troubleshooting possible hard drive issues. Students can stop by or remote assistance is available. Please contact [ssctech@uams.edu](mailto:ssctech@uams.edu) or call 501-526-6003 for help with technology issues.

**Testing Services:** Testing services are available to students for window-of-opportunity testing when their instructor schedules tests/exams with the Student Success Center. Testing in small groups is also available. Students that need special testing accommodations need to work with their respective college to decide what accommodations will be granted. Instructors will then work with the staff of the Student Success Center to schedule a time in which a student may test.

#### 4.5 STUDENT DISABILITY SUPPORT SERVICES

UAMS is committed to providing equal access to learning opportunities to students with disabilities. To ensure access to any class or program, please contact the ADA Coordinator to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings. Accommodations are not applied retroactively. Students are encouraged to register with the ADA Coordinator's office as soon as they begin their program or as soon as the student recognizes their need for an adjustment.

UAMS encourages students to access all resources available through the ADA Office for consistent support and access to their programs. More information can be found online at <http://students.uams.edu/ada-disability-services/> or by contacting the office at (501) 526-5641.

#### 4.6 CENTERS FOR SIMULATION EDUCATION

The UAMS Centers for Simulation Education is dedicated to patient safety and excellence in medical care through state-of-the-art comprehensive education. The centers train current and future health care professionals to provide safe, effective, confident, and compassionate care of patients in Arkansas and beyond.

Center for Clinical Skills Education: The Center for Clinical Skill Education is a state-of-the-art facility for case development consultations, assessment and teaching clinical skills. The Center has developed a collection of clinical cases that utilize standardized patients to assess medical, pharmacy, and nursing students, and health related professionals in taking a history, performing a physical exam, communicating with the patient, determining a differential diagnosis, and developing a treatment plan. The facilities feature 14 fully equipped patient exam rooms, video and monitoring capabilities, and a 15-person conference room.

Simulation Center: The Simulation Center at UAMS is dedicated to excellence in patient care by advancing patient safety and improving interprofessional team performance through use of state of the art simulation education. The mission is to train health care professionals to practice safe, effective, and compassionate care. The Simulation Center is comprised of seven simulation theaters, five debriefing classrooms and a procedure training room designed for specific invasive procedure tasks. Each theater is equipped with cameras and comprehensive sound recording, allowing for two-way communication between the theater participants and the separate operator/trainer control room. Control rooms are adjacent to each exam room. These rooms allow direct, real-time, yet unobtrusive evaluation of standardized patient encounters. Further, simulation operations specialists monitor the simulation mannequins and change the scenario in real time as the training happens.

Walker Clinical Education Center: The Walker Clinical Education Center is on the UAMS Northwest campus in Fayetteville. Similar to the Clinical Skills Center, it is a state of the art simulated clinic setting for teaching and assessment of communication, physical examination, and procedural skills. The facilities feature six fully equipped patient exam rooms, video and monitoring capabilities, and a conference room.

#### 4.7 STUDENT COMPUTER AND EMAIL ACCESS

Access to the UAMS network, including access to the Internet via the UAMS network, on-line reference and information resources provide through the UAMS Library and other UAMS computing resources is restricted to people having a UAMS network account. All active UAMS students receive UAMS network accounts. Information about network accounts is provided to new students during the registration or orientation sessions.

Everyone granted access to the UAMS network must review and sign the UAMS Confidentiality Agreement which students complete during registration and orientation. Your UAMS network account is to be used only by you. Do not share your UAMS network logon identification and password with other people as it violates the UAMS Confidentiality Agreement. See [website](#) for more information.

The IT Tech Support Center is the first point of contact for computer-related questions or problems for all UAMS employees and students. The Tech Support Center offers the advantage of dialing one telephone number for assistance with any computer-related problem: (501) 686-8555

## **4.8 HEALTH AND WELLNESS SERVICES**

### **4.8.1 Medical Services**

Student and Employee Health Services (SEHS): The SEHS main clinic is located at Sixth Street and Jack Stephens Drive in the back of the Family Medical Center and is open Monday - Friday 8:00 AM - 4:30 PM. Telephone: (501) 686-6565 or visit their [website](#). SEHS provides flu vaccines, tuberculosis (TB) screening, and necessary vaccine series at no cost to students. SEHS will also provide care for needle sticks and blood/body fluid exposure as well as infectious disease exposure management.

Student Health Clinic: The Student Health Clinic (SHC) provides basic medical care to all UAMS students. Telephone: (501) 686-6565 or visit their [website](#).

Family Medical Center: The Family Medical Center offers medical care to students and their families who choose one of the Family Practice Physicians as their primary doctor. The FMC offers a full range of Primary Care including women's health, newborn, pediatric, and adult care. The FMC is located on the UAMS campus on the corner of 6<sup>th</sup> St. and Jack Stephens Drive. Telephone: (501) 686-6560 for visit [website](#).

### **4.8.2 Psychiatric Services**

The UAMS Student Wellness Program (student mental health program) is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS (Little Rock Campus). The purpose of this service is to provide the necessary tools for students to achieve their fullest potential.

Students seek help for depression, anxiety, grief, relationship conflicts, academic difficulties, and numerous other issues interfering with their maximal functioning. Seeking care through this service is absolutely confidential. The only exceptions to the strict code of confidentiality (as required by law) include homicidality (planning to kill someone else, or being so severely impaired that patients in your care are in jeopardy), suicidality (planning to kill self) and child abuse. Record keeping is also strictly confidential within the student wellness program and does not become part of the campus-wide electronic UAMS medical record.

For short-term treatment, there is no financial cost to students seeking care (other than the cost of medication should it be needed). The service is made possible through the support of the Chancellor of UAMS, and a portion of the student health fee. Students with major mental illnesses and/or substance abuse requiring inpatient hospitalization and/or intensive long-term care will be referred to a community mental health center, the UAMS Psychiatric Clinic, or to appropriate resources in the community. The cost for this level of care is the responsibility of the student (it is important to maintain health insurance coverage without lapse through school).

The Student Wellness Program is located at 201 Jack Stephens Drive, in a two story grey building. The office suite is on the street level. Ring the doorbell for entry. Parking is available immediately in front in reserved parking spaces #15, #17, #19, and #20 for the duration of the appointment (only). Call (501) 686-8408 between 7:45 AM to 4:30 PM Monday through Friday for an appointment. For an after-hour emergency, call the UAMS operator at (501) 686-7000, identify yourself as a UAMS student with an emergent problem, and request the operator to page the UAMS Department of Psychiatry resident on call.

### **4.8.3 Substance Use / Abuse Assistance**

Substance abuse, or use of substances such as drugs and alcohol, is incompatible with responsible behavior expected of students preparing for a health professions career. Information for assistance with substance abuse issues may be obtained by contacting the UAMS Student Wellness Clinic. All services are strictly confidential. The UAMS Substance Abuse Hotline is 501-372-4611, and the UAMS Substance Abuse Treatment Center is 501-526-8400.

### **4.8.4 Dental Services**

The Delta Dental of Arkansas Foundation Oral Health Clinic at UAMS is a full service dental clinic is available to the public. The clinic provides services such as cleanings, tooth whitening, restorative dental care (such as fillings and crowns) and extractions performed by licensed dentists, dental residents, and dental

hygienists. The clinic accepts dental insurance. It is located on the first floor of the Ward Tower. Appointments can be made by calling (501) 526-7619. For more information, visit [website](#).

Dental hygiene services are also available to UAMS students at a nominal fee in the UAMS Dental Hygiene Clinic. Services include teeth cleaning, diagnostic radiographs, pit and fissure sealants, and fluoride applications. Services are provided by students under the direct supervision of faculty. The Dental Hygiene Clinic is located in room 1E/13 in the Ward Tower. Telephone: (501) 686-5733 or visit [website](#).

#### **4.8.5 Pharmacy**

Students receive discounts on prescriptions filled at the UAMS Outpatient Pharmacy located in the Outpatient Center on the first floor. Telephone: (501) 686-5530. See [website](#) for more information.

#### **4.8.6 Speech, Language, and Hearing Services**

The CHP cooperatively sponsors a clinic for clients with communication disorders. Speech, language, literacy, fluency, and voice evaluations and therapy are available to students at reduced rates. The clinic also offers hearing evaluations, assistive listening devices, audiologic rehabilitation, and hearing aid services. The Speech and Hearing Clinic is located at the University of Arkansas at Little Rock (UALR), University Plaza, Suite 600. Telephone: (501) 569-3155. See [website](#) for more information.

#### **4.8.7 Vision Services**

The Jones Eye Institute at UAMS is a full-service eye clinic available to the public. The clinic provides services, such as comprehensive eye exams to evaluate your vision and the health of your eyes, performed by licensed ophthalmologists or optometrists assisted by ophthalmic medical technicians. An optical shop and contact lens service are also available onsite. UAMS students, including their spouses and dependents, are eligible to receive a 20% discount on contact lenses and glasses purchased in the optical shop. If you need to see a subspecialist, the best in the state are available at UAMS. The clinic is located on the east side of campus in the Jones Eye Institute, and accepts most insurance programs. Appointments can be made by calling (501) 686-5822. For more information, visit <http://eye.uams.edu>.

#### **4.8.8 Fitness Center**

The UAMS Fitness Center is located on the eighth floor of the Rahn Building. The current fee is \$15.00 per month. The Fitness Center includes a 24-hour gymnasium, on-site management, and access to nutritionists, dietitians, trainers, and other health care professionals. The Fitness Center also carries a full line of supplements at wholesale prices. Some of the items offered include protein ready to drinks, energy drinks, protein bars, and full line of snack items. For more information, visit the [website](#).

UAMS students receive a discount at UALR's Donaghey Fitness Centers. You will have to show proof of your current UAMS enrollment by showing your current student ID badge at those facilities. You must also provide your social security number to receive the discount. Membership is for the UAMS student only, and neither the card nor membership is transferable.

### **4.9 CAMPUS SAFETY & EMERGENCY RESPONSE**

#### **4.9.1 UAMS Police**

The UAMS Police Department is located at the Distribution Center, 4301 W. Markham St. and can be reached at (501) 686-7777. The UAMS Police Department operates 24 hours a day, seven days a week. UAMS Police officers are sworn, certified, and trained in accordance with Arkansas State Standards and are dedicated to protecting the students, employees, patients, and visitors, as well as the property of UAMS. See [website](#) for more information.

#### **4.9.2 UAMS Security Report**

The UAMS Police Department, in compliance with the "Student Right-to-Know" and "Campus Security Act," has added an annual security report to its list of printed material that is distributed to our campus community. UAMS Crime Statistics are compiled in accordance with the definitions of the FBI's Uniform Crime Reporting

System which UAMS Police department has participated since 1979. For a copy of the current security report, please visit the [UAMS Police website](#).

#### 4.9.3 Sexual Violence Hotline

Safe Places' services are provided throughout Pulaski County through local hospitals and can be accessed through the local or statewide sexual violence hotline numbers: (501) 801-2700 (Pulaski County) or (877) 432-5368 (Statewide). The hotline provides crisis intervention via phone and serves as a resource and referral for anyone who needs assistance or information about sexual violence. Additionally, the sexual violence hotline can connect you with emergency advocacy through trained crisis intervention advocates for any individual who seeks care in hospital emergency rooms following a sexual assault or sexual violence. The crisis advocate will provide emotional support, information, clothing, and advocacy. Receiving services from a crisis intervention advocate is always the decision of the victim of sexual violence.

#### 4.9.4 Emergency Telephones

Emergency telephones have been installed on campus for immediate access to the UAMS Police Department at any time of the day or night. Steady or revolving blue lights mark telephones throughout the campus. If you need help or want to report any unusual situation, open the telephone box door and lift the receiver; a police officer will answer.

#### 4.9.5 Code Black – Campus Violence Plan

In the event of a violent occurrence on campus, special procedures are needed to ensure maximum safety and prevention of injury/loss of life. As a result, multiple responses are necessitated by all components of UAMS. Law enforcement is paramount in securing the situation, but the rest of the campus must work to ensure patient, student, visitor, and staff safety. Violent actions on campus could include an active shooter, hostage situation, terroristic threatening and other scenarios not depicted here. While this is primarily a law enforcement operation; incident management, sheltering in place and crisis communications are integral to the safety and security of the campus.

UAMS Notification: Notification may come by way of reports of violent actions or potential for violence from staff/employees, students, visitors, patients, or by UAMS Police Department (UAMSPD). All reports should be transmitted to the UAMSPD by calling 686-7777 or personally notifying an officer.

The persons providing the initial notification should immediately notify the UAMSPD Dispatch Center, providing as much information of the event and person(s) involved as possible. UAMSPD dispatch will immediately notify the shift commander as well as Captain of patrol and the chief. The shift commander will determine the level of response needed. After determining the event is beyond the ordinary capacity of the UAMSPD and poses an imminent danger to life and property, dispatch and the shift commander will follow the implementation protocol to activate the Emergency Notification System (ENS) and the Emergency Incident Command System (EICS) – Code Black.

Transmission of Emergency Information: When instructed by either the UAMSPD dispatcher or shift commander and/or unified command to implement the Code Black, the automated internal/external warning system will make the following announcement continuously over the public address system in all buildings and through the external sirens outside:

*"The UAMS campus is now in a code black status. Everyone should immediately move out of any hallway or other open areas into the nearest office, patient room, or classroom. Close and lock the door. Do not leave the building. Do not enter stairwells or hallways until further notice. If you are currently off campus, do not return to campus."*

The announcement will be repeatedly played until either an update is provided, or until the "all clear" has been called by the UAMS PD.

Assembly of Employees, Staff, and Students: All UAMS employees, staff, and students should be aware that all public assembly or transit throughout any campus area during a Code Black is strictly prohibited. All UAMS personnel are instructed to follow their departmental plans, to shelter in place, or immediately find a place of shelter and secure themselves until further notice or suspension of law enforcement operations.

Off-duty employees should not return to the hospital unless a Code Green (mass casualties) is called in response to the Code Black and then, only as directed by their departmental plan or as requested by Code

Green officers or their department's chief. Each department should keep a current recall list of all employees and call in additional personnel as needed, in consultation with the incident commander.

Discontinuing the Plan: Upon determination by the unified command that the campus no longer needs to operate within Code Black status, the Incident Commander will notify the call center to cancel the Code Black. The automated system will then announce overhead three (3) times:

*"Code black all clear, code black all clear, please return to normal operations."*

The UAMS PD dispatcher will activate the "Lockdown All Clear" in the emergency notification system. The all clear message: "Code Black all clear, Code Black all clear, please return to normal operations" will be sent to the same list as above. The UAMS PD dispatcher will direct Communications & Marketing to send out a campus-wide email with the same scripted message as above.

#### **4.9.6 Other Emergency Codes**

##### **Bioterrorism (Code Pathogen)**

Hospital and campus components, not announced overhead; biological contaminant impacting or affecting UAMS operations; intense testing and coordination should it be activated

##### **Bomb Threat Plan (Code Amber)**

Campus-wide, not announced overhead; law enforcement and LRFD response if indicated by authorities; evacuation only in the event of an actual device and if ordered by UAMSPD and/or LRFD

##### **Fire Plan (Code Red)**

Campus-wide, announced overhead; smoke or fire impacting any building on campus and prompting evacuation or defense in place

##### **Hazmat Decontamination Plan (Code Yellow)**

Hospital specific, not announced overhead; partial or complete failure of any or all major utilities, impacting life and safety anywhere on campus as determined by campus operations; coordination with affected areas and mitigation strategies developed up to and including evacuation

##### **Infant/Child Abduction (Code Pink)**

Campus-wide, announced overhead; abduction or report of missing infant or child from anywhere on campus; requires immediate response and vigilance from all personnel at the time of activation

##### **Mass Casualty Plan (Code Green)**

Hospital and campus-wide, announced overhead. Mass casualty incident overwhelming normal capacity & operations

##### **Patient Evacuation Plan (Code Exodus)**

Hospital specific with campus components, announced overhead; only activated in the event of severe damage to the physical plant and loss of redundancies to any or all of the following: water, power, natural gas, and medical gases

##### **Patient Overflow Plan (Code Surge)**

Clinical areas and Institutes specific, announce overhead; activated in conjunction with a Code Green in the event there are an inordinate amount of green tag or "walking wounded" patients to be transferred to and discharged from the OPC, JEI, and WPRCI

##### **Radiation Decontamination Plan (Code Decon)**

Hospital specific, not announced overhead; activation required in the event of radiological contamination, impacting UAMS with mobilization of internal decontamination team and radiation safety officials to include coordination with local, state, and federal officials

##### **Tornado/Severe Weather Plan (Code Gray)**

Campus-wide, announced overhead; tornado or severe weather directly impacting the campus, prompting all UAMS personnel, patients, and visitors to take shelter upon activation

##### **Utility Failure Plan (Code Purple)**

Campus-wide, not announced overhead; partial or complete failure of any or all major utilities, impacting life and safety anywhere on campus as determined by campus operations; coordination with affected areas and mitigation strategies developed up to and including evacuation.

Additional information can be found at <http://uams.edu/campusop/depts/ohs/>

#### **4.9.7 RAVE Emergency Alert System**

The RAVE alert system allows text messages and other communication types to be sent to employees and students during emergencies and inclement weather. To help ensure everyone receives these notifications, UAMS automatically enrolls all employees and students — known as an opt-out approach. For more information, please contact UAMS Campus Operations at 686-6088.



## SECTION 5.0 - ADMISSIONS

### 5.1 GENERAL ADMISSIONS INFORMATION

Admission to all programs is by formal application only and is selective, as enrollment for each program is limited. Completing the application process includes submission of the online application and fee, all official transcripts to date, and any other materials required by the department to which application is being made, including references and professional observations. Departmental admissions committees establish pre-determined criteria for selection and admit no more than the total class capacity.

UAMS is committed to providing equal access to learning opportunities to students with disabilities. To ensure access to any class or program, please contact the ADA Coordinator to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings. Accommodations are not applied retroactively. Students are encouraged to register with the ADA Coordinator's office as soon as they begin their program or as soon as the student recognizes their need for an adjustment. UAMS encourages students to access all resources available through the ADA Office for consistent support and access to their programs. More information can be found online at <http://students.uams.edu/ada-disability-services/> or by the contacting the office at (501) 526-5641.

It is the policy of UAMS that members of the University community neither commit nor condone acts of bigotry, racism or discrimination. The University prohibits discrimination on the basis of race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation with respect to all aspects of the student experience, including but not limited to, acceptance and admission, enrollment, financial aid, and access to student resources and support.

## 5.2 APPLICATION DEADLINES 2019-2020

Program	Early Consideration Deadline	Application Deadline* (4:30 p.m. Central Time)
Audiology (Au.D.)	Contact the Department	January 15, 2019
Center for Dental Education General Practice Residency	Not Applicable	September 15, 2018
Clinical Nutrition (M.S.)	Not Applicable	Contact the Department
Communication Sciences and Disorders (M.S.)	Not Applicable	February 15, 2019
Communication Sciences and Disorders (Ph.D.)	Not Applicable	Contact the Department
Cytotechnology	Not Applicable	April 15, 2019
Dental Hygiene	March 1, 2019	June 1, 2019
Diagnostic Medical Sonography	Not Applicable	March 1, 2019
Dietetic Internship	Not Applicable	February 15, 2019
Genetic Counseling	Not Applicable	December 15, 2018
Medical Laboratory Sciences	Not Applicable	April 15, 2019
Nuclear Medicine Imaging Sciences (B.S.)	March 1, 2019	May 1, 2019
Ophthalmic Medical Technology	Not Applicable	May 1, 2019
Physical Therapy	August 15, 2018	First Monday in October 2018
Physician Assistant	Not Applicable	November 1, 2018
Radiologic Imaging Sciences	March 1, 2019	May 1, 2019
Respiratory Care	Contact the Department	May 1, 2019

NOTE: Applications must be submitted online no later than the application deadline.

### APPLICATION DEADLINES FOR PROGRAMS BEING TRANSFERRED TO THE UNIVERSITY OF ARKANSAS- PULASKI TECHNICAL COLLEGE

The following program are being transferred to the University of Arkansas – Pulaski Technical College in North Little Rock, Arkansas, beginning spring 2019, with the exception of Surgical Technology in fall 2019. Applicants for these programs should consult the individual program’s webpage located on the college website at <http://healthprofessions.uams.edu/>.

Emergency Medical Technician (EMT) - Course  
 Paramedic – Certificate and Associate of Science degree  
 Health Information Technology – Associate of Science degree  
 Surgical Technology – Associate of Science degree

### 5.3 OFFICE OF ADMISSIONS

Individuals who have not decided upon a specific health career or wish to learn more about a College of Health Professions program are welcome to visit the Office of Admissions.

The Office of Admissions is staffed by the Associate Dean for Student Affairs, a Student Services Specialist, and a Student Recruiter. The Office of Admissions assists the Dean and the academic departments in the recruitment, selection, and admission of students; maintenance of student admission records; and other student affairs. The Office of Admissions is located in the CHP Dean's Office suite on the third floor of the Administration West Building. The Center is open 8:00 AM – 4:30 PM, Monday through Friday. Appointments may be made by telephoning (501) 686-5730. Walk-ins are welcome, but an appointment is preferred as it will allow time to arrange an experience tailored to meet your interest(s).

### 5.4 APPLICATION CHECKLIST

Application deadlines and requirements vary by program. Please pay close attention to the application deadline and requirements for your program of choice. All deadlines are at 4:30 p.m. Central Time on the date listed for that program. If an application deadline is extended, the extended deadline will be posted on the application program page of our website.

Application Fee - The application fee will be determined by the number of programs for which you apply. The fee is \$40.00 per program.

Transcripts - Official transcripts from all previously attended institutions are required of applicants. Transfer credit is accepted from regionally accredited institutions. A college transcript is official if mailed directly from the issuing institution or if hand-carried (or mailed) to the CHP Office of Admissions in a sealed institution envelope. The transcript must bear the college seal, date, and appropriate signature. If hand-carried (or if mailed by the student), a school seal, stamp, or signature must be on the back flap of the envelope. Transcripts should be mailed to the CHP Office of Admissions before the application deadline (varies by program). In no case is the application process complete until all official transcripts and supporting documentation is on file. The mailing address is:

UAMS College of Health Professions  
Office of Admissions  
4301 West Markham, Mail Slot 619  
Little Rock, Arkansas 72205

TOEFL - Applicants who are not United States citizens or permanent resident aliens or for whom English is not their native language must take the Test of English as a Foreign Language (TOEFL).

Pre-Enrollment Medical Examination Form – Thirty (30) days prior to their first semester's registration, all individuals admitted must submit the UAMS Student Pre-Enrollment Medical Examination Form. This form is used by the Employee Health/Student Preventative Health Services (EH/SPHS) to verify required immunizations and to establish a baseline for treating illnesses occurring after admission.

Immunizations and Tests – The following are required immunizations prior to enrollment:

- 2 MMR vaccines (or positive measles, mumps, rubella titers)
- TDAP vaccine, 3 Hepatitis B vaccines (or positive titer for Hepatitis B)
- Varicella vaccines (students must show documentation of 2 doses of Varicella vaccine, or a varicella titer showing immunity, or a health care provider documentation of varicella diseases or herpes zoster)
- TB Skin Test (within 3 months of registration)

Health Insurance – All students admitted to a degree or certificate program are required to have major medical health insurance coverage at all times that meet minimum standards as designated by UAMS. For health insurance information, please refer to <https://www.academichealthplans.com/uams/index.php>.

Background Check and Drug Screening - All students must complete a background check and drug screening. Background checks and drug screenings are meant to ensure safety and compliance of all CHP students with various clinical sites. If you have questions or concerns on these two items, please contact Phyllis Fields, Associate Dean for Student Affairs at [pafiels@uams.edu](mailto:pafiels@uams.edu) or by calling 501-686-5730.

Technical Standards – All applicants should review the technical standards for the program for which application is being made. Technical standards are the essential abilities and characteristics that are required for admission

to, participation in, and completion of the specific academic program. Technical standards can be located on the CHP program's webpage. Should you have any questions, please contact the individual program.

## 5.5 CRIMINAL BACKGROUND CHECKS/DRUG SCREENS

### Background Checks

UAMS College of Health Professions Policy # 02.12.02 (revised 11/01/2017)

When required, admitted applicants or students must obtain a criminal background check and drug screen from a vendor approved by the College of Health Professions. Results of the background check and drug screen must be deemed satisfactory as a condition of the student's admission or continuation in the program. Admission may be denied based on the results of the background check or drug screen. Only students with satisfactory results will be allowed to register for classes.

At times, a currently enrolled student may be required to obtain an additional background check and/or drug screen for a variety of reasons, e.g., clinical affiliate requirements, contradictory findings from a clinical affiliate's background check, suspicion or reports of violation of laws, etc. In those instances, currently enrolled students will be barred from participating in clinical education experiences at clinical affiliates until a background check clearance is obtained. Failure to obtain an additional background check may be cause for suspension or dismissal from the program.

A. Scope of Background Checks: Background checks typically include the following criteria and cover the past seven years:

- Social Security Number verification
- Criminal search, including felonies, Class A, Class B, and Class C misdemeanors (7 years)
- Violent Sexual Offender and Predator Registry search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities
- General Services Administration (GSA) List of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List

(Note: The time period and the types of searches are subject to change without notice. Changes will be approved by the College of Health Professions Executive Committee.)

B. Approved Vendors: Background checks and drug screens must be conducted by a vendor approved by the College of Health Professions. Background check reports and drug screens from other sources will not be accepted.

C. Timing of the Background Checks and Drug Screens: An applicant offered admission must obtain a background check and drug screen prior to enrollment into a certificate or degree program. Background checks must be completed no more than six months before matriculation.

D. Cost of Background Checks: The applicant or student will pay the cost of required background checks and drug screens.

E. Period of Validity: A background check and drug is honored for the duration of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check and drug screen. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the certificate or degree program. An officially approved leave of absence is not considered a break in enrollment. Students are subject to "for cause" drug screens during enrollment.

F. Significant Findings in Background Checks

Re-verification: An applicant or student has the right to request that the vendor who performed the background check re-verify that the background check is correct. Any costs associated with the re-verification will be paid by the applicant or student. The college may require the applicant or student to produce additional documentation to verify or re-verify findings.

Evaluation of Significant Findings: If significant findings are reported in a background check, the applicant or student may be referred to the specific program or discipline's professional licensing board to obtain clearance. The College of Health Professions will concur with the licensing board's decision.

If the professional licensing board does not review significant findings, the dean or dean's designee will review the findings in consultation with the department chair and make a recommendation to the program's admission committee as to whether the applicant should be admitted or the student should be allowed to participate in clinical education experiences.

False or misleading information supplied by the applicant or student, or omission of required information with regard to a background check, will result in (1) rescindment of an offer for admission or (2) dismissal from the certificate or degree program.

Adverse Actions Based on Background Checks: Consistent with the Fair Credit Reporting Act, if an applicant is denied admission or if an adverse action is taken against an enrolled student, based on findings of a background check (e.g., denial of participation in clinical education experiences, dismissal, or suspension), the applicant or student will be informed: (1) how to obtain a copy of the background check report, (2) how to contact the vendor to challenge the accuracy of the report, and (3) that the vendor was not involved in the decision that resulted in the adverse action.

Appeal Procedures for Enrolled Students: Ordinarily, a student who is unable to complete clinical education experiences will be unable to complete the certificate or degree program, and the student may withdraw or be dismissed from the program. Therefore, a student who is denied participation in clinical education experiences because of significant findings on a background check may request consideration following the College of Health Professions Grievance Procedures.

Deferred Matriculation or Participation: If a background check reveals matters that may be cleared by the applicant or student, matriculation or continuation in the certificate or degree program may be deferred up to one year while the matter is being resolved.

### **Drug Screenings**

Results of the drug screen must be deemed satisfactory as a condition of the student's admission or continuation in the program. The admitted applicant or student will pay the cost of required drug screen. Non-degree/non-certificate students are not required to complete a pre-admission drug screen. Pre-degree admitted applicants and students are required to complete a drug screen.

A student who has a break in enrollment is required to complete a new drug screen. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the certificate or degree program. An officially approved leave of absence is not considered a break in enrollment.

- A. Approved Vendor(s): Drug screens must be conducted by a vendor approved by the College of Health Professions.
- B. Confidentiality and Disposition Reports: Drug screen reports are maintained securely, confidentially, and separately from other academic files in the office of the dean for a period of time established by guidelines or policy.
- C. Additional Drug Screens: Students may be asked to complete a drug screen "for cause" at any time during enrollment. Clinical placements may require additional drug screens for which the student is responsible for the cost. Enrolled students may be barred from participating in clinical education experiences at clinical affiliates if drug screen results are not satisfactory. Failure to obtain a requested drug screen may be cause for suspension or dismissal from the program.

### **Confidentiality and Disposition of Background Check Reports**

Background check reports are maintained securely, confidentially, and separately from other academic files in the office of the dean for a period of time established by guidelines or policy

## **5.6 SUBMISSION OF TRANSCRIPTS TO THE COLLEGE**

Official transcripts from all previously attended institutions are required of applicants. Transfer credit is accepted from regionally accredited institutions. A college transcript is official if mailed directly from the issuing institution or if hand-carried (or mailed) to the CHP Office of Admissions in a sealed institution envelope. The transcript must bear the college seal, date, and appropriate signature. If hand-carried (or if mailed by the student), a school seal, stamp, or signature must be on the back flap of the envelope. Transcripts should be mailed to the CHP Office of Admissions before the application deadline (varies by program). CHP Office of Admissions, 4301 West Markham Street, #619, Little Rock, Arkansas 72205.

## 5.7 TRANSFER APPLICANTS

Minimum Criteria: The following apply to applicants who have completed academic credits at other colleges or universities:

1. A 2.0 (on a 4.0 scale) Cumulative Grade Point Average (CGPA) based on all college and university course work (excluding remedial courses) completed at regionally accredited institutions.\*
2. Only courses in which a grade of C (2.0 on a 4.0 scale) or higher was earned are accepted in transfer to meet prerequisite and/or graduation requirements.
3. The CHP college transcript will list prerequisite courses accepted in transfer (consult the Evaluation of Transcripts for Transfer section) and all professional and concurrent courses completed while enrolled in the college.
4. Transfer credit is granted only for course work completed at a regionally accredited institution of higher education. Departments reserve the right to disallow credit for course work completed more than seven (7) years before the date of anticipated entry into their program(s).

\*Some programs may require a CGPA greater than 2.0 for consideration. Consult the Program Information Section in this catalog or the program section of the website for specific program requirements.

Application Procedures:

1. Complete the online application found on the College website. There is a non-refundable application fee of \$40.00 per program for which an applicant applies.
2. Official transcripts from all previously attended institutions are required of applicants. A college transcript is official if mailed directly from the issuing institution or if hand-carried (or mailed) to the CHP Office of Admissions in a sealed institution envelope. The transcript must bear the college seal, date, and appropriate signature. If hand-carried (or if mailed by the student), a school seal, stamp, or signature must be on the back flap of the envelope. Transcripts should be mailed to the CHP Office of Admissions before the application deadline (varies by program). CHP Office of Admissions, 4301 West Markham Street, #619, Little Rock, Arkansas 72205.
3. Consult the Program Information section in this catalog for further specific requirements of the department to which applying. Applicants who are not United States citizens or for whom English is not their native language must also consult the Foreign Applicants section for additional information.

### 5.7.1 UAMS Transfer Credit Policy

UAMS Academic Affairs Policy #2.2.8 (09/01/2017)

**Policy Overview:** This policy outlines the requirements and general business process for the evaluation of transfer credit at UAMS. It provides institutional guidelines for transfer credit evaluation and refers to individual college and/or academic program policy as needed. The guidelines included in this policy represent minimum transfer credit evaluation requirements, though individual academic college or program requirements may be more stringent where allowed.

#### **Definitions:**

Transfer Credit: Any educational course credit from another regionally accredited college or university that is accepted and posted to the UAMS student record and that will be applied toward the completion of a UAMS Degree. Transfer credits not accepted to apply toward the degree are not posted to the student's record, nor are they included on the UAMS student record or transcript. Grades from transfer credit courses are not calculated in the student's grade point average at UAMS. College Level Examination Program (CLEP) credit is also applied as transfer credit based upon individual college and department guidelines.

Official Transcript: An official transcript is the document created by UAMS or another institution that includes the complete permanent record of student enrollment, grades, dates of attendance and cumulative GPA provided through secure electronic transmission method or printed on secure transcript paper. To be considered official, the document must be unaltered from its original state, and must be opened only by an official of UAMS or the receiving institution. Hand-carried transcripts are considered official as long as they are in sealed, unopened envelopes from the sending institutions. Transfer credit may be tentatively evaluated based

upon an unofficial transcript, but transfer credit will not be officially posted to a student's UAMS record unless received through an official transcript. International credits are an exception, explained next.

**International Transcript Evaluation:** International transcripts must be evaluated by an accepted evaluation agency. This evaluation provides a true-English translation of the transcript and includes all required guidelines for the interpretation of grades or marks. For international transcripts, the official international transcript itself is not required for transfer credit evaluation and credit posting. Rather, the official international transcript evaluation is required for transfer credit consideration.

**Knowledge Credit:** Knowledge Credit is completion granted by the college or academic department that may be used to satisfy specific curricular requirements. This non-course credit may be approved by the college on a case-by-case basis in order to waive specific course requirements in a student's academic plan of study. Knowledge Credit does not appear on the student's UAMS transcript. No transfer credit is granted at UAMS for knowledge credit.

### **Acceptance of Transfer Credit**

Transfer credit may only be accepted and applied to the student's UAMS record when each of the conditions in this section is met. If clarification or additional information is required in order to evaluate transfer credit, UAMS may request additional documentation related to the transcript, including but not limited to, academic catalogs, syllabi, or course offerings from the originating transfer institution. Knowledge Credit is not considered to be transfer credit as defined by this policy.

1. Acceptance of the transfer credit is consistent with applicable state and federal statute and/or programmatic and institutional accreditation requirements.
2. The credit was earned at a regionally accredited college or university or similarly accredited international institution.
3. The nature, content, and level of credit is comparable to that offered by UAMS, where applicable.
4. The course credit was completed and credit earned no more than seven years prior, or within the timeframe allowed by the college or academic program. To accept courses that were completed more than seven years prior, exceptions approval is required from the college or academic program.
5. The credit earned is appropriate and applicable to the academic programs offered by UAMS, fulfills a general education requirement for the program, and/or is appropriate in light of the student's educational goals.
6. A minimum letter grade of "C" or above has been earned. Colleges and/or programs may establish more stringent qualifications to evaluate and approve transfer credit in accordance with their individual policies, as outlined in the individual college/program sections of the UAMS college catalogs.
7. The credit does not exceed the maximum number of transfer credit hours allowed for transfer by the specific academic program or college, as well as applicable state and federal statute and/or programmatic and institutional accreditation standards.
8. The credit is not applied to fulfill multiple requirements within the same degree plan.
9. The credit was not completed in an online laboratory, if prohibited by a specific academic program or college.

### **Transfer Credit Exceptions**

When course credit has not met all requirements in preceding section, the college curriculum committee may still approve the acceptance of transfer credit on a case-by-case basis where state and federal statute and/or programmatic and institutional accreditation are not impacted. In addition to the completed Transfer Credit Approval Form (see "Transfer Credit Evaluation Process" below), transfer credit exceptions must be accompanied by an official statement of justification for the exception by the college or academic department.

### **The Arkansas Course Transfer System (ACTS)**

Students who have attended other public colleges in Arkansas are guaranteed the transfer of applicable undergraduate credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified General Education courses anywhere in the Arkansas public system within the timeframes outline in the UAMS Catalog. UAMS abides by the state initiative of the Arkansas Course Transfer System. The transfer credit equivalency guide for Arkansas schools is available on the ADHE website at <http://acts.adhe.edu/studenttransfer.aspx>.

## Transfer Credit Evaluation Process

### New/Prospective Students

Transfer credit evaluations for new and prospective students who have not yet enrolled in coursework at UAMS are completed by the admissions officer(s) for the academic college to which the student has applied. If transcripts are required for admission to an academic program, the applicant must submit official transcripts from all institutions previously attended directly to the Office of Admissions. See individual college admission requirements and the UAMS Catalog for details about where to send transcripts and related documents. Transfer credit may be tentatively evaluated based upon unofficial transcripts, but official transcripts are required before transfer credit will be posted to the student record and applied to the student's UAMS degree plan.

Concerns regarding transfer credit evaluation decisions should be directed to the admissions director for the student's college. The college or academic program makes the final decision regarding evaluation of credit.

### Continuing Students

Enrolled and continuing students must request transfer credit evaluation through the Office of the University Registrar (OUR). To request evaluation of transfer credit, the student must submit both the official transcript and the UAMS Transfer Credit Approval Form, available at <http://registrar.uams.edu/files/2016/08/UAMS-Transfer-Credit-Approval-Form.pdf>. Students are strongly encouraged to submit a Transfer Credit Approval Form prior to enrolling in a course at another institution intended for transfer to the UAMS degree program. Completion of this form verifies the transferability of the coursework and documents that the academic department will apply the course to the student degree plan as long as the completed course meets the requirements outlined in the "Acceptance of Transfer Credit" section above. The Transfer Credit Approval Form is the official documentation of approval of transfer credit; verbal and/or email agreements do not constitute a guarantee of approval or articulation. Courses are reviewed by program academic standards and/or admissions committees for credit decisions. These committees may require a student to repeat specific course(s) if prior completion was unsatisfactory. Concerns regarding transfer credit evaluation decisions should be directed to the admissions director for the student's college. The college or academic program makes the final decision regarding evaluation of credit.

UAMS Transfer Credit Approval Form:

<http://registrar.uams.edu/files/2016/08/UAMS-Transfer-Credit-Approval-Form.pdf>

## 5.8 GRADE FORGIVENESS

Applicants to undergraduate programs in the college may request consideration under the Fresh Start Policy. This policy does not apply to currently enrolled students or to admission to a post-baccalaureate program.

Under the Fresh Start Policy, applicants to undergraduate programs may request that all academic credits, as well as the grades assigned to them, that they earned more than seven (7) years before the anticipated date of registering for classes in the CHP program to which they have applied shall not be considered in determining 1) their acceptance to that program or 2) the prerequisites, electives, or professional courses they have completed. If the request is granted, all courses taken at all colleges and/or universities of attendance that are more than seven (7) years old by this date will be removed from consideration irrespective of the grades earned. That is, the Fresh Start Policy may not be applied to selected courses in a given term or terms or to only those with certain grades. The policy applies to every transcript documenting the applicant's attendance and grades earned. Thus, none of the courses excluded by granting such a request may be counted toward completion of any prerequisites, electives, or professional courses.

If the request is granted, only academic work completed less than seven (7) years prior to the date of registration in the intended program will be used in calculating the applicant's grade point average (GPA) and determining transfer credit for admissions. This will be so noted on the CHP academic transcript if the applicant is admitted. A Fresh Start may be granted only once to any student. It is not to be confused with the prerogative each CHP department has to selectively decline to accept for transfer credit any course or courses taken more than seven (7) years before the intended date of registration on the grounds that the knowledge in the discipline(s) in question, and thus the content of the course(s) as currently taught, has changed so extensively in the interim that it (they) no longer will fulfill the prerequisite or other transfer requirement for the given CHP program.

Applicants seeking consideration under the Fresh Start Policy must complete and submit the Petition for Admission under the Fresh Start Policy form to the CHP Office of Admissions prior to the application deadline or the deadline for receipt of transcripts of the specific CHP program to which the individual is



applying. To review the entire Fresh Start Policy, refer to the Forms and Policies page under the Future Students tab on the College [website](#) or request a copy from the CHP Office of Admissions, College of Health Professions, University of Arkansas for Medical Sciences, 4301 West Markham Street, #619, Little Rock, AR 72205, (501) 686-5730, [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu).

## 5.9 PRE-DEGREE OR NONDEGREE/NONCERTIFICATE STUDENTS

Minimum Criteria: Department chairmen (with approval of the Dean or the Dean's designee) may elect to admit pre-degree/nondegree/noncertificate students to selected courses in their department on a space available basis. The Dean may elect to admit pre-degree/nondegree/noncertificate students to CHP interdisciplinary courses. Pre-degree/nondegree/noncertificate students are students who register for one or more courses, but who do not want to pursue a formal credential or follow the entire curriculum of a professional program in the College.

1. Applicants who are accepted as pre-degree/nondegree/noncertificate students may enroll in no more than 24 semester credits in a given program while in this status. Pre-degree/nondegree/noncertificate students may earn some or all of those 24 semester credits by successful performance on challenge examinations. No more than 25% of a program's total professional credit hours may be taken by examination. Each department reserves the right to determine which, if any, of its professional courses may be challenged by examination. There is no limit to the number of approved courses that may be challenged by examination in a given semester, provided the "24 SC/25% of the total" rule is observed. Pre-degree/nondegree/noncertificate students challenging a course or courses by examination in a given semester may also be enrolled in not more than one course during that semester.
2. There is no assurance that courses completed by a pre-degree/nondegree/noncertificate student will be transferred toward degree or certificate program requirements should the student later be admitted as a candidate for a degree or certificate, nor does completion of courses by pre-degree/nondegree/noncertificate students in any way obligate the College to admit those students to a particular professional program.
3. While a pre-degree/nondegree/noncertificate student may, at the discretion of the department chairman, be excused from program prerequisite requirements, the student must otherwise complete all course prerequisites prior to enrollment in the given course.
4. Admission to pre-degree/nondegree/noncertificate status will be based on the applicant's objective, the appropriateness of the course sought to meet the objective, the applicant's academic qualifications, and the space available, if any, in the course in question.

### Application Procedures:

1. Complete the online Application for Admission and submit the non-refundable application fee of \$40.00. The application can be found on the CHP [website](#). Telephone (501) 686-5730 for assistance.
2. If requested by the chairman of the department, arrange for all colleges and universities attended to forward an official transcript to the CHP Office of Admissions. If no college/university level course work has been completed, arrange for each high school attended to forward an official transcript to the CHP Office of Admissions. A college transcript is official if mailed directly from the issuing institution or if hand-carried (or mailed) to the CHP Office of Admissions in a sealed institution envelope. The transcript must bear the college seal, date, and appropriate signature. If hand-carried (or if mailed by the student), a school seal, stamp, or signature must be on the back flap of the envelope. Transcripts should be mailed to the CHP Office of Admissions before the application deadline (varies by program). CHP Office of Admissions, 4301 West Markham Street, #619, Little Rock, Arkansas 72205.
3. Complete and submit to the CHP Office of Admissions a signed statement that indicates the applicant has read, understands, and agrees to the requirements governing pre-degree/nondegree/noncertificate applicants. A standard form for this purpose is available on the CHP [website](#) or from the CHP Office of Admissions.

## 5.10 UAMS ACADEMIC VISITOR POLICY

UAMS Academic Affairs Policy #12.1.01 (revised 01/09/2018)

**Purpose:** To establish a process for granting academic visitors access to resources and systems on the UAMS campus and to provide the requirements and terms that these visitors must satisfy to obtain academic visitor status.

**Scope:** This policy applies to all non-employee faculty, clinicians and other health care specialists, to students from other institutions of higher education or those from or who have completed secondary school, and to College of Medicine residents and fellows from other accredited programs seeking to participate in or observe central functions of the university and/or have access to protected or confidential information, data or records for education, training or professional development/enrichment purposes, regardless of the area of interest (e.g., education, patient care or research).

### Definitions:

Academic Visitors: This term applies to the following groups of persons:

1. Visiting faculty, healthcare professional or researcher: A person from another institution of higher education (with or without academic appointment or rank) or another healthcare facility who has been approved by a UAMS sponsoring unit (e.g., UAMS division, institute, college, department) to serve as a UAMS non-employee and who receives continued compensation from their current employer, or who has some other means of financial support such as a scholarship, internship, fellowship or in some cases, personal funds. These persons include clinicians, other healthcare professionals, and researchers who are observing or collaborating with UAMS faculty clinicians or researchers or staff. Clinicians and other healthcare professionals that will be caring for patients must obtain temporary privileges in accordance with Section 11.10 of the Medical Staff Bylaws.
2. Visiting students: Students, interns, residents or fellows that are visiting from another accredited program or institution of higher education or students from or who have completed secondary school to complete elective coursework or participate in other educational activities. Visiting students and residents/fellows must be approved by the Dean, or his/her designee, of the appropriate college prior to arrival on campus. College officials have broad discretion in determining the merits of an application for a student/resident/fellow and are not bound by this policy to approve requests, if doing so would not be in the best interest of the education program, the college or the institution. In the special case of graduate students, both the College and Graduate School Deans must approve prior to the visitor arriving on campus. Visiting students must be at least sixteen (16) years old. Students under the age of eighteen (18) must provide written permission from a parent or legal guardian.
3. Sponsoring Unit: The UAMS division, institute, college, department or office that is responsible for completing all necessary documents for on-boarding and that is responsible for ensuring the non-employee's adherence to UAMS policies and procedures, including medical screening (UAMS Administrative Guide Employment Medical Screening Policy, 4.5.18).

### Policy:

In order to promote campus scholarly activities and the advancement of health and the health sciences professions, there are instances in which persons without a formal status as a UAMS student, faculty, or employee may engage in academic activities on the UAMS campus and need to use campus facilities.

Persons who hold academic teaching appointments at an established college or university and who are appointed to a visiting teaching position at UAMS may be given a visiting faculty appointment at UAMS at the same or equivalent rank they hold at their home institutions. Non- faculty visitors who do not hold regular academic ranks at other institutions may be appointed as visiting lecturers, clinicians, investigators, fellows or another appropriate professional title.

Students, interns or residents or fellows, that are visiting from another accredited program or institution of higher education to complete elective coursework or students from or who have completed secondary school, are designated as a visiting student, intern, resident, or fellow. Students who seek to participate in job shadowing on the UAMS campus must follow the procedures in the UAMS Administrative Guide Policy 2.1.24, Job Shadowing; these students are not considered "academic visitors".

## Procedures:

### A. Academic Appointment Form

An *Academic Visitor Appointment Form* (see Appendix) must be completed for each visitor. The sponsoring unit is responsible for the application and approval process and is responsible for completion of the Academic Appointment Form that indicates all requirements have been met, for example, those required by HIPAA Compliance, Conflict of Interest, and IT's Confidentiality Agreement. Complete forms should indicate length of stay, purpose and scope of responsibilities, sponsoring unit(s) and persons, funding sources (if applicable), requested privileges and/or fringe benefits, and completion of the checklist of applicable requirements. Forms must also include the applicant's curriculum vitae or resume as well as other required documentation, for example, evidence of HIPAA training. The appointment form must be approved by the appropriate sponsoring unit director and then the Provost or their designees, in that order. Forms lacking one or more of the required signatures cannot be considered and will be returned to the sponsoring unit. The Office of the Provost will return the approved form to the sponsoring unit, which will contact the appropriate individuals within the UAMS Human Resource department to arrange access and privileges for the visitor(s).

1. UAMS ID badges will be issued to all Academic Visitors according to the provisions of the *UAMS Administrative Guide Policy 11.3.05, UAMS ID Badge Issuance and Replacement*.
2. If requested and approved, academic visitors with ID badges may have access to campus facilities. If requested and approved, academic visitors will be issued key or key card(s), computer network access or an email account.
3. The sponsoring unit will assume financial responsibility for any costs associated with the visitor (dormitory damage, telephone bills, overdue or missing books, parking tickets, etc.) and provide an account to which such fees may be charged.
4. Access to privileges are requested on the *Academic Visitor Appointment Form*. Privileges will be assigned and approved on an ad hoc basis, tailored by the sponsoring unit to the nature of the visit and visitor. The sponsoring unit must contact Human Resources to enter information about access to network or other information systems, or access to patient or other confidential information (as part of research) into the Human Resource Module in SAP.

### B. Appropriate Titles

1. Standard faculty ranks, modified by the descriptor "Visiting"  
These titles, e.g., Visiting Professor, may be used in cases where there is compensation from some source, but do not automatically carry any eligibility to vote on faculty matters (unless otherwise specified in the College by-laws). The appointment request package must include a Faculty Appointment Form.
2. Miscellaneous special titles, modified by the descriptor "Visiting"  
Visiting Scholar, Visiting Researcher, Visiting Research Fellow, College of Pharmacy Visitor
3. Visiting Students: Regulations will vary by College  
Visiting students must be approved by the Dean of the appropriate college prior to arrival on campus. College officials have broad discretion in determining the merits of an application for a student and are not bound by this policy to approve requests, if doing so would not be in the best interest of the education program, the college or the institution. In the special case of graduate students, both College and Graduate School Deans must approve prior to the visitor arriving on campus.

Specifically for the COM, the accrediting body has published guidelines for visiting medical students, and these regulations will be considered to be in effect for such students - they may include requirements for registration, payment of some fees, proof of health insurance, issuance of grades, etc. Approval for visiting medical students must be provided by the COM Dean's Office and will follow the policies of the COM for visiting students.

Appropriate titles include Visiting Student-Pharmacy, Visiting Student-Medicine, etc.

4. Special Considerations for Visiting COM Residency or Fellowship Programs  
A COM Residency or Fellowship Program is a post-graduate clinical sciences program accredited by the Accreditation Council for Graduate Medical Education (ACGME) requests to visit one of these programs for elective or short-term rotations should be addressed to the Graduate Medical Education (GME) Office, which will process and approve requests according to existing

ACGME policy. If approved the visiting COM resident or fellow must complete the *Academic Visitor Appointment Form* and abide by other provisions of the Academic Visitor policy.

**C. Temporary Visiting Privileges**

According to the *Medical Staff Bylaws/Rules and Regulations, Article 11.10.C*, Temporary Visiting Privileges are required for Academic Visitors expecting to engage in patient care at UAMS Medical Center. The Academic Visitor must have a Supervising Physician with hospital privileges and a request from the Chairman of the Department sponsoring the visitor. The written request is to establish the visitor's competency to provide patient care; the circumstances and patient(s) that will be involved and the physician supervising the visitor. The request is to be submitted to the Director of Medical Staff Organization for approval by the Chief Medical Officer and the Executive Director. The Academic Visitor will provide an up to date curriculum vitae, a signed release, and evidence of malpractice coverage applicable to his/her visit. These requirements must be met before the Academic Visitor takes part in intended activities in the Medical Center, including access to clinical systems and other privileges requested in the *Academic Visitor Appointment Form*.

**D. Observers In Patient Care Areas Including Operating Rooms**

Academic Visitors requesting to observe, but not participate in patient care, are not required to have Temporary Visiting Privileges. However, they are expected to comply with all other policies, procedures and requirements stated within this policy as well as any policies specific to the patient care areas they visit, including but not limited to the Operating Room.

**E. Visa/Immigration Requirements**

International Visitors must have approved immigration status. If the Academic Visitor currently has a visa status or requires visa sponsorship, the sponsoring unit must contact the UAMS Office of Human Resources' Immigration Section before initiating a request for academic visitor appointment. The UAMS Immigration Section will determine the appropriate visa classification for the visitor and process necessary paperwork. Individuals who do not have proper work authorization may be in violation of their visa status even by performing volunteer service.

**F. Hipaa Compliance**

All Academic Visitors must complete UAMS HIPAA Training and sign the UAMS Confidentiality Agreement. Academic Visitors who will be visiting patient care areas or accessing patient records must complete the Required Privacy & Security Training module, which can be found at <http://hipaa.uams.edu>. Academic Visitors who will not be visiting patient care areas or accessing patient records may complete the Level I training module at <http://hipaa.uams.edu>.

Once an Academic Visitor has been approved by the Provost, the Office of Provost will provide the name of the Academic Visitor to the HIPAA Office for verification of training. Visitors may not participate in official activities on campus prior to the verification of both HIPAA training and completing a Confidentiality Agreement.

**G. Research Compliance**

To assure compliance with federal regulations, any Academic Visitor who will be involved in a research project must complete a Conflict of Interest disclosure form and receive training on federal conflict of interest regulations prior to engaging in any research projects. The Academic Visitor involved in a research project must contact the Conflict of Interest Office at (501) 686-6447 to schedule a time to complete the training and disclosure.

**5.11 APPLICANTS FOR A HIGHER-LEVEL CHP DEGREE WHO ALREADY HOLD A CHP DEGREE OR CERTIFICATE IN THE SAME DISCIPLINE**

Upon completion of all requirements for graduation, the Office of the University Registrar (OUR) will officially close the record pertaining to the completed academic program. To pursue the next level degree or certificate in the same discipline, an application through GUS is required to include payment of the application fee.

**5.12 INTERNATIONAL APPLICANTS**

Minimum Criteria: As nearly all undergraduate applicants who complete the application process must be interviewed as part of the selection process, the College of Health Professions encourages prospective international students residing outside the United States to apply first for admission to a general college or

university in this country, complete any science and/or core curriculum prerequisite requirements that they lack, then apply for admission to the College of Health Professions. International students who meet the other requirements and who present themselves for an interview, if invited, will be considered for admission.

All applicants who are not United States citizens or permanent resident aliens or for whom English is not their native language must meet the following admission requirements in addition to those stated in the Program Information section of this catalog.

1. If an applicant is basing his/her eligibility on credits from an international university, the official transcript or copy must first be evaluated by the Education Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, WI, 53203-3470 or World Education Services, P.O. Box 5087, Bowling Green Station, New York, NY, 10274-5087. An official copy of the evaluation from either the Education Credential Service or World Education Services must be forwarded directly to the College of Health Professions, Office of Admissions. A fee list and application forms for this service may be obtained from the agencies.
2. All applicants, regardless of citizenship, whose native language is not English, are required to demonstrate fluency (speaking) and literacy (reading and writing). The primary means to document fluency and literacy is to submit a Test of English as a Foreign Language (TOEFL). At the discretion of the CHP program's admissions committee and approval of the Associate Dean for Student Affairs, the TOEFL requirements may be waived for applicants to programs in CHP who meet specific criteria. Please refer to the English Fluency and Literacy Requirement section of this catalog.
3. There are currently no student aid funds available at UAMS to support international students. Completion of a financial affidavit and documentation indicating that the applicant has sufficient funding to pay for his/her educational and personal expenses while enrolled are required. The United States Department of Justice's Immigration and Naturalization Service Affidavit of Support form must be used. It currently costs a student with no dependents approximately \$35,000 in United States currency for each full calendar year (12 months) of study.
4. Because accidents and sickness can require expenses for which many persons are not prepared, all students are required to purchase health insurance through a program approved by the University of Arkansas for Medical Sciences or an equivalent coverage from a private source. Applicants who choose not to purchase appropriate insurance will not be allowed to register.
5. Those applicants selected for admission must arrange through the Immigration and Naturalization Service of the United States Department of Justice for the transfer of their Certificate of Eligibility (I-20) to the University of Arkansas for Medical Sciences.

In admissions reviews, first consideration is given to Arkansas residents. In recognition of the significant support of CHP programs by private and federal health care facilities, however, highly qualified applicants who are residents of another state or citizens of a foreign country may successfully compete for admission. Under no circumstances will UAMS issue the Certificate of Eligibility for Non-immigrant (F-1) Student Status (Form I-20 A-B) until the applicant has been admitted to the University.

### **5.12.1 English Fluency and Literacy Requirement: TOEFL**

All applicants, regardless of citizenship, whose native language is not English, are required to demonstrate fluency (speaking) and literacy (reading and writing). The primary means to document fluency and literacy is to submit a Test of English as a Foreign Language (TOEFL). A minimum score of 213 is required on the computer-based version of the examination, 79 on the Internet-based version of the examination (subtest score minimums: 15 reading, 15 listening, 18 speaking, 17 writing), or total score of 550 on the paper version with 55 or greater in each of the four subtest scores. CHP programs have the option of setting higher score requirements. The test must be taken within the two years immediately preceding the requested semester of admission. An official copy of the TOEFL score, issued by the Educational Testing Service must be sent directly to UAMS by the Educational Testing Service. A photocopy of the scores sent to the student is not sufficient. No action will be taken on an application containing a photocopied test score.

Petitioning for a TOEFL Waiver: At the discretion of the program admissions committee within the College of Health Professions (CHP) and approval of the CHP Associate Dean for Student Affairs, the TOEFL requirement may be waived for applicants to programs in CHP who meet any of the following criteria:

- Received a bachelor's degree or master's degree from an accredited U.S. college or university.
- Graduated from a U.S. high school having completed a minimum of 3 full years in residence and having completed two years of regular English courses with B or better grades.

- Scored 21 or greater on the English component of the ACT exam.
- Maintains a current U.S. certification to practice in the related discipline in which further coursework will be completed and has practiced in this discipline in the U.S. for at least 2 years.

Administrative Waiver: The applicant does not meet stated waiver qualifications; however, should the program chairmen, through program processes, believe there to be no deficiency in the area of English fluency and literacy the opportunity exists for a petition under administrative waiver. Chairman/program director requesting administrative waiver will closely monitor student progress and develop a plan of action should one be deemed necessary.

A waiver is not automatically granted. Each petition is reviewed on an individual basis, and the department chair/program director and/or Associate Dean for Student Affairs may request additional supporting documentation and/or demonstration of the applicant's ability to write, speak, and comprehend the English language.

Procedures: Completion of a "Request to Waive TOEFL Requirement" form and approval of the department chair/program director is required. Return the form to the Associate Dean for Student Affairs, Administration West Building, Room 1.321, mail to CHP Office of Admissions, 4301 West Markham Street, #619, Little Rock, Arkansas 72205, or fax to (501) 686-6855. The request to Waive TOEFL Requirement form is available on the CHP website under the Future Students tab (Forms and Policies page), or from the CHP Office of Admissions.

### 5.13 REAPPLYING TO THE COLLEGE

Applicants who have either (1) not completed their applications for the entry semester they designated, or (2) not been admitted to a program, or (3) chosen not to matriculate may reapply for a future admission cycle. To do so they must complete a new application and pay an application fee. Students may be required to provide additional documentation in support of their application.

### 5.14 READMISSION TO A PROGRAM

Students who withdraw or are dismissed from the College for any reason must reapply for admission by:

- Completing an application by the published application deadline,
- Providing any required information for admission that is not in the student's previous admissions file, and
- Paying the admission fee.

Students who withdraw or are dismissed from the CHP and wish to be considered for readmission to the same program (if readmission is permissible under the circumstances in question) must follow the respective program's application process. The Cumulative Grade Point Average (CGPA) is used to determine eligibility for admission and is based on all courses taken prior to applying for admission to a CHP program. Students seeking readmission will be considered "new" applicants to the program, and the CGPA will be calculated on all courses taken to date, including those taken in the CHP prior to the reapplication.

### 5.15 EVALUATION OF TRANSCRIPTS FOR TRANSFER

When Applying for a CHP Program: Only officially signed and sealed transcripts issued by another academic institution are accepted for evaluation by the College. A college transcript is official if mailed directly from the issuing institution or if hand-carried (or if mailed by the student) to the CHP Office of Admissions in a sealed institution envelope. The transcript must bear the college seal, date, and appropriate signature. If hand-carried (or if mailed by the student), a school seal, stamp, or signature must be on the back flap of the envelope. Transcripts should be mailed to the CHP Office of Admissions before the application deadline (varies by program). CHP Office of Admissions, 4301 West Markham Street, #619, Little Rock, Arkansas 72205. Transcripts are evaluated for:

1. Course subject and content equivalency to the department requirements.
2. Grade point acceptability per credit. Only courses in which a grade of C (2.0 on a 4.0 scale) or higher was earned are accepted in transfer.
3. Course content equivalency to degree requirements. Only courses that count toward the total credits for a degree at the institution offering the courses will be accepted in transfer ("remedial" and "developmental" courses are not acceptable). No more than one course in the following group will

be accepted in transfer to meet degree requirements: band, studio, physical education, military science, English as a second language (ESL), manual skills.

4. Accreditation of institution. Transfer credit is granted only for course work completed at a regionally accredited institution of higher education.

Upon request, an appropriate catalog for the years covered by a transcript must be submitted before evaluation can take place. Applicants who have attended another college on the UAMS campus, but did not graduate, must submit a letter from the College stating the reason(s) for withdrawal from the College. The letter will be reviewed as part of the application.

Once Enrolled in a CHP Program: Students must initiate the review of transfer credit by, 1) utilizing the Transfer Credit Approval Form located on the website of the Office of the University Registrar (OUR at <http://registrar.uams.edu/our-forms/>); 2) obtaining all signatures required on the form; 3) forwarding official transcript(s) from the institution in which you are seeking approval to the OUR; and 4) submitting the completed approval form to the OUR.

Office of the University Registrar at: 4301 W. Markham, #767 Little Rock, AR 72205 or by fax (501-526-3220) or by email ([registrar@uams.edu](mailto:registrar@uams.edu)). After your form and Official Transcript(s) have been processed, transfer credit will be placed on your student record in GUS. Please do not assume all the documents have been received and processed. You may email [registrar@uams.edu](mailto:registrar@uams.edu) to check the status.

### **5.15.1 Credit for Online Science Courses**

Most programs in the College of Health Professions do not accept online versions of science courses for transfer credit. Refer to each program's prerequisites section in this catalog or contact the program for more detailed information.

## **5.16 CREDIT FOR MILITARY TRAINING**

A student who has been in active military service may submit a copy of his/her separation notice for possible award of credit for satisfactory completion of course work taken as part of military training that is relevant to the program of application. Transfer credit is granted only for course work completed through a regionally accredited institution of higher education.

## **5.17 ADVANCED STANDING**

While atypical, a department's admissions committee may recommend advanced placement upon consideration of an applicant's background and experience. Final approval is required from the Dean.

## **5.18 CREDIT BY EXAMINATION**

A maximum of 15 semester credits (SC) earned by examination may be applied to meet certificate and associate's degree program requirements. A maximum of 30 SC earned by examination may be applied to meet baccalaureate program requirements. The total semester credits established through credit by challenge examinations are limited to 25% of the total credits required for the specific certificate or degree.

### **5.18.1 Credit for Elective and Core Curriculum Requirements**

With departmental approval, credits established by examination appearing on an official transcript of a regionally accredited college or university may be transferred to fulfill elective and core curriculum. CHP programs may choose to limit the type of courses eligible for credit by examination. For example, some programs may not accept examination credit for laboratory science courses. Applicants are encouraged to contact the program of desired enrollment for confirmation. The College does not award CLEP credit but will consider credit that has been awarded by another regionally accredited institution; therefore, CLEP credit must appear on the applicant/student's official transcript from the institution awarding the credit.

### **5.18.2 Credit for Professional Program Requirements**

A student who is enrolled in or admitted to a department in the College may establish professional credit by challenge examination in courses approved by the department and the Associate Dean for Academic Affairs. Such credit will be limited to a maximum of 25% of the total professional credits required for the specific certificate or degree. A fee of one-half of the SC registration fee (tuition) will be charged for courses

challenged by examination. When credits are earned by challenge examination, "CR" will be entered into the student record. This credit will not be used in computing GPA or CGPA. Note: Professional credits may not be established by College Level Examination Program (CLEP) or correspondence credit.



## SECTION 6.0 - ACADEMIC INFORMATION

### 6.1 REGISTRATION

Formal admission by the department/college as well as completion of registration in accordance with instructions issued by the Office of the University Registrar is a prerequisite to class attendance. Registration without instructor authorization and approval of the associate dean for academic affairs is not permitted after the fifth day of classes. A student is not considered registered until the appropriate forms have been filed with the CHP Office of Admissions and payment or special arrangements regarding tuition and fees have been made with the UAMS Bursar's Office.

#### 6.1.1 Change of Name/Address

Students who need to change their names on their student records must complete a CHP Name or Address Change Form and return it to the Office of the University Registrar within ten (10) days of the change. The form can be accessed at <http://registrar.uams.edu/our-forms/>

A name change request must be accompanied by the following documentation:

1. Marriage License
2. Social Security Card showing your updated name

The completed forms can be submitted to the Office of the University Registrar by one of the following ways:

- By Mail: 4301 West Markham, Slot #767, Little Rock, AR 72205
- By Fax: (501) 526-3220
- By Email: [Registrar@uams.edu](mailto:Registrar@uams.edu)
- In Person: CHP Building #2 (Behind the Student Center and the Admin West Building)

The name/address change request form is only used to update your student records. Individuals who need to update their email addresses should contact the IT Department at 686-8555. Student ID Badges will be issued by the Creative Services. Visit the [Creative Services website](#) for more information.

#### 6.1.2 Concurrent Enrollment

Concurrent enrollment at more than one campus is permitted under certain circumstances. Applicable fees must be paid to each campus, and there is no cap on tuition when combining campus fees.

#### 6.1.3 State Authorization of Distance Education and Clinical Placement

Students enrolling in a distance education program who are not residing in Arkansas as well as students who are going to a state other than Arkansas for clinical experience must have prior approval from that state's higher education agency. Federal Program Integrity Standards require UAMS to gain this approval. Fortunately, Arkansas, along with many other states, has joined the State Authorization Reciprocity Agreement (SARA). Member of the SARA provide automatic approval to other member states to "operate" in that state. More information on state authorization for distance education to include out-of-state clinical placement of students can be found at <http://academicaffairs.uams.edu/state-authorization-of-distance-education/>.

#### 6.1.4 Auditing a Course

When a student audits a course, s/he must register, pay the appropriate fees, and be admitted to class on a space available basis. Instructors will notify students of the requirements for receiving the mark of "AU" for audited courses. If the student is not satisfying the requirements specified by the instructor, the instructor or Associate Dean for Academic Affairs may drop a student from the course being audited. The student will be notified if this action is taken.

The only successful grade or mark which may be given is "AU" and no course credit will be awarded. Courses completed with grades of "AU" are not counted toward completion of degree requirements.

The cost for auditing is the same as taking classes for semester credit. The last day to change from audit to credit is the fifth (5<sup>th</sup>) calendar day of classes. Changing from credit to audit must be done during the first one-half of the course and with the approval of the chairman of the department. Changing from credit to audit may affect the student's eligibility to receive financial aid or the amount of the financial aid awarded. Students will be responsible for the return of any financial aid due as a result of the change from credit to audit.

## **6.2 COURSE ENROLLMENT**

### **6.2.1 Credit Hours**

The standard unit of measurement for course work is the semester credit. One semester credit hour is equal to 750–800 minutes of classroom instruction (lecture or seminar), 2250–2400 minutes of laboratory instruction, or 3750–4000 minutes of clinical instruction.

### **6.2.2 Classification of Courses**

A four-character subject code is used to identify the academic program. A four-digit numbering system is used to classify each course. The first digit indicates level or professional program: 1 for freshman; 2 for sophomore; 3 for junior; 4 for senior; 5 for Master's level/Professional Programs: Physician Assistant, Physical Therapy, Genetic Counseling, Communication Sciences & Disorders –M.S. degree, and Audiology; and 6 for Doctoral level. The second digit may indicate year in the program that the course is traditionally taken if enrolled full time. The third and fourth digits are assigned by the department to identify specific courses.

### **6.2.3 Course Load**

CHP Academic Affairs Policy #01.00.04 (revised 11/08/2017)

The maximum load is 20 semester credits for the fall or spring semester, and a total of sixteen (16) SC for the summer sessions. To take a course load exceeding the maximum, approval by the department chairman is required. Students may enroll for classes on other campuses in the University of Arkansas system as a part of their normal course load, but such concurrent enrollment must be approved by the appropriate CHP department chairman prior to registration.

Students receiving financial aid through student loans, grants, scholarships, or Department of Veterans Affairs benefits are required to maintain specified course loads to continue eligibility for aid.

### **6.2.4 Adding/Dropping a Course**

CHP Academic Affairs Policy #01.00.06 (revised 11/08/2017)

Students have until the close of the announced registration period to add or drop courses for the subsequent semester without penalty. A student may add courses, if approved by the course instructor and the student's faculty advisor/department chairman, within ten working days after the official first day of the semester.

A student may drop a class using the appropriate form with the required signatures until the fifth day of class. No notation will appear on the transcript concerning the deletion of a course. Refund of tuition and fees will be based on the schedule established in UAMS Academic Affairs Policy 3.1.5. .

Students who withdraw by the established date on the College of Health Professions Academic Calendar will receive a "W" (withdraw); those who withdraw after the established date for a "W" mark will receive either a "WP" (withdraw passing) or "WF" (withdraw failing). The deadlines for course withdrawals are five working days before the end of the semester. A mark of "WF" is averaged into the GPA as a grade of "F." A mark of "WP" is not averaged into the GPA.

The appropriate form for the adding and dropping of courses may be obtained from the Office of the University Registrar.

### **6.2.5 Class Attendance/Engagement**

Students are expected to actively engage in their education by attending and/or participating in class activities (face-to-face or at a distance). Faculty is expected to monitor their students' active participation. It is the responsibility of the faculty to report any student who has not attended or actively participated in learning activities for a period of one week to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will attempt to contact the student to learn the reason for his/her lack of participation. If a satisfactory reason is not presented and the student does not actively engage in learning activities in the class(s) in a one-week period, the Registrar will be notified, and the student will be administratively dropped from the class/es. If all classes are dropped, the student is administratively withdrawn from the CHP program.

## 6.2.6 Repeating a Course

When a course is repeated, the grade earned in the repeated course is used to assess the student's fulfillment of the academic plan. Though all enrollments, original and repeated, will be shown on the student's transcript, only the grade in the repeated course (even if it is lower than the first) will be used to calculate the cumulative grade point average course in the college.

## 6.2.7 Withdrawal from a CHP Program

To formally withdraw from an academic program, a student must complete an add/drop/withdraw form. If the student does not formally withdraw, a grade of "F" will be assigned in all courses in which the student has not completed all requirements and Office of the University Registrar will withhold the student's transcript.

For students who receive student loans, if you withdraw/separate prior to completing the enrollment period, a Title IV Return of Funds will be processed. Based on federal regulations, funds will be returned to your lender if you terminate prior to the end of the enrollment period. You will be billed for the amount UAMS returns to your lender on your behalf. Students are highly encouraged to consult UAMS Financial Services located on the first floor of the Administration West Building or call (501) 686-6128 for more information.

The appropriate forms for withdrawing from the University may be obtained from the Office of the University Registrar. <http://registrar.uams.edu/our-forms/>

## 6.2.8 Campus Clearance

Students who are graduating, withdrawing, or have been dismissed from the College are expected to clear campus immediately. Students will be notified by the Office of the University Registrar regarding clearance steps and requirements. Grades, transcripts, and diplomas will be withheld until campus clearance is completed. Upon clearance, the student's photo ID badge must be turn into the Office of the University Registrar.

The Campus Clearance Form may be obtained from the Office of the University Registrar. <http://registrar.uams.edu/our-forms/>

## 6.3 GRADES AND MARKS

### 6.3.1 Grades

Final course grades are recorded and preserved in the Office of the University Registrar. The following grades and grade point (GP) values are used in the College:

Grade	Denotation	GP
A	Outstanding	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0

The grade of "A" is given for superior achievement to excellent scholars. "B" represents above average achievement. "C" represents average achievement. "D" (poor achievement) is considered the minimum passing grade; while academic credit is awarded for a D grade, some CHP departments (see departmental policies) do not accept D grades for progression into subsequent semesters. (Note that a minimum of a 2.0 Cumulative Grade Point Average is required in order to qualify for graduation, and similar standards described in the following pages apply to progression as well. Departments reserve the right to establish higher standards.) The grade of "F" denotes failure and is given for unsatisfactory performance. No credit is earned for courses in which the grade of F is recorded.

**GPA:** Grade Point Average (GPA) refers to the average Grade Point (GP) value achieved in graded courses in a given semester. Only courses in which regular letter grades (see above) are earned are used in GPA calculations. To calculate the GPA for a semester, the number of grade points for each letter grade earned is multiplied by the number of credit hours for that course, and the products are summed for all graded courses

in the given semester. This sum of weighted grade points is then divided by the total number of graded credit hours for which the student was registered, and the subsequent quotient is the GPA.

**CGPA:** Cumulative Grade Point Average (CGPA) refers to the average Grade Point (GP) value achieved in all graded courses appearing on the CHP transcript. Only courses in which regular letter grades (see above) are earned are used in CGPA calculations. CGPA is calculated similarly to the calculation of GPA (above), except that all graded courses on the transcript are used in the calculation.

**PGPA:** Program Grade Point Average (PGPA) refers to the average Grade Point (GP) value achieved for the CHP courses taken in a given program. Only courses in which regular letter grades (see above) are earned are used in PGPA calculations. PGPA is calculated similarly to the calculation of GPA (see above) except that only graded courses taken in the program at UAMS/CHP are used in the calculation.

### 6.3.2 Marks

The following marks are used in the College:

<u>Mark</u>	<u>Denotation</u>	<u>Mark</u>	<u>Denotation</u>
I	Incomplete	U	Unsatisfactory
IP	In-Progress	P	Pass
AU	Audit	NP	No Pass
CR	Credit	FL	Failure
NC	No Credit	W	Withdrew
S	Satisfactory	WF	Withdrew Failing
		WP	Withdrew Passing

**A Mark of I:** A mark of "I" may be assigned to a student who has not completed all course requirements, but has demonstrated work of passing quality. It is the student's responsibility to arrange completion of the course requirements with the instructor. The "I" mark must be removed from the student's transcript by the last day of the semester subsequent to the scheduled completion of the course, or it is automatically replaced by the grade of "F." An extension of time past the last day of the semester subsequent to the scheduled completion of the course is permitted only in unusual circumstances and must be approved in advance by the course instructor and department chairman. Students who are members of military reserve or National Guard units who must arrange an "I" as a result of activation authorized by the President of the United States are governed by a separate policy (see Military Duty Policy in this catalog).

**Authorization for Progression with an Incomplete ("I") Grade in a Prerequisite Program Course:** If a student receives an incomplete ("I" grade) in a program prerequisite course, is subsequently allowed to enroll in the next semester of a program, fails to replace the "I" with a passing grade, and is administratively dismissed during the semester and not allowed to complete course work for that semester, the student may be responsible for repaying any or all financial aid received by the student for that semester. Consequently, for students who are receiving financial aid at the time of registration who also have a grade of "I" in a professional course from the previous semester that is a prerequisite to progression to subsequent course work, there will be three options:

1. The student may not be allowed to register for classes.
2. The chairman of the department in which the student's program resides may provide written authorization for the student to register for courses; however, he/she will be not be eligible to receive financial aid until the grade of "I" is converted to a grade of "C" or better. In this option, the student may be administratively withdrawn from the program at any time during the semester should he/she not meet the standards of progress for the pre-requisite course for which they received an "I" grade.
3. The department chairman may provide written authorization for the student to enroll and continue in the program and complete all required current semester course work. In this option, students will be eligible to receive the financial aid for which they have been approved, assuming they meet all other financial aid requirements. If, at the conclusion of the semester, the student has failed to convert the "I" to a grade of "C" or better, the student will not be allowed to continue in the program. Students will, however, receive grades earned for other course work that is completed during the semester. All other departmental and college policies regarding student progression remain in effect.

For all these options, permission to enroll in classes for the semester following the one in which an "I" grade was awarded must be based on a review by the chairman of the student's past academic performance, progress in the curriculum, amount of material and other requirements yet to be completed, and any special

circumstances regarding the student and the reason for the "I" grade (*e.g.*, illness, injury, death in the family). The option selected should reflect the chairman's conclusion that it is the one least likely to result in the repayment of the student's financial aid award, while recognizing the importance of upholding the academic standards and the rules and regulations of the university, college, and program as well as assisting the student in achieving his/her academic objectives to the extent possible consistent with the foregoing considerations.

**A Mark of IP:** For a course requiring more than one semester to complete and where evaluation of the student's performance is deferred until a subsequent semester, a mark of "IP" may be assigned for the initial semester (the student does not register for the course in question during subsequent semesters while completion of assignments is in progress). The "IP" mark will be replaced by the final course grade when the student completes all course requirements.

1. May be assigned only in a course officially designated for such a mark.
2. May persist on a student's transcript for no more than three consecutive semesters in a given course, including summer session.
3. Must be replaced by a letter grade on the student's transcript by the last day of the fourth consecutive semester or it will be automatically replaced by the grade of "F". [An extension of time to remove the mark of "IP" past the last day of the fourth semester for the course may occur only in unusual circumstances and must be approved in advance by the course instructor and department chairman].

**A Mark of AU:** The mark of "AU" (audit) denotes participation in a course for which no grades are assigned nor credit given. Students auditing a course pay full semester credit fees. Entry into an audited course and scoring of examinations while enrolled are at the discretion of the instructor. Neither grade points nor credits are assigned upon completion of audited course work.

**A Mark of CR:** The marks "CR" (credit) and "NC" (no credit) may be used in seminar and CHP elective courses. Performance in courses taken CR/NC is rated as credit (C or higher level work) or no credit (D or F level work). CR is also used in denoting successful challenge of a course by examination. Courses with marks of CR or NC are not computed in a student's CGPA.

**A Mark of S and U:** The marks "S" (satisfactory) and "U" (unsatisfactory) may be used in practicum and clinical courses. Courses offered only on a S/U basis are so designated in this Catalog. Performance in courses taken S/U is rated as satisfactory (C or higher level work) or unsatisfactory (D or F level work). A mark of U in a required course precludes progression to the next semester. Courses taken under the S/U option are not computed in a student's CGPA.

**A Mark of FL:** The mark of "FL" denotes failure and is given for unsatisfactory performance in a course graded as pass/fail.

**A Mark of W, WP, and WF:** The marks of "W," "WP," or "WF" will be assigned upon official withdrawal from a course. W is assigned up to the midpoint of a course. Afterwards, either WP (Withdrew Passing) or WF (Withdrew Failing) is assigned. A WF is averaged into the GPA as a grade of F. Five working days (one week) before the end of the semester, a grade of F is assigned when official withdrawal procedures have not been completed (for students who have not finished course requirements nor completed arrangements for assignment of a temporary mark of "I" for the course). Students who repeat a course will have only the last grade received used in computing GPA and CGPA. Students requiring additional information should contact the Office of the University Registrar.

### 6.3.3 Progression, Academic Probation, and Dismissal

CHP Academic Affairs Policy #01.00.10 (revised 04/17/2017)

For a student to progress from one semester to the next, including progression from one year to the next, each semester he/she must achieve a grade of "C" or higher in all courses designated by the respective program as prerequisite to progression to subsequent course work. In addition, students are required to maintain a program grade point average (PGPA) of at least 2.0 with the following stipulations (see section 6.11.4 of this catalog for specific GPA requirements for program completion):

1. A first semester student who meets the specific course grade(s) and other program requirements, but has not achieved a PGPA of 2.0 for all courses taken in the first semester of enrollment, will be allowed to progress on academic probation to the second semester. Since a student cannot be on probation for two consecutive semesters, a student on probation because of insufficient PGPA at the

end of the first semester must raise his/her PGPA to at least 2.0 by the end of the next (probationary) semester in order to remain in the program. Students failing to do so will be dismissed from the college.

2. For a student who is in the second or subsequent semester of a program to continue to progress, he/she must maintain a PGPA of not less than 2.0 for all courses taken since entering the program, including both professional and concurrent courses. These students, therefore, are not eligible for probation if their PGPA falls below 2.0. Students who fail to meet this requirement will be dismissed from the college.

Departments reserve the right to impose more stringent requirements beyond these minimal provisions for the College as a whole. Students who fail to meet departmental regulations pertaining to academic standing will be placed on academic probation or dismissed and are subject to the policies regarding progression within their respective departments to regain or retain student status.

### **6.3.4 Denial of Entry into Clinical Phases**

A grade of C or higher is required for designated courses which are prerequisites to subsequent clinical course work. Students failing to achieve this requirement may be denied entry into subsequent course work.

### **6.3.5 Clinical Probation and Dismissal**

Since patient well-being is a major concern of the University, action will be taken when a student's clinical practice poses a potential threat to patient health, welfare, or safety. Students, therefore, are subject to the program's specific regulations governing clinical practice and may be placed on clinical probation by the department and/or dismissed from the College for unsatisfactory clinical behavior as defined by his/her program. The specific regulations are contained in the CHP Conduct and Discipline Policy, the respective CHP program handbook, and/or the clinical course syllabi distributed to students prior to their entering the clinical area.

## **6.4 DEGREE TIME LIMIT**

Degree Time Limits

CHP Academic Affairs Policy # 01.16.01 (9/22/16)

Students admitted to College of Health Professions programs must complete certificate and degree requirements in a timely manner to assure that they are competent according to contemporary standards of scientific knowledge and clinical practice. The purpose of this policy is to establish time limits for degree plans and procedures for extending time limits in extenuating circumstances. This policy applies to students enrolled in any full-time and part-time certificate and degree program offered by the College of Health Professions.

Students admitted to College of Health Professions' certificate and degree programs must complete the program within two (2) years beyond the published time to degree for the programs. The time limit includes time spent on an approved leave of absence, on suspension imposed by the faculty, or time not actively enrolled in courses.

Students may apply for one one-year extension of the degree time limit in extenuating circumstances by submitting a degree time limit extension request to the director of the student's certificate or degree program. The director will review the request and submit a recommendation to the associate dean for academic affairs who will decide whether to grant the extension and, if an extension is granted, whether conditions may apply. The associate dean for academic affairs will notify the student and the program director of the decision. A time limit extension expires one year from the date of the original time limit. No additional extensions will be granted.

Students approaching the certificate or degree time limit will be notified by the Office of the Dean at least one year in advance of the limit that they must complete certificate or degree by the date of the time limit expiration. A copy of the notification will be sent to the program director.

Students who do not complete program requirements within the time limit or are not granted an extension will be administratively withdrawn from the program. They may re-apply for admission to the program and, if re-admitted, will adhere to the current degree plan and time limit that applies to the plan.

Degree / Certificate	CHP Program	Time to Degree (years)*	Degree Time Limit
A.S.	Dental Hygiene	2	4
A.S.	Health Information Technology	3	5
A.S.	Medical Radiography	2	4
B.S.	Cardio-Respiratory Care – full-time	3	5
	Cardio-Respiratory Care – part-time	2	4
	Cardio-Respiratory Care – Degree Completion	3	4.5
B.S.	Cytotechnology	1	3
B.S.	Dental Hygiene	2	4
B.S. Degree Comp	Dental Hygiene	1	2
B.S.	Diagnostic Medical Sonography	2	4
	Diagnostic Medical Sonography – Degree Completion	2	5
B.S.	Emergency Medical Sciences	2	4
B.S.	Health Information Administration – part-time	3	5
B.S.	Medical Laboratory Sciences – full-time	1.5	3.5
	Medical Laboratory Sciences – part-time	2.5	4.5
	MLT-to-MLS degree completion – full-time	1.5	3.5
	MLT-to-MLS degree completion – part-time	2.5	4.5
B.S.	Nuclear Medicine Imaging Sciences	1	3
B.S.	Ophthalmic Medical Technology	2	4
B.S.	Radiologic Imaging Sciences	2	4
B.S. Degree Comp	Radiologic Imaging Sciences	1.5	3
Post-Bac Cert	Auditory-based Intervention	2	4
Post-Bac Cert	Dietetics Internship	12 months	15 months
M.P.A.S.	Physician Assistant Studies	2.5	4.5
M.S.	Communication Sciences and Disorders	2	4
M.S.	Genetic Counseling	2	4
AuD	Audiology	4	6
D.P.T.	Physical Therapy	3	5

## 6.5 DEAN'S LIST

Dean's list is the official medium for the college to recognize outstanding academic achievement by undergraduate students. Letters are sent out every fall, spring, and summer semester once grades are posted in the Office of the University Registrar. To be eligible, a student must have completed a minimum of 12 letter-graded semester credits, achieved a minimum GPA of 3.70 for the semester, and maintained a cumulative program GPA of at least 3.50. For the purpose of determining the dean's list, the GPA is not rounded. A student who receives a mark of incomplete (I) or in progress (IP) will not be eligible for the dean's list for the semester in which the I or IP was received. Dean's list only applies to undergraduate programs.

## 6.6 LEAVE OF ABSENCE

CHP Student Affairs Policy # 02.00.01(revised 05/17/2016)

### Policy:

The Leave of Absence Policy exists to bring some standardization to the process of requesting an extended leave of absence in the College. Some programs within CHP also have a Leave of Absence policy. Should there be a difference between the CHP Leave of Absence Policy and that of the program, the program policy takes precedence.

With approval of the student's program director and the associate dean for academic affairs, a student may take a Leave of Absence for non-academic reasons such as family care, serious illness or accident, or other extenuating reasons. A Leave of Absence may be granted for up to one year to students in good academic

standing. The Leave of Absence offers the student the opportunity to leave school temporarily with the assurance that studies can be resumed with minimal administrative difficulty.

#### **Procedure:**

To initiate a Leave of Absence, the student must (1) discuss his/her plans with the program director and (2) then make a formal request in writing (see Request for Leave of Absence form) to the associate dean for academic affairs. The formal request must include a plan by the program director or department chair to integrate the student into the program upon completion of the leave and verification that the student is currently in good academic standing. The associate dean will approve or deny the leave request and communicate the outcome in writing to the student and program director or department chair. If the student is not satisfied with the decision of the associate dean, he/she may appeal to the dean of the college within five working days of being informed of the associate dean's decision. The appeal must be in writing and state the rationale for reconsideration.

If a student is granted a Leave of Absence before the end of a semester, a grade of I (Incomplete) may be recorded for each course that has not been completed, on the condition that the student is in good academic standing in the course at the time of the Leave of Absence, i.e., the student's grade in each course is satisfactory by the program's published standards. The student is required to complete requirements for these courses under conditions prescribed by the program director or department chair.

A student must inform the program director or department chairman in writing of his/her intention to return by the program application deadline to assure clinical space for the returning student.

Students on Leave of Absence are not eligible for student health services including visits to the Wellness Center. They do, however, retain access to their UAMS Internet account.

A Leave of Absence does not automatically override a program requirement to complete the degree within a required period of time. However, the program director or department chair may take the Leave of Absence into consideration if extension is requested. Financial obligations to the University for past periods of enrollment are not waived by a leave of absence. Certain regulations exist with regard to the financial impact of a leave of absence. Anyone contemplating a leave is advised to look into the regulations and discuss them with personnel in Student Financial Services. The Leave Request Form is available on the [CHP website](#).

## **6.7 DISABILITY ACCOMMODATIONS**

Student Request for Special Accommodations  
UAMS Academic Affairs Policy # 2.2.5 (revised 6/16/17)

Purpose: UAMS is subject to the requirements of Section 504 of the Rehabilitation Act of 1973, which states: "No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." Additionally, UAMS is subject to the requirements of the American with Disabilities Act (ADA), Title II, Subpart B, as amended September 15, 2010, which states: "No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity." UAMS recognizes its obligations under Section 504 and the ADA, as amended. In addition, UAMS embraces the philosophy of inclusion and consistent with its overall vision, mission, and core values, strives to reflect diversity in its staff, faculty and student body. Inherent to this philosophy is the belief that all students, including those with disabilities, are entitled to equal and appropriate access in the educational experience and a welcoming and supportive environment for learning. The purpose of this policy is to define the process students should follow if accommodations in an academic setting are needed due to a disability.

Scope: This policy applies to all academic programs, facilities, housing, co-curricular and extra-curricular activities that affect students in all UAMS colleges and the Graduate School. The ADA/Title IX Coordinator (Coordinator) is granted authority on behalf of all UAMS colleges and the Graduate School to serve as the central point of contact for students seeking accommodations.

Definitions: Auxiliary aids: services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities (34 C.F.R. § 104.44) Disability: a physical or mental condition that substantially limits one or more of the major life



activities; a record of such a condition, or the individual is regarded as having such a condition (34 C.F.R. § 104.3) Qualified individual: a student with a disability who, with or without reasonable accommodation, meets the same eligibility requirements, academic, and technical standards required for admission or participation in UAMS educational programs or activities (34 C.F.R. § 104.3) Reasonable accommodation: a modification of rules, policies, or practices; adjustments to environments or facilities, or the provision of auxiliary aids and services which do not result in undue financial hardship or administrative burden. Accommodations that pose a threat to the health, safety and/or comfort of patients or others; or result in a fundamental alteration of a program, technical, or professional standard are not considered reasonable. Temporary condition: a change in a person's physical, mental, or emotional condition that is of limited duration; and significantly impacts one's ability to access educational programs, activities, or facilities. Temporary conditions do not rise to the level of disability in that they are expected to resolve within a predictable period of time. Examples of temporary conditions include, but are not limited to: broken limbs or other bodily injuries, short-term illness such as the flu, or medical complications due to pregnancy.

Documentation requirements: The rationale for seeking documentation about a student's condition is to support the Coordinator in establishing that a disability or temporary condition exists, understanding how the disability or condition impacts the student, and making informed decisions about accommodations. The evidence of disability or temporary impairment and the need for a specific accommodation should be logically connected. Interim accommodations may be granted for apparent disabilities/conditions pending the receipt of formal documentation. Documentation should not be so dated that it no longer reflects the student's current level of functioning. Students should be aware that documentation requirements for standardized testing administered by third parties may vary significantly from UAMS requirements. Therefore, the provision of accommodations in the academic setting should not be construed as a guarantee of accommodations on a standardized test administered by a third party. Students are responsible for understanding and following all policies or procedures related to those tests. Student records of disability and documentation are educational records and protected under the Family Educational Rights and Privacy Act. The ADA/TIX Office will hold confidential personally identifiable health information.

Procedure: The accommodation process begins when a student identifies themselves to their instructor or to the Coordinator as an individual with a disability and asks for assistance. If the instructor recognizes that the structure of the course presents a barrier to equal access, the student should be referred to the Coordinator for consultation and assistance. The student should complete and submit a Student Request for Accommodation form to the ADA/TIX Office. Students are encouraged to submit their requests prior to the beginning of the academic year/semester as accommodations are not retroactive. The university will make reasonable efforts to consider and accommodate late requests, however fewer options may be available once the semester or rotation is underway. Upon receipt of the accommodation request, the Coordinator will: 1. Conduct a preliminary review of the request and any associated documentation 2. Make an initial determination of disability 3. Meet with the student in order to fully identify barriers in the student's learning environment and discuss potential accommodations 4. Develop a proposed accommodation plan The Coordinator will then notify the appropriate Associate Dean (AD) of the request and through consultation/collaboration with the AD, as well as any other appropriate faculty and or staff members with a legitimate need to know of the student's condition or disability, make a final determination regarding reasonable accommodations. The Coordinator will prepare and provide a written notice of the formal accommodation plan to the student and AD. Upon receipt of the accommodation plan, the AD will ensure faculty members responsible for implementation of the approved accommodations are notified in a prompt manner of the accommodations and understand their responsibility to implement the approved adjustments. Faculty members expressing concerns with the reasonableness of the approved accommodations should immediately contact their AD and the Coordinator. Accommodations should be implemented pending further review by the Coordinator and the appropriate AD regarding the reasonableness of the approved accommodations.

Approved accommodations: Approved accommodations will be valid until the student completes the degree program or until the student notifies the Coordinator that the accommodation is no longer necessary. Short-term, temporary accommodations will be valid for a specific duration as documented in the notification letter. Students may seek additional accommodations or request a modification to an existing accommodation at any point in time. If a requested accommodation cannot be approved, every effort will be made to implement an alternate adjustment that will provide the student with equal access. The rationale for denied accommodations will be formally documented and provided to the student. Students may request reconsideration of denied accommodations by submitting an additional request accompanied by new substantive supporting documentation.

Notice of non-discrimination: UAMS Academic Affairs Policy, 2.1.3, Non-Discrimination Statement, prohibits members of the University community from committing or condoning acts of bigotry, racism or discrimination. Furthermore, the University prohibits discrimination on the basis of race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation with respect to all aspects of the student experience, including but not limited to, acceptance and admission, enrollment, financial aid, and access to student resources and support.

Grievance procedure: Any student who believes they have been subjected to discrimination on the basis of disability or has been denied access or accommodations required by law, has the right to file a grievance in accordance with Academic Affairs Policy 2.2.1, Grievance Procedure for Students Alleging Discrimination. Generally, the following concerns may be addressed under the procedure: 1. Disagreements or denials regarding requested services, accommodations, or modification to University practices or requirements; 2. Alleged lack of access to a University facility, program or activity; 3. Alleged harassment or discrimination on the basis of a disability; and 4. Any other alleged violations of the ADA/Title IX and/or Section 504. Although students are encouraged to attempt to resolve complaints pertaining to disabilities by using this grievance procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR): Office for Civil Rights, Dallas Office U.S. Department of Education 1999 Bryan St., Suite 1620 Dallas, TX 75201-6810 Telephone: 214-661-6900 UAMS Academic Affairs

## **6.8 VERIFICATION OF STUDENT IDENTITY IN DISTANCE EDUCATION**

To ensure that the College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in distance learning, all credit-bearing courses and programs offered through distance learning methods verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. To achieve this end, one or more of the following methods are used:

- A. A secure login and pass code;
- B. Proctored examinations; and/or
- C. New or emerging technologies and practices that are effective in verifying student identification.

All users of the university's learning management systems are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. Access credentials are not to be shared or given to anyone other than the user to whom they were assigned to for any reason. Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent UAMS Confidentiality Agreement. Failure to read university or college guidelines, requirements and regulations will not exempt users from responsibility.

## **6.9 TRANSCRIPTS**

### **6.9.1 Requests for Transcripts**

An electronic transcript request form is available through the Office of the University Registrar [website](#). Requests for transcripts can also be submitted to the Office of the University Registrar between 8:00 AM – 4:30 PM, CHP Building 2, or sent to the Office through mail or by fax. The mailing address and fax number are on the form. UAMS charges a \$10 transcript fee per official transcript issued. Unofficial transcripts are available free of charge. Transcript requests are generally processed within 3-5 business days of payment processing by the Bursar's Office.

### **6.9.2 Withholding of Grades and Transcripts**

The Office of the University Registrar is authorized to withhold grades and transcripts and/or refuse registration to any student or former student who does not:

- return medical, laboratory, library, or other University property entrusted to his or her care
- pay any fees, tuition, room and board charges, fines or other charges assessed against him or her by a University official or by the campus judicial system, or
- officially clear campus prior to graduation.

## 6.10 GRADUATION

Degrees are awarded by the University on designated dates each Fall (December), Spring (May) and Summer (August). Students must complete an application for graduation with the Office of the University Registrar. Students anticipating graduating at the conclusion of the Spring or Summer semester must complete the application prior to the beginning of Spring semester. Students anticipating graduating at the completion of Fall semester must complete the application prior to the beginning of that semester. The graduation fee will be included in the regular student fees charged for that semester.

All transcripts should be forwarded to the Office of the University Registrar prior to the end of the semester in which the student is scheduled to graduate. Official transcripts must be received in envelopes sealed by the issuing institution. All UAMS accounts must be paid in full. At the conclusion of the semester in which degree/ certificate requirements are completed, the student must complete a campus clearance form and return his/her student ID badge to the Office of the University Registrar. Failure to do so will result in withholding of grades, transcripts, and diploma.

The application for graduation and campus clearance forms can be obtained at the Office of the University Registrar's website <http://registrar.uams.edu/our-forms/>.

### 6.10.1 Commencement Ceremony

UAMS holds one commencement ceremony in May. Prior Fall semester graduates, Spring semester graduates, and prospective Summer semester graduates are eligible to participate in the May commencement ceremony each year. Students must complete by the end of Spring semester all degree or certificate requirements, except for professional (*i.e.*, CHP) courses that will be taken in the following summer session, in order to be eligible to participate in Commencement as a candidate for that degree or certificate. An application for graduation must be completed to participate in the Commencement Ceremony.

The application for graduation can be obtained at the office of the university registrar's website <http://registrar.uams.edu/our-forms/>. Information about the UAMS Commencement Ceremony can be found at <http://commencement.uams.edu/>.

### 6.10.2 Regalia for Commencement and Hooding Ceremonies

Students participating in commencement and/or graduate Hooding Ceremonies will need to order regalia. The University provides all students full regalia for graduation and commencement ceremonies. Orders for regalia for students are collected by the Office of the University Registrar. Students are issued the class keeper caps and gowns — and hoods, if applicable, which the student may keep after the commencement ceremony. More information about ordering regalia and the UAMS Commencement Ceremony can be found at <http://commencement.uams.edu/>.

### 6.10.3 Graduation Honors

Students whose program grade point averages (PGPA) are 3.50 or higher will graduate with honors from the CHP. Those students whose PGPA's are 3.70 or higher will graduate with high honors. For the purpose of determining graduation honors, the GPA is not rounded. The PGPA is computed after the end of the preceding fall semester for students likely to be eligible to participate in the following May Commencement (for listing honors recipients in the Commencement Program) and again at the end of each student's academic program (completion of all requirements for the degree). If the PGPA falls below the requisite level for honors after computation for May Commencement, or if the PGPA subsequently rises to the honors level, the student's final program PGPA will be used to determine eligibility for honors or high honors. This means it is possible a student will be listed in the Commencement Program as receiving honors (due to the submission time for program listings), but will not actually be eligible by the time Commencement occurs, or, that a student eligible for honors at Commencement will not be listed because the requisite PGPA level was not reached until the end of spring or summer semester. To insure students who earn honors will be so notified and appropriately recognized in their records, students will be notified by mail at the end of their academic program if they have earned honors or high honors, and their final transcripts will list these awards.

## 6.11 CERTIFICATE AND DEGREE REQUIREMENTS

### 6.11.1 Prerequisite and Program Course Requirements

Students enrolled in certificate or degree programs must complete prerequisite, program, and university IPE components in order to graduate. Course work required as a prerequisite for admission, varies by program but is a required program component for most certificate and degree programs. Students should consult the individual program section of the CHP catalog for specific program information.

Course work required as part of each student's program area or area of specialization, also varies by program. For certificate, associate's, and bachelor's degree programs, students must complete at least 32 semester credits (SC) of professional course work in residence in the College.

### 6.11.2 Interprofessional Education Curriculum Requirement

The UAMS mission is to improve the health and health care of Arkansans. Central to that mission is the education of future health professionals. All five UAMS Colleges and the Graduate School have incorporated a longitudinal interprofessional education (IPE) curriculum focused on producing health professionals who practice collaboratively with other health care disciplines. Through interprofessional collaborative practice, the "triple aim" can be achieved: improvement of the patient care experience, improvement of population health, and reduction in the cost of care. The goals of the IPE curriculum are:

1. To improve knowledge, skills, and attitudes necessary for UAMS graduates to contribute toward improving the patient care experience, improving the health of the population, and decreasing the cost of care through a longitudinal interprofessional education and collaborative practice curricular model.
2. To create a patient and family-centered collaborative practice workforce prepared to impact health related outcomes.
3. To create and dynamically adapt the content of the triple aim curriculum to focus upon and address the local and regional social determinants of health impacting the State of Arkansas.
4. To participate in a triple aim curriculum graduation expectation that contributes directly toward the institutional mission within the realms of education, clinical practice, and research.
5. To meet and exceed compliance with relevant professional and accreditation standards.

Completion of a 3-phase "Triple Aim Curriculum" is a graduation requirement for UAMS students entering after spring semester 2015. The 3-phases:

1. EXPOSE novice learners to the concepts necessary to improve the patient care experience, improve the health of the population, and decrease the cost of care.
2. IMMERSE intermediate learners in activities necessary to demonstrate how to improve the patient care experience, improve the health of the population, and decrease the cost of care.
3. Advanced learners demonstrate COMPETENCE in the concepts necessary to contribute toward improving the patient care experience and improving the health of the population, while practicing cost-effective care.

The website for the UAMS Office of IPE is located at: <http://ipe.uams.edu/>

### 6.11.3 State Core Curriculum

Students enrolled in Associate's and Bachelor's degree programs must fulfill state minimum core curriculum requirements for graduation in addition to prerequisite and program requirements. In general, the 35 semester credit core curriculum is listed below. Programs may have specific course requirements for these core requirements. Please check the program curriculum for specific courses or contact the CHP Office of Admissions at (501) 686-5730, if you have questions. Some of the courses required as part of the core curriculum may also fulfill the prerequisite course requirement.

<u>Subject</u>	<u>Semester Credits</u>	
<u>English/Communication</u>		
English Composition	6	
Speech Communication	0-3*	- An extra 3 SC of Fine Arts/Humanities may be taken in lieu of Speech Communication*
<u>Math</u>	3	- College algebra or higher level course
<u>Science</u>	8**	- Science courses must include laboratories.
<u>Fine Arts/Humanities</u>	6-9***	- Must be broad survey course(s)
<u>Social Sciences:</u>		
US History or Government	3	
Other Social Science	<u>6-9</u>	
TOTAL	35	

Under Arkansas law or regulations, no associate's or bachelor's degree may be granted without a three (3) SC course in American history or national government and a three (3) SC course in college algebra or higher level mathematics. It is strongly recommended that prospective students contact the program of their interest to determine the acceptability of all prerequisite and core curriculum courses before enrolling in them.

\*An extra 3 SC course in Fine Arts/Humanities may be taken in lieu of Speech Communication. If this is done, 9 SC of Fine Arts/Humanities will be required. For some programs, Speech Communication is required by their accrediting agency. See the prerequisites list in each program section of this catalog for information specific to that program.

\*\*Institutions may require students majoring in math, engineering, science, education, and health professions to take higher or specific science courses as a part of the State Minimum Core.

\*\*\*The Fine Arts requirement cannot be fulfilled with a studio course. Humanities requirements may be selected from the courses in the subject areas of philosophy, political science, literature and the humanities. The course in National Government, if selected to meet the US History/National Government requirement, cannot also be used to meet the Humanities requirement in Political Science. Acceptable courses in literature must be broad survey courses; world literature is especially recommended.

A grade of "C" or better is required for all Core Curriculum courses.

### 6.11.4 Requirements for Program Completion

Certificate Programs: Students enrolled in certificate programs must successfully complete approved prerequisite and program course work composed of at least 7-18 SC or 24-42 SC if 75% of course work is currently offered in an existing AS or BS program for undergraduate certificate programs and 12-18 SC for graduate certificate programs.

Associate's Degree: A minimum of 60 SC of approved prerequisite, program, and core curriculum requirements must be successfully completed in order for a student to be awarded an associate's degree.

Bachelor's Degree Programs: Students are required to complete successfully at least 120 SC of approved prerequisite, program, and core curriculum in order to be eligible for graduation in a bachelor's degree program in the College. In addition, at least 40 SC of the total must be taken from upper-level (*i.e.*, 3000 and 4000: junior and senior) courses.

Residency Requirement: No less than 30 credits must be completed in residence.

The above semester hour requirements for program completion are the College's minimum requirements and do not represent specific degrees. Individual programs may require additional semester credit hours.

**Minimum GPA:** A minimum GPA is required to earn each degree. Minimum GPAs vary by program. See the chart below or within each program's section of this catalog to see minimum GPA requirements by program.

<b>Program</b>	<b>Minimum GPA to Earn Degree*</b>
Audiology	3.0
Cardio-Respiratory Care	2.0
Communication Sciences and Disorders	3.0
Cytotechnology	2.0
Dental Hygiene	2.0
Diagnostic Medical Sonography	2.0
Dietetic Internship	3.0
Genetic Counseling	3.0
Health Information Technology/Administration	2.0
Medical Laboratory Sciences	2.0
Nuclear Medicine Imaging Sciences	2.0
Ophthalmic Medical Technology	2.0
Physical Therapy	3.0
Physician Assistant	2.5
Radiologic Imaging Sciences	2.0

\*Includes all coursework required for the degree (e.g.: 120 SC for BS programs)

### **6.11.5 Certification/Licensure/Registry Requirements**

Successful completion of a CHP program does not itself insure certification/ licensure/registry eligibility. Students are advised to become familiar with the discipline-specific requirements published by each certification/licensure/ registry agency.

# SECTION 7.0 - ACADEMIC POLICIES AND STANDARDS

## 7.1 NONCOGNITIVE PERFORMANCE STANDARDS

CHP Student Affairs Policy # 02.00.02 (revised 7/07/16)

Non-cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals.

Failure to comply with the requirements of any of the following standards or other policies in the College of Health Professions Catalog may result in a conference with the department chairman, dean, or designee, to discuss the difficulty. Should the problems warrant immediate action, the department chairman, dean, or designee, may recommend the student be placed on probation or dismissed from the College. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the College of Health Professions:

**Attentiveness:** The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

**Demeanor:** The student has a positive, open attitude towards peers, faculty, and others during the course of studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

**Maturity:** The student functions as a responsible, ethical, law-abiding adult.

**Cooperation:** The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health care team, giving and accepting freely in the interchange of information.

**Inquisitiveness:** The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

**Responsibility:** The student has performance in his/her chosen health professions program as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

**Authority:** The student shows appropriate respect for those placed in authority over him/her both within the University and in society.

**Personal Appearance:** The student's personal hygiene and dress reflect the standards expected of a professional health care provider.

**Communication:** The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

**Confidentiality:** The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. The student follows all directives of the UAMS Social Media Policy found in this catalog.

**Professional Role:** The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare provider.

**Judgment:** The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

**Civility:** The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student

demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability. The student follows all directives of the UAMS Social Media Policy found in this catalog.

**Moral Standards:** The student respects the rights and privacy of other individuals and does not violate the laws of our society.

**Ethics:** The student conducts self in compliance with one's professional code of ethics.

## 7.2 STUDENT ACADEMIC APPEAL PROCEDURES

CHP Academic Affairs Policy # 01.15.01 (revised 6/16/16)

The purpose of academic appeals is to provide students with an objective hearing of a wide range of issues related to the students' professional education. The appeal procedures below provide opportunities for students to request a review of recommendations and decisions made by the department faculty, submit information not previously available to the faculty, or suggest alternative remedies.

These procedures apply to circumstances and events related to the students' education programs, including academic issues and professional conduct or judgment. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters differ from these procedures and are addressed in a separate policy. Established college or program policies themselves cannot be appealed.

### APPEAL OF GRADES OR EVALUATIONS

The procedures below are followed in the College of Health Professions for appeal of academic matters including grades or other evaluations awarded for a course, assignment, project, examination, clinical procedure, clinical rotations, or other program-related performance including professional conduct and clinical judgment.

**Step 1: Meet with the Course Instructor** – Before initiating an appeal, the student must contact the course instructor to discuss the academic matter or grade within 2 business days of the occurrence. "Occurrence" is the notification of a student's grade or performance evaluation.

**Step 2: Appeal to the Department Chair or Program Director** – If the matter is not resolved with the course instructor, the student may appeal in writing to the department chair or director of the program in which the student is enrolled within 2 business days following the meeting with the course instructor. If the instructor is the department chair, the student may appeal directly to the dean (Step 4, below). The written appeal should include:

1. Student's name
2. Nature of the occurrence
3. Date of the occurrence
4. Name of the course instructor(s) involved
5. Summary of the student's meeting with the course instructor, including date, time, and outcomes
6. Student's rationale for the appeal

Simultaneously with the submission of the appeal, the student is responsible for setting an appointment with the department chair or program director to discuss the appeal. This meeting should occur as soon as feasible.

**Step 3: Meet with the Department Chair or Program Director** – In preparation for meeting with the student, responsibilities of the department chair or program director include:

1. Investigating the facts and examining the evidence
2. Meeting with the course instructor(s) and student to clarify areas of dispute
3. Mediating a mutually-acceptable resolution, if possible
4. Documenting, in writing, actions taken to seek resolution

The department chair or program director will notify the student and course instructor in writing of her/his decision within 2 business days following the final meeting with concerned parties.



**Step 4: Appeal to the Dean**<sup>1</sup> – If a mutually acceptable resolution is not achieved, or if the student wishes to appeal the decision of the department chair or program director, the student may submit a written request to the dean to review the merits of the student’s appeal. The request must be submitted within 2 business days of the department chair’s or program director’s notification. The dean will review the student’s appeal and the information and may solicit other information deemed appropriate for resolving the matter. The dean will inform the student and the department chair or program director in writing of the dean’s decision within 2 business days following the final meeting with concerned parties. The decision of the dean will be final and may not be appealed.

*Note: Timeframes in the appeal procedures are recommended intervals and may be modified as a result of weekends, holidays, vacation periods, and other circumstances.*

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## APPEAL OF PROGRAM-RELATED PENALTIES

At times, the faculty may judge that it is in the best interest of the student, patients, education program, or public to recommend that penalties be assessed against a student. Such penalties may include probation, suspension, dismissal, repetition of course(s), or other penalties deemed appropriate under the circumstances. Reasons for penalties may include a variety of factors, e.g., poor academic performance, violations of professional standards of conduct, poor professional judgment, failure to demonstrate ethical behavior, etc. Established college or program policies themselves cannot be appealed. The following procedures are followed for appeal of program-related penalties:

**Step 1: Initial Decision and Notification** – The student will have been identified as performing below expectations in the education program, and the course instructor and/or the department’s student progress committee (SPC)<sup>2</sup> may assess one or more penalties. It is recommended that the student be allowed to provide information related to the matter before the decision is made about penalties. If the proposed penalty is dismissal, the faculty must provide the student an opportunity for a personal hearing before the decision is reached. Minutes of the meeting in which the decision was made will summarize the allegations, facts, and rationale for the faculty’s decision.

The department chair will notify the student in writing of the faculty and/or the SPC decision and the rationale, and inform the student about appeal procedures. Copies of the faculty/SPC meeting minutes and the notification to the student will be sent to the associate dean for academic affairs. If the student does not appeal the decision, the penalty becomes effective 2 business days after receipt of the department chair’s notification. If the decision is dismissal, the student should complete the clearance process for the university unless he or she decides to appeal the decision. Completion of the clearance process is an indication that the student waives his or her right to appeal.

**Step 2: Appeal to the Dean**<sup>1</sup> – The student may appeal the penalty assessed by the faculty/SPC by submitting a written request to the dean within 2 business days of receipt of the department chair’s notification. The written appeal should include:

1. Date
2. Student’s name
3. Specific reasons that the penalty assessed is deemed inappropriate, e.g., extenuating circumstances affecting the student’s performance or behavior that the faculty/SPC was unaware of at the time of the decision, misapplication of department policy or procedure, etc.
4. Any documentation relative to the points of the appeal

**Note:** Documentation provided by the student or faculty/SPC after submission of the initial appeal is subject to review by the hearing officer (see Step 4, below). The hearing officer may disallow such documentation at the appeal hearing if he or she deems the documentation to be unrelated to the initial points of the appeal letter.

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<sup>1</sup> “Dean” may refer to the dean or another person designated by the dean, e.g., the associate dean.

<sup>2</sup> Names of department committees that deal with student progression may vary.

**Step 3: Preliminary Review of the Appeal** - Within 2 business days of receipt of the student's appeal, the associate dean for academic affairs will submit a written recommendation to the dean on the suitability of the appeal for review by the Appeal and Grievance Committee. The recommendation should provide specific reasons the appeal is either suitable or not suitable for review by the Committee. The dean will make the final determination to convene the Appeal and Grievance Committee.

**Step 4: Hearing Before the Appeal and Grievance Committee** - Students in the College of Health Professions may be afforded the opportunity to appeal penalties assessed for both academic and disciplinary reasons to the Appeal and Grievance Committee. The Appeal and Grievance Committee is appointed annually by the Dean and consists of at least one faculty representative from each department.

If the Dean determines that the student's appeal is suitable for review by the Appeal and Grievance Committee, the Dean will convene the College of Health Professions Appeal and Grievance Committee and appoint a hearing officer and hearing panel of at least 3 members of the committee to hear the student's appeal. The hearing officer and members of the hearing panel may not be faculty members in the student's department.

**Hearing Officer and Hearing Panel** - The hearing officer is the spokesperson for the hearing panel and is responsible for:

- Informing the student, hearing panel, dean, and other interested parties of the date and location of the appeal hearing at least 5 business days before the hearing. The student may request that the appeal hearing be scheduled with less than 5 business days' notice.
- Reviewing, in advance of the appeal hearing, any documentation submitted by the student relevant to the appeal. The hearing officer may request written documentation from other parties as deemed appropriate.
- Conducting the hearing in a fair, unbiased manner.
- Recording the testimony at the hearing in audio or video format in accord with university policy. The hearing panel's deliberation following testimony is not recorded.
- Providing the dean with a written summary of the student's appeal, the hearing, and the hearing panel's recommendations.
- Providing the dean with a file of all evidence accumulated in the appeal process and all materials related to the appeal following the final disposition of the appeal.

The hearing panel is responsible for:

- Providing a fair, unbiased hearing of the student's appeal.
- Maintaining confidentiality of all documentation and deliberations related to the appeal and hearing.
- Making recommendations to the dean about the appeal and the penalty assessed by the faculty. The hearing panel may recommend that the dean support, reject, or modify the penalty.

**Appeal Hearing Participants** – The appeal hearing provides for an objective hearing of all facts related to the appeal and should include at a minimum the student and a spokesperson for the faculty. The hearing will be "closed" and confidential. Only individuals personally involved in the hearing will be permitted to attend and participate, including hearing panel members, the student, faculty representative, witnesses, and counsel, if desired. A representative of the dean's office or UAMS legal counsel may be available to provide advice on procedural and policy matters.

**Witnesses** – If called, witnesses will give only their testimony; witnesses may not be present in the hearing before or after their testimony is given. If the student and/or the faculty representative wish to call witnesses, they must inform the Hearing Officer of the names of the witnesses and a brief written summary of their relevant testimony at least 3 business days before the hearing. The hearing officer must inform each party of the witnesses that the other party plans to call at least 2 days before the hearing.

#### **Procedures during the Hearing**

- The hearing officer will review the purposes of the hearing and procedures to be followed, and clarify the data-gathering and decision-making functions of the hearing panel. The hearing officer will orally read the student's appeal submitted to the dean. Only the concerns of the student presented in the written appeal will be discussed during the hearing.
- The student will present the issues and rationale for the appeal. The hearing panel may question the student. The student and faculty representative may question each other, at the discretion of the hearing officer.

- The hearing officer will call witnesses as desired by the student and the faculty representative, and the hearing panel may question the witnesses. The student and the faculty representative may question the witnesses at the discretion of the hearing officer. At all times, it is the prerogative of the hearing officer to monitor and control the extent and degree of questioning and terminate it as her/his judgment dictates.
- Counsel of choice, if requested by the student, may be present to advise and support the student. The student must inform the hearing officer of the name of the counsel of choice, if one is desired, at least 3 business days before the hearing. The hearing is not intended to be adversarial in the sense of a court trial and, therefore, witnesses will not be “cross examined” as in a legal context. Counsel of choice may only confer with the student and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- If the student’s counsel of choice is an attorney, university counsel must also attend. The university’s counsel will observe the proceedings and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- When all testimony has been provided, all individuals except the hearing officer and hearing panel will leave the hearing room. The hearing panel will discuss the matters and may request additional information as deemed appropriate and necessary. Although it is desirable to conclude appeals expeditiously, the hearing panel may use as much time as necessary and reasonable to assess thoroughly and evaluate the appeal and related facts. If the hearing panel’s decision is delayed more than 5 days after the hearing, the hearing officer will notify the dean, student, and faculty of the delay. Following careful review of all information, the hearing panel will make a recommendation to the dean about the student’s appeal.
- The hearing officer will notify the dean of the hearing panel’s recommendation(s) within 5 business days of its final meeting on the appeal.
- The dean may concur with, modify, or reject the hearing panel’s recommendations. The dean will notify the student, department chair, hearing officer, and hearing panel in writing of his or her decision within 3 business days.
- The decision of the dean is final and may not be appealed.

### 7.3 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

UAMS Academic Affairs Policy # 2.1.2 (revised 07/30/16)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age.

#### A. UAMS observes FERPA regulations through the following rights:

1. The right to inspect and review the student's education records within 45 days after the day that the University of Arkansas for Medical Sciences (UAMS) receives a request for access. A student should submit to the dean’s office or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. This right refers to information that the student feels has been documented incorrectly, and is not an avenue to challenge whether a grade or other form of evaluation is appropriate. A student should submit to the Associate Provost for Academic Administration a written request that identifies the information the student believes to be incorrect as well as the reasoning behind the perceived inaccuracies. The appropriate College official will make arrangements to review and, if necessary, correct the information in question.

The College will notify the student in writing of its decision and provide information regarding the student’s right to a hearing regarding the request for amendment if that request was denied. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

UAMS discloses education records without student prior written consent to university officials outside the college who have a legitimate educational interest in some or all of the information. A university official is a person employed by UAMS in an administrative, supervisory, academic, research, or support staff position. Generally, the UAMS officials who will have most routine access are those in Academic Affairs, Student and Employee Health, Campus Security, Student Affairs and Information Technology. Officials will have access to student PII only on an as needed basis, and not necessarily the entire student record. UAMS will also grant access to other university officials who require the information in order to fulfill his or her professional responsibilities as authorized by FERPA.

Other officials who may require access to some or all of the student record include officials at the University of Arkansas System, a person serving on the University of Arkansas Board of Trustees; or a student or faculty member serving on an official committee, such as a disciplinary or grievance committee. UAMS may also share student records with a volunteer or contractor outside of UAMS who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an IT contractor, attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UAMS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. The right to restrict disclosure of directory information. Directory information includes but is not limited to now or in the future, the student's name; address; telephone listing; UAMS electronic mail address; photograph; date and place of birth; major field of study; grade level; year in program, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received; date of graduation, and the most recent educational agency or institution attended.

Directory information of students at UAMS is subject to public disclosure until and unless the student presents a signed Hold Directory Form (available on the CHP [website](#) under the Current Students tab (Forms and Policies page), indicating that he/she does not authorize such disclosure. The student must select RESTRICT on the form, sign and date it, and submit it to his/her respective dean's office. The restriction will remain in effect until the student signs a release.

#### B. Notification and Disclosures

UAMS will provide an annual notification to students regarding its FERPA policy and instructions on how to restrict the disclosure of directory information. UAMS reserves the right to disclose PII from students' records without consent for the following reasons, as outlined in FERPA regulations:

1. To other university officials, including teachers, within UAMS whom the university has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the university has outsourced institutional services or functions.
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to requirements of

99.35 in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To organizations conducting studies for, or on behalf of, the university, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
9. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
10. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
11. To appropriate officials in connection with a health or safety emergency.
12. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21.

Procedure:

1. UAMS will release directory information for all students unless otherwise instructed by a student through a signed Directory Hold Form that restricts disclosure of information. It is the student’s responsibility to complete and submit the signed form.
2. A student may submit a hold directory information request at any time during the academic year; however, the request can only be honored for future publication and cannot be applied retroactively.
3. Each college will provide a copy of UAMS’ FERPA Policy to all enrolled students on an annual basis.
4. Colleges will include the UAMS FERPA Policy in their Catalogs or Student Handbooks.
5. A student’s acknowledgment of their responsibility to the information contained in the catalog or handbook serves as annual notice of UAMS’ FERPA policies.

## **7.4 MILITARY DUTY POLICY**

UAMS Academic Affairs Policy # 2.2.4 (revised 10/01/14)

The purpose of this policy is to ensure UAMS is in compliance with Arkansas Code, Title 6-61- 112, concerning a student or a student’s spouse called into military service.

In accordance with Arkansas State Code 6-61-112, when a student or a student’s spouse is activated for full-time military service during a time of national crisis and is required to cease attending the University of Arkansas for Medical Sciences (UAMS) without completing and receiving a grade in one or more courses, they shall receive compensation for the resulting monetary loss as provided under this policy. The student must cease attendance because:

1. The student is activated or deployed by the military.
2. The student’s spouse is activated or deployed by the military and the student or student’s spouse has dependent children residing in the household.

To be eligible for the compensation, prior to activation or deployment, the student must provide an original or official copy of the military activation or deployment orders to the Registrar and Dean, Associate/Assistant Dean of the college in which the student is enrolled. To be eligible for compensation, a student whose spouse is a service member shall provide proof of registration with the Defense Enrollment Eligibility Reporting System of the Department of Defense, which establishes that dependent children reside in the household of the student and service member.

The following conditions apply to the compensations:

1. A student shall not be entitled to recover any amount in excess of the student's actual monetary loss.
2. The student shall receive a proportionate refund of room, board, and other fees that were paid to UAMS based on the date of the student's notice of withdrawal from UAMS.
3. If UAMS contracts for room, board, or other services from a third party, then the third party contractor shall provide a refund to UAMS for the services or fees in an amount equal to the student's monetary loss.
4. The student shall receive the maximum price, based on condition, for the textbooks related to the uncompleted courses.
5. A student's eligibility for a state-supported scholarship, grant, or loan for attendance at UAMS shall not be affected by the student's failure to complete any course work because of the student's or the student's spouse's military activation or deployment.

Upon leaving the University of Arkansas for Medical Sciences for active duty, a student may choose one of the following compensatory options regarding tuition:

1. A complete refund of tuition and general fees that are assessed of all students at UAMS.
2. At least one (1) year to complete the course work after the student's or the student's spouse's deactivation.
3. Free tuition for one (1) semester at UAMS in the courses in which the student's or the student's spouse's attendance was interrupted, unless federal aid is made available to compensate the student for the resulting monetary loss.
  - a. Federal aid shall not include Pell Grants, other federal grants, or other monetary benefits paid to the student directly or at the student's direction.
  - b. If a student or student's spouse is activated or deployed during a semester, the student shall not receive more than one (1) semester of free tuition.

## **7.5 SOCIAL NETWORKING**

UAMS Academic Affairs Policy# 2.1.1 (Revised 10/5/16)

The University of Arkansas for Medical Sciences recognizes that social networking websites and applications such as Facebook, MySpace, Twitter, Instagram, etc. are important and timely means of communication. Students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy "friends" have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the University.

The following actions are strictly forbidden:

Students may not report the personal health information of patients. Removal of an individual's name does not constitute proper de-identification of protected health information. Furthermore, inclusion of data such as age, gender, race, or date of evaluation may still allow the reader to recognize the identity of a specific individual.

Students may not report private (protected) academic or financial information of another student or trainee. Such information might include, but is not limited to: course grades, narratives, evaluations, examination scores, adverse academic actions, or financial aid information.

In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for the University of Arkansas for Medical Sciences or their college, department, or program.

Students may not represent themselves as another person. However, students are not prohibited from having an anonymous account or an account with a fictitious identity as long as the student's use of the account does not violate this policy or any other UAMS policy. Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments.

In addition to the absolute prohibitions outlined above, the following types of actions but not limited to these examples, are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the healthcare profession, program, department, college, and the University of Arkansas for Medical Sciences. Engaging in these types of behaviors may invoke applicable professionalism policies:

- Display of vulgar language.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, or disability.
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual misconduct.

The following actions are strongly encouraged:

Students should use privacy settings to limit unknown or unwanted access to the student's profile or application.

When listing an email address on a social networking site, students should use a personal email address (not a uams.edu address) as the primary means of identification.

When using these social networking sites, students are strongly encouraged to present themselves in mature, responsible, and professional manners. Discourse should always be civil and respectful. No privatization measure is perfect and undesigned persons may still gain access to the site. Once an item is posted on a networking site, it may not be easily removed. Future employers (e.g., residency or fellowship program directors, representatives of employers) may review these sites when considering potential candidates for employment.

## SECTION 8.0 - GENERAL POLICIES AND PROCEDURES

### 8.1 AFFIRMATIVE ACTION POLICY

UAMS Administrative Guide, Policy # 4.5.01 (revised 04/16/14)

The purpose of this policy is to inform all departments within The University of Arkansas for Medical Sciences (UAMS) of UAMS' commitment to take positive, good-faith efforts to recruit, employ, and promote qualified minorities, women, individuals with physical or mental disabilities and protected veterans. The ability of UAMS to meet its mission will increasingly depend upon constructively incorporating diversity and inclusion in its faculty and staff.

UAMS will comply with and enforce all applicable federal and state laws regarding equal employment opportunity and affirmative action, including Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), -the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended), 38 U.S.C. 4212, (VEVRAA) the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 U.S.C. 4301, et.seq) (as amended, the Jobs for Veterans Act; Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the American with Disabilities Act of 1990, the ADA Amendments Act (ADAAA) of 2008 (as amended), US Federal Court Decree in the Adams Cases of 1973, Arkansas Code Annotated section 21-3-302 and 303 (as amended) and Act 99 of 1989 of the Arkansas General Assembly. UAMS will take affirmative, positive actions to overcome institutional forms of exclusion and discrimination.

Our affirmative action program ensures equal employment opportunity by institutionalizing our commitment to equality in every aspect of the employment process. This policy will be followed in recruitment, hiring, determination of pay, promotions, University-sponsored training programs, transfers, layoffs, returns from layoff, demotions, terminations, social and recreational programs, use of UAMS facilities, fringe benefits, and treatment as individuals. It is to be implemented throughout the campus, and its implementation is the responsibility of all departments and all supervisory and non-supervisory personnel. Compliance of this policy shall be monitored by the Affirmative Action section of the Office of Human Resources. UAMS commits itself to a policy of equal employment opportunity and to a program of affirmative action not solely because of legal requirements, but because UAMS believes such practices are basic to human dignity.

Questions regarding the affirmative action program should be referred to the Affirmative Action section of the Office of Human Resources.

### 8.2 NON-DISCRIMINATION STATEMENT

UAMS Academic Affairs Policy # 2.1.3 (revised 1/7/15)

It is the policy of UAMS that members of the University community neither commit nor condone acts of bigotry, racism or discrimination. The University prohibits discrimination on the basis of race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation with respect to all aspects of the student experience, including but not limited to, acceptance and admission, enrollment, financial aid, and access to student resources and support.

A student having a complaint concerning terms and conditions of their student status or experience with UAMS is encouraged to present this matter to and discuss it with, the person in charge of that part of the university where the issue arises (e.g. Course Director, Department Chair, Associate Dean for Academic Affairs, Dorm Director, etc.). The person in charge shall attempt to resolve the complaint and may take interim steps if deemed necessary. A complaint may, but need not, become a grievance. Such presentation and discussion shall be entirely informal. However, if the matter involves sexual misconduct or sexual assault, it will be handled pursuant to UAMS Title IX Policy 3.1.48.

If informal dialog does not resolve the issue, and the student believes that he or she has encountered a policy, procedure, or practice that constitutes discrimination, he or she should contact the Administrator at his/her respective college, who is specifically designated to assist students in the matter of filing a grievance through the UAMS Student Grievance Procedures process.

Academic, disciplinary, administrative action and grievance procedures are presented in the student handbook of each college. Copies are available both online and through the respective Associate Dean's offices responsible for student/academic affairs.



Actions on the part of any employee or official of the University contrary to this policy will be addressed promptly and appropriately, according to the UAMS Grievance Procedure for Alleged Discrimination. The Office of Human Relations acts on a campus-wide basis for all students, faculty, and employees regarding such matters and will coordinate with the appropriate Administrator to examine issues of alleged discrimination, and to communicate when ameliorative or punitive actions are deemed necessary.

### **8.3 UAMS TITLE IX: SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, SEXUAL MISCONDUCT, SEXUAL VIOLENCE, STALKING, GENDER-BASED HARASSMENT AND RETALIATION POLICY**

UAMS Administrative Guide, Policy # 3.1.48 (Revised 04/16/14)

**Purpose:** To establish the policy and procedure for reporting, investigating, and responding to complaints of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment, and retaliation.

**Scope:** All UAMS employees, faculty members, staff members, students, non-employees (such as contractors, vendors, delivery persons, and volunteers) and guests and visitors of the UAMS campus.

#### **Definitions:**

Complainant: Any party who makes a complaint/grievance against another student, employee, faculty member, staff member, non-employee, guest or campus visitor.

Respondent: The person(s) against whom a complaint has been made.

Definition of Status: A full-time employee will be considered as an employee, regardless of student status. A student who is a part-time employee will be considered a student unless the incident under consideration occurred in connection with employment.

Sexual Harassment: Sexual harassment generally includes any unwanted or unsolicited sexual gesture, physical contact, or statement which, when viewed from the perspective of a reasonable person similarly situated, is offensive, threatening, humiliating, or interferes with a person's ability to perform his or her job, educational pursuit, or participation in campus life. Sexual harassment may include: (1) submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of employment or status in a UAMS-sponsored course, program, or activity; (2) submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting that individual; or (3) such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment for work or learning.

Hostile Environment: A hostile environment exists when harassment: (1) is sufficiently serious (i.e., severe, pervasive, or persistent) and from both the alleged victim's and reasonable person's viewpoint offensive so as to deny or limit a person's ability to participate in or benefit from the UAMS's programs, services, opportunities, or activities; or (2) when such conduct has the purpose or effect of unreasonably interfering with an individual's employment opportunities.

Sexual Misconduct: includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence.

Sexual Assault: means an actual or attempted sexual contact with another person without that person's consent.

Inducing incapacitation for sexual purposes: includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Relationship Violence: Abuse or violence between partners or former partners involving one or more of the following elements: (1) battering that causes bodily injury (2) purposely or knowingly causing reasonable apprehension of bodily injury; (3) emotional abuse creating apprehension of bodily injury or property

damage; or (4) repeated telephonic, electronic, or other forms of communication - anonymously or directly - made with the intent to intimidate, terrify, harass, or threaten.

**Stalking:** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

**Consent:** is informed, freely given, and mutual. Consent must be knowing, willing, and voluntary.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a person upon another person that is without consent and/or by force.

**Gender-based Harassment:** Non-sexual harassment of a person because of the person's sex and/or gender, including, but not limited to harassment based on the person's nonconformity with gender stereotypes.

**Retaliation:** action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, sexual assault, sexual violence, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

**Policy:** UAMS is committed to providing an environment that emphasizes the dignity and worth of every member of its community. Members of the UAMS community have the right to an environment free of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment and retaliation, and this behavior will not be tolerated. This right is protected by Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 Act, the Clery Act, the SaVE Act, and the Violence Against Women Act.

No person at UAMS will be subjected to sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation under any employment, academic, educational, extracurricular, or other program of UAMS, whether these programs take place in UAMS facilities, in transportation, at a class, training program, or event sponsored by UAMS at another location or elsewhere. All complaints or any concerns about conduct that may violate this policy and retaliation must be filed with the Campus Title IX Coordinator or a Deputy Title IX Coordinator.

Campus Title IX Coordinator	Andrea Neil, Title IX Coordinator 501-526-5641 <a href="mailto:aneal@uams.edu">aneal@uams.edu</a>
Title IX Deputy Coordinators – Student Issues	Tina Maddox, Ph.D., RD, LD Associate Dean for Academic Affairs, College of Health Professions (501) 686-5730; <a href="mailto:CrookTinaA@uams.edu">CrookTinaA@uams.edu</a>  Latrina Prince, Ed.D. - Assistant Dean for Academic Affairs, Graduate School (501) 603-1998; <a href="mailto:PrinceLatrina@uams.edu">PrinceLatrina@uams.edu</a>
Title IX Deputy Coordinators – Employee Issues	Audrey Bradley, Office of Human Resources <a href="mailto:bradleyaudrey@uams.edu">bradleyaudrey@uams.edu</a> (501) 603-1579

- A. **Consensual Relationships:** Consenting romantic relationships between faculty and students, supervisors and subordinates or fellow employees are strongly discouraged. Faculty members exercise power over students as do supervisors over subordinates, whether in promotions, raises, evaluations,

recommendations, study, job duties, grades, assignments, or other benefits. This difference in power increases the opportunity for abuse of power, thus endangering the professional environment. Employees and students involved in a consenting relationship in the actual or equivalent context of educational/employment supervision and evaluation should be and are deemed to be aware of the possible costs of even an apparently consenting relationship, including the possible difficulty in defending a future charge of violating this policy on the grounds of mutual consent. The element of power implicit in sexual relationships occurring in the supervisory context has the potential to diminish a subordinate's freedom of choice. It is incumbent upon those with authority not to abuse, or appear to abuse, the power with which they have been entrusted.

- B. **Disciplinary Actions:** Disciplinary actions for violations of this policy may include, but are not limited to, the following: oral or written warning, reassignment, counseling, demotion, termination, suspension, or expulsion, or any combination thereof. Sanctions will depend upon the circumstances in each case. The severity of sanctions or corrective action will depend on the circumstances in each case, taking into consideration the frequency and severity of the offense and any history of past misconduct. In instances of non-employee or guest/visitor violations of the policy, the appropriate action will be taken. In addition to disciplinary action, those who engage in violations of this policy may be subject to legal consequences, including civil and criminal penalties and monetary damages.
- C. **Confidentiality:** Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of UAMS's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of UAMS's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially. Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.
- D. **Malicious Allegations/Complaints; False Information:** UAMS is committed to protecting the due process rights it provides to the respondent as well as the complainant. Allegations of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation that are malicious, intentionally false, or without foundation are very serious with potential for great harm to all persons involved and are prohibited by this policy. Such actions constitute grounds for disciplinary action as described above. Further, repeated filing of frivolous complaints is considered a malicious action and may be grounds for disciplinary action.

The failure to substantiate a sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation complaint does not automatically constitute a malicious or frivolous complaint. In the event that allegations are not substantiated, every reasonable effort will be made and all reasonable steps taken to restore the reputation of the accused if it was damaged by the proceedings.

- E. **Training:** The Campus Title IX Coordinator, Title IX Deputy Coordinators, and all organizational units and colleges must make reasonable efforts to provide training for their employees and students each year. All new employees and students should receive a copy of this policy and training within the first six months of becoming an employee or student at UAMS. Employees should receive refresher training from the Office of Human Resources every three years.

## PROCEDURE:

### A. Reporting Violations of this Policy

- 1. **Mandatory Employee Duty to Report:** To enable UAMS to respond effectively and to stop conduct that violates this policy, all UAMS employees must, within 24 hours of witnessing or receiving information about a violation of this policy, report it to a Title IX Coordinator regardless of whether an informal or formal complaint has been filed. Employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care professionals. Any student, non-employee, or campus visitor/guest who has witnessed or received information about conduct that violates this policy is *strongly encouraged* to report it to a Title IX Coordinator.

2. **Complainants:** A complainant who wishes to make an informal or formal complaint about an incident involving an employee must report the incident to either the Title Deputy Coordinator for Employees or his/her immediate supervisor or department head, who must report it to the Title IX Deputy Coordinator. If the respondent is the employee's supervisor, the employee may contact someone outside his or her chain-of-command, who then must also report the incident to the Title IX Deputy Coordinator for Employees. A complainant who wishes to make an informal or formal complaint about an incident involving a student must report the incident to the respective college's Title IX Deputy Coordinator. Complainants who need to report violations of this policy after regular business hours should report the incident to the UAMS Police Department if the Title IX Deputy Coordinator is not available. The UAMS Police Department will take appropriate action and will notify the Title IX Deputy Coordinator for Employees and the Campus Title IX Coordinator at the beginning of the next business day.
3. **Anonymous Complaints:** All members of the UAMS community may contact the Campus Title IX Coordinator, Title IX Deputy Coordinators, or the Office of Human Resources at any time to ask questions about sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation or complaint procedures without disclosing their names and without filing a complaint. However, because of the inherent difficulty in investigating and resolving allegations from unknown persons, individuals are discouraged from making anonymous complaints. Although anonymous complaints are discouraged, UAMS will respond reasonably to all allegations. In order to determine the appropriate response to an anonymous allegation, UAMS will weigh the following factors:
  - The source and nature of the information;
  - The seriousness of the alleged incident;
  - The specificity of the information;
  - The objectivity and credibility of the source of the report;
  - Whether any individuals can be identified who were subjected to the alleged incident; and
  - Whether those individuals want to pursue the matter.

If, based on these factors, it is reasonable for UAMS to investigate the matter; the Office of Human Resources will conduct an investigation and recommend appropriate action to address substantiated allegations. However, a reasonable response would not include disciplinary action against a respondent if a complainant insists that his or her name not be revealed, if there is insufficient corroborating evidence, and if the respondent could not respond to the charges without knowing the name of the complainant.

4. **TITLE IX Coordinators:** Upon receiving a report of an alleged violation of this policy, the Title IX Deputy Coordinators must notify the Campus Title IX Coordinator. The Title Deputy Coordinators, in coordination with the Campus Title IX Coordinator, will evaluate the information received and determine what further actions should be taken. The Title IX Deputy Coordinators will follow the procedures described in this policy. The Title IX Deputy Coordinators will take steps, either directly with the complainant or through a reporting individual, to provide information about this policy and its procedures, as well as available health and advocacy resources and options for criminal and civil reporting. A statement of the rights of the complainant and the respondent will be provided to the parties upon an allegation of a violation of this policy.

## **B. Informal Complaint Process**

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty members, staff members, or administrators. Whenever possible and safe, the complainant should discuss the problem or complaint with the respondent. If satisfactory resolution is not reached after discussion with the respondent, the complainant should contact the respondent's direct supervisor or college to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. UAMS does not require a complainant to contact the respondent or the respondent's supervisor or college if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

1. In the event that an individual believes that a violation of this policy has been or is occurring, he or she is encouraged, but not required, to maintain careful written records the violation and to continue to maintain current records throughout the process.

2. The complainant should consider meeting with their designated Title IX Deputy Coordinator to discuss the allegation. If the complainant cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the respondent, he or she may seek the advice of their designated Title IX Deputy Coordinator who, along with the HR Director of Employee Relations or a designee, and with the complainant's permission, may seek to resolve the issue informally through discussions with the complainant, the respondent, and the respondent's supervisor or college. The Title IX Deputy Coordinator shall provide a written summary of the agreed upon informal resolution to the Campus Title IX Coordinator. If the complainant does not wish to prepare a signed, written complaint, written documentation shall be prepared by the designated Title IX Deputy Coordinator with the assistance of the Director of Employee Relations, or a designee. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The complainant shall be asked to read and sign the written documentation to acknowledge its accuracy; a written acknowledgment will be prepared and may be made in a separate document. If the complainant refuses to sign the written documentation, the designated Title IX Deputy Coordinator shall note such on the documentation. The designated Title IX Deputy Coordinator, along with the Director of Employee Relations and the Campus Title IX Coordinator, will make a determination of whether the complaint will be investigated despite the complainant's refusal to acknowledge the written documentation. Written documentation shall be prepared before any informal discussions are held with the respondent and the respondent's supervisor or college. The respondent shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complainant and any other collateral witnesses to the process.
3. If the parties are unable to reach a mutually satisfactory agreement after an informal discussion, the option of filing a formal complaint is available.
4. The Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAMS' Employee Assistance Program (EAP). This referral may be made by the designated Title IX Deputy Coordinator, the Director of Employee Relations, or the Campus Title IX Coordinator.
5. The complainant or the designated Title IX Deputy Coordinator may elect to refer the complaint to the Formal Complaint Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

### **C. Formal Complaint Process**

1. When the Informal Complaint Process fails to resolve the complaint, or in instances where the designated Title IX Deputy Coordinator and the Office of Human Resources determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. A preponderance of the evidence standard will be used to decide complaints (i.e., it is more likely than not that the allegation occurred). The designated Title IX Deputy Coordinator or a designee in the Office of Human Resources may assist the complainant in preparing his or her complaint, in writing, as necessary.
2. If the complainant wishes to file a formal complaint, he or she must submit a signed, written statement alleging violation of this policy to his or her designated Title IX Deputy Coordinator. The designated Title IX Deputy Coordinator will forward a copy of the statement to the HR Director of Employee Relations and to the Campus Title IX Coordinator. The written statement should include the name of the complainant, the name of the respondent, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented. Upon receipt of the written complaint, the HR Director of Employee Relations will initiate an investigation of the complaint and appoint the investigators. The investigators will meet with the respondent and allow him or her to view the complaint and present a copy of this policy. The respondent will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and witnesses. The investigators will also explain that there is to be no contact with or retaliation against the complainant. If necessary, interim steps to protect the complainant prior to the final outcome of the investigation may also be taken. The investigators will gather relevant evidence by interviewing the complainant, the victim (if different from the complainant), the respondent, and any witnesses or other individuals deemed appropriate to conduct a thorough investigation. Every effort will be made to ensure an impartial, fair, thorough and timely investigation of the complaint. All parties will be provided a written status update of the investigation after 30 days. Unless the complexity of the investigation and the severity and extent of the offense requires otherwise,

or the allegation involves multiple incidents or multiple complainants, the investigation should be completed sixty (60) calendar days following receipt of the complaint.

3. Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources and to the Campus Title IX Coordinator. The Assistant Vice Chancellor of Human Resources will prepare a written report, containing a recommended course of action for the complainant's Division Head or Dean (as applicable) and may provide further consultation when necessary. A copy of the report shall be given to the Campus Title IX Coordinator. It is the responsibility of the Division Head or Dean to take action consistent with the written findings. Once a final determination is made by the appropriate Division Head or Dean, both the complainant and the respondent will be notified in writing of the outcome of the complaint, including whether the campus determined that sexual harassment or violence occurred, and in accordance, with federal and state privacy laws, the sanction imposed against a student, employee or third party.
4. The complainant or respondent may appeal a finding, pursuant to the timeframe in the applicable grievance procedure, of whether or not a violation of this policy has occurred. The respondent may also appeal sanctions imposed as a result of a policy violation. All appeals shall be made through the campus grievance procedures (See Grievance Procedure for Alleged Discrimination, Academic Affairs Policy Number 2.400 and Employee Grievance Procedure, Administrative Guide Policy Number 4.4.16). Both parties will be notified concurrently in writing of the outcome of any appeal.
5. Pursuant to FERPA (Family and Educational Rights to Privacy Act), the Clery Act, and VAWA (Violence Against Women Act), student disciplinary records will remain confidential unless the accused consents to release of information, or the sanction impacts the complainant, or there is an allegation of a sex offense, including sexual violence.

**Record keeping:**

Each complaint should be documented and kept in a confidential file separate from the personnel or student files normally maintained by the Office of Human Resources or college's Associate Dean. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witnesses, the name(s) of the person(s) who received the complaint, the name(s) of the person(s) who prepared the written documentation and the date of the written documentation, and any other information relevant to the case. If some of this information is not available, the reason(s) for unavailability, if known, should be documented. Such file will be maintained as provided by law.

Questions regarding this policy may be directed to the Title Campus IX Coordinator or Office of Human Resources at (501) 686-5650.

## **8.4 GRIEVANCE PROCEDURE FOR STUDENTS ALLEGING DISCRIMINATION**

UAMS Academic Affairs Policy # 2.2.1 (01/23/17)

The University of Arkansas for Medical Sciences is committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, ethnicity, color, sex, creed, age, marital or parental status, national origin, gender identity, gender expression, sexual orientation, religion, ethnic origin, disability or veteran status including disabled veterans and veterans of the Vietnam Era. From time to time, a student may allege that one or more of the University's policies, procedures or practices are discriminatory. In those cases, it is imperative that clear steps to a common system of inquiry, resolution and appeal be established, and that these steps are communicated and accessible to all parties. The UAMS Office of Human Resources acts on a campus-wide basis for all students, faculty, and employees regarding such matters, and within each college or school there is an associate or assistant dean designated to assist students of that college access and understand the special grievance procedure defined in this policy.

**Purpose and Scope:** UAMS prohibits discrimination as defined by federal laws & regulations, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, which prohibit discrimination on the basis of race, ethnicity, color, sex, creed, age, marital or parental status, national origin, gender identity, gender expression, sexual orientation, religion, ethnic origin, disability or veteran status including disabled veterans and veterans of the Vietnam Era.

UAMS further prohibits discrimination as defined by its own policies, which may include protections for groups or subpopulations not specifically named as protected groups in federal laws or regulations. In particular, UAMS extends a specific expression of protection against discrimination to all groups of persons identified in its Non-Discrimination Statement including but not limited to persons of all sexual orientation, gender expression and gender identity.

This policy outlines internal procedures to be followed by any student who wishes to submit a grievance alleging the existence of a discriminatory policy, procedure or practice prohibited by either federal law/regulation or by UAMS policy. This policy does not address external routes of redress such as those available in the state or federal courts.

#### **A. Definitions**

Grievance: Grievance means a complaint of discrimination by a student alleging occurrence or existence of any policy, procedure, or practice prohibited by UAMS policy and/or anti-discrimination laws and regulations as outlined in Section B. of this policy.

Procedure: The steps set out in this policy shall constitute UAMS's grievance procedure for discrimination complaints brought by students, who allege violations of UAMS policy and/or anti-discrimination laws and regulations as outlined in Section B. of this policy.

Grievant: Grievant means a student who submits a grievance alleging a violation of UAMS policy and/or anti-discrimination laws and regulations as outlined in Section B. of this policy.

UAMS: UAMS means any college, department, subunit, or program operated by the University of Arkansas for Medical Sciences. When used in this policy, the term "college" shall be deemed to include the Graduate School.

Coordinator: The person serving as the designated campus Title IX and/or Section 504/Title II Coordinator.

Respondent: Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

Associate Dean: Refers to the Associate Dean who is responsible for addressing allegations of discrimination in the college where the grievant is enrolled as a student.

Dean: Refers to the Dean of the college where the grievant is enrolled as a student.

#### **B. Filing a Grievance**

1. Eligibility for Filing: Any UAMS student may file a grievance.
2. Pre-Grievance Meeting: Prior to the filing of a written grievance, the grievant(s) should first consult with the Associate Dean responsible for addressing allegations of discrimination in his or her college. The Associate Dean shall attempt to resolve the grievance informally by agreement between the grievant and the respondent alleged to be directly responsible for the possible violation, and/or persons with immediate supervisory authority related to the grievance. If the matter cannot be resolved at this level, a written grievance should be submitted to that same Associate Dean for subsequent processing in accordance with the procedures for formal grievances outlined below.
3. The Associate Dean will make an official judgment on each student complaint to determine whether the complaint is an academic challenge (e.g., contesting a grade), an allegation of discrimination or another type of complaint. Based on the determination, the Associate Dean will refer the student to the appropriate process for redress, and make sure that the student has the necessary information to pursue the complaint. The Associate Dean will maintain an official log of formal complaints made and the categorization of each as either an academic challenge, discrimination allegation or other complaint (noting specifics). The Associate Dean will provide a report annually to the Title IX Coordinator of the discrimination complaints made and the disposition of each.
4. Filing a Grievance: Grievances filed with the Associate Dean shall be in writing and shall provide the following information:
  - name and address of the grievant(s);
  - nature, date and description of alleged violation;
  - name(s) of persons responsible for the alleged violation;
  - requested relief for corrective action; and
  - information that the grievant believes to be relevant.

5. Alternative (Exception) to Associate Dean: Should a student wish to make an allegation of discrimination against the Associate Dean and/or the Dean, this policy allows that complaint be made to the campus Title IX Coordinator to avoid actual, or appearance of, conflict of interest. The Vice Chancellor for Academic Affairs and the Title IX Coordinator will make a joint decision regarding the initial determination as to whether the complaint is an academic issue or a discrimination allegation. If it is determined to be a discrimination allegation, then the Title IX Coordinator will perform the duties of the Associate Dean and the Vice Chancellor for Academic Affairs will represent the role of the Dean. All other aspects of the procedures will remain the same.
6. Time Limit for Grievance Filing: A grievance must be filed within twenty (20) calendar days of the occurrence of the alleged violation or within twenty (20) calendar days of the date the grievant became aware of the alleged violation. If the last day for filing a grievance falls on a Saturday, Sunday, or a day on which the University is closed for calendar, then the grievance may be filed on the first calendar day following the Saturday, Sunday, or date when UAMS is closed.
7. Notification of Respondent(s): Immediately upon receipt of a formal grievance, the Associate Dean will give the respondent a copy of the grievance, and will direct the respondent to submit a written response to the charges within (10) calendar days. If the last day for filing a response falls on a Saturday, Sunday, or a day on which UAMS is closed for business, then the response may be filed on the first calendar day following the Saturday, Sunday, or date when UAMS is closed. The respondent will be expressly warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to appropriate disciplinary action.
8. Response: The response should include any denial, in whole or in part, of the charges alleged. Failure to respond may subject the respondent to disciplinary action by the Dean of the appropriate college or other appropriate UAMS official.
9. Process for Students filing Discrimination Grievances: After the student has submitted a formal discrimination grievance in writing, within the allotted twenty (20) day period, the Associate Dean must conduct a preliminary investigation. The Associate Dean's investigation will yield one of the following results:
  - a. The Associate Dean will dismiss the grievance on the grounds that the evidence submitted in support of the complaint or developed in the preliminary investigation does not warrant a detailed investigation or a formal hearing (for example: grievant failed provide a factual basis for his or her belief that discrimination occurred or the grievance anticipates discrimination that has not yet occurred). This decision may be appealed by the student by following the procedure listed later in this policy.
  - b. The Associate Dean will refer the grievance to a hearing before the Grievance Panel where the grievance will be fully investigated; or
  - c. The Associate Dean will allow the parties to sign a written statement resolving the grievance. It should be understood that the approval in writing by the Associate Dean, and agreement between the parties does not preclude further action by UAMS against either party. This decision may be appealed by the student by following the procedure listed later in this policy.
10. Role of the Associate Dean in Discrimination Grievances Filed by Students: In addition to rendering one of the aforementioned decisions based on the formal grievance filed by a student, the Associate Dean is also responsible for:
  - a. providing the grievant written notice of his or her decision to either dismiss the grievance, refer the grievance to the Grievance Panel, or to allow the parties to sign a written statement resolving the grievance. The Associate Dean must provide the written notice within 20 calendar days of his or her decision.
  - b. it is the responsibility of the Associate Dean of each college to ensure the effective implementation, maintenance, processing, record keeping, and notifications required by the grievance procedures.
  - c. if an appeal of a dismissal of a grievance is filed, the Associate Dean will forward a copy of the investigative report and determination to the Dean. If the Associate Dean refers a grievance to a hearing before the Grievance Panel, the Associate Dean will forward a Copy of the investigative report to the panel.
  - d. The Associate Dean will also notify the person designated Title IX Coordinator for UAMS of the grievance. All administrative officers will appropriately maintain confidentiality of the information they receive during the grievance process.



11. **Appeal of Grievance Dismissal:** A student may appeal the dismissal of his/her grievance by submitting a written request for review with his/her Dean. The request for review must be submitted within five (5) calendar days of receipt of the decision to dismiss. Upon receipt of an appeal of the dismissal of a grievance, the Dean shall carefully consider the relevant information contained in the appeal as well as the investigative report and determination of the Associate Dean, to ascertain that the evidence either submitted in support of the complaint or developed in the preliminary investigation did not warrant a detailed investigation or a formal hearing. The Dean will notify the student of his/her decision in writing within ten (10) calendar days of receipt of the request for review. The decision of the Dean can be appealed to the UAMS Title IX Coordinator for consideration and decision. The decision of the UAMS Title IX Coordinator is final.

### **C. Prehearing Procedures**

1. **Selection of Grievance Panel:** When a grievance is referred to the Grievance Panel, the Associate Dean shall forward a copy of his/her investigative report to a seven member Grievance Panel. The Grievance Panel shall be selected as follows: A Grievance Committee will be appointed by each College Dean, consisting of nine (9) faculty and nine (9) students. For every hearing held under this procedure, the grievant and the Associate Dean or designee jointly will meet within ten (10) calendar days after the decision to refer the grievance to the Grievance Panel, and review the members of the Grievance Committee, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being grieved should not sit on the Panel for that grievance). The names of the remaining members will then be written on tabs of paper, folded, placed into separate containers for faculty and students, and randomized by mixing. The grievant will draw three student names and four faculty names from the containers. The first seven names will constitute the Grievance Panel, which shall be composed of four faculty and three students. The remaining name shall be drawn alternatively from each container until all names are drawn in order to develop a list of alternate members. Should a panel member be removed for any reason during the process, the member shall be replaced by an alternate of the same status (faculty or student). At a prearranged time prior to the Grievance Hearing the seven (7) members of the Panel and the complainant will meet briefly with the Dean to be given the charge (i.e., whether the complainant has been treated fairly and equitably) and all relevant background data. The Dean and complainant will then withdraw and the Panel will elect a faculty member to preside at the subsequent hearing and maintain documentation (written and recorded) required by the Panel.
2. **Scheduling of Hearing of Grievance:** Hearings before the Grievance Panel will be conducted no sooner than ten (10) calendar days and not later than twenty (20) calendar days after the selection of the Grievance Panel. The date of the hearing must be adhered to except for unusual circumstances, which must be reported in writing as soon as possible to the Associate Dean. The hearing shall be conducted in accordance with the procedures set forth in this policy.
3. **Representation:** The grievant and the respondent have the right to be assisted by no more than two representatives, including attorneys, at any point during the initiation, filing, processing, or hearing of the formal grievance; however, no representative may examine witnesses or otherwise actively participate in a hearing. The Panel may be assisted and actively advised by an attorney or other representative at its discretion.
4. **Evidence:** The grievant and respondent shall provide the Associate Dean with all documents to be used and relied on at the hearing, and with the name, address and telephone number of their representative(s) and witnesses no later than seven (7) calendar days prior to the date of the hearing. There will be a simultaneous exchange of this information between the parties, which will be facilitated by the Associate Dean five (5) calendar days before the date of the hearing.

### **D. Hearing Procedures**

1. **Record of Hearing:** The hearing will be recorded by recording devices supplied by UAMS. These recordings shall be maintained for a period of three years after resolution of the grievance. The grievant or respondent may obtain a copy of the recordings, at the requesting party's expense. The deliberations of the Grievance Panel will not be recorded.
2. **Counsel:** The grievant and respondent shall have the right to advice of counsel of his/her choice; however, counsel may not examine witnesses or in any way actively participate in any hearing.
3. **Private Hearing:** The hearing shall be conducted in private. Witnesses shall not be present during the testimony of any party or other witness. Witnesses shall be admitted for testimony only and then required to leave. The parties may hear and question all witnesses testifying before the Grievance Panel.

4. Presentation of Case: The grievant and respondent shall be afforded reasonable opportunity for oral opening statements and closing arguments and/or presentation of witnesses and pertinent documentary evidence, including, written statements.
5. Grievance Panel Rights: The Grievance Panel shall have the right to question all witnesses, to examine documentary evidence presented, and to summon other witnesses or review other documentation, as the Panel deems necessary.
6. Grievance Panel Deliberation: After the hearing is concluded, the Grievance Panel shall convene to deliberate in closed session and arrive at a majority recommendation.
7. Transmittal of the Recommendation: Within five (5) calendar days after the hearing is concluded, the Grievance Panel chair shall transmit a written copy of its recommendation to the Associate Dean, by certified mail, return receipt requested, a copy of the written document to the grievant and respondent at addresses previously provided by the grievant and the respondent.
8. Appeal of Recommendations of the Grievance Panel: If the Associate Dean receives no appeal within seven (7) calendar days of receipt of the recommendation by the grievant and the respondent, any recommendations by the Grievance Panel shall be forwarded to the Dean for consideration. The Dean may accept the Grievance Panel recommendation, reverse it, or refer the grievance back to the Panel for reconsideration. If the last day for filing an appeal falls on a Saturday, Sunday, or a day on which UAMS is closed for business, then the appeal may be filed on the first day following the Saturday, Sunday, or date when UAMS is closed.
  - a. If the grievant or respondent wishes to appeal the recommendation of the Grievance Panel, the respondent and/or grievant shall, within seven (7) calendar days of the receipt of the recommendation, appeal the grievance recommendation to the Dean through the Associate Dean. The appeal shall be in writing.
  - b. If an appeal is submitted, it will be transmitted to the Dean. The Dean shall review the appeal and notify the parties of his/her determination within ten (10) calendar days from the date of his/her receipt of the appeal. The decision of the Dean is final and may not be appealed further.
  - c. The Dean's review is the final institutional step in matters of discrimination grievances. However, nothing precludes the grievant or respondent from filing a complaint with any external agency that handles discrimination complaints.

#### **E. Other**

1. Grievances Involving a Grievant and Respondent from Different Units of UAMS: Whenever a grievance is instituted by a student grievant in one college against a respondent in another college or unit, the grievance shall proceed through the Associate Dean, Dean and Grievance Committee from the college in which the student is enrolled.
2. Maintenance of Written Grievance Records: Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at minimum: the written grievance complaint filed by the grievant, the written response filed by the respondent, the investigative report of the Associate Dean, the recording and documents of the hearing, the written recommendation of the Grievance Panel, the results of any appeal, the decision of the Dean, and other material designated by the Associate Dean. A file of these records shall be maintained in the Office of the Associate Dean responsible for discrimination grievances filed by students.
3. Notification of the UAMS Title IX Officer: the Associate Dean will provide information to the Title IX officer on the disposition of the case. For purposes of the dissemination of grievance precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.
4. Retaliation: No person shall be subjected to retaliation for having used or assisting others to use the grievance process.

### **8.5 UAMS CONFIDENTIALITY POLICY**

UAMS Administrative Guide, Policy # 2.1.01 (Revised 11/12/15)

Purpose: To inform the UAMS Workforce about the UAMS Confidentiality Policy.

Scope: UAMS Workforce as well as non-UAMS employees, vendors, consultants, and other visitors who may access Confidential Information.

Definitions: Confidential Information includes information concerning UAMS research projects, confidential employee and student information, information concerning UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. Confidential Information shall include Protected Health Information. Confidential Information includes information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

Protected Health Information (PHI) means information that is part of an individual's health information that identifies the individual or there is a reasonable basis to believe the information could be used to identify the individual, including demographic information, and that (i) relates to the past, present or future physical or mental health or condition of the individual; (ii) relates to the provision of health care services to the individual; or (iii) relates to the past, present, or future payment for the provision of health care services to an individual. This includes PHI which is recorded or transmitted in any form or medium (verbally, or in writing, or electronically). PHI excludes health information maintained in educational records covered by the federal Family Educational Rights Privacy Act and health information about UAMS employees maintained by UAMS in its role as an employer and health information regarding a person who has been deceased for more than 50 years.

UAMS Workforce means for the purpose of this Policy, physicians, employees, volunteers, residents, students, trainees, visiting faculty, and other persons whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are paid by UAMS

Policy: UAMS prohibits the unlawful or unauthorized access, use or disclosure of Confidential Information obtained during the course of employment or other relationship with UAMS. As a condition of employment, continued employment or relationship with UAMS, the UAMS workforce and all non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information shall be required to sign a UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. UAMS will provide training for each of its workforce members on the importance of maintaining confidentiality and the specific requirements of state and federal law, including the HIPAA Privacy Regulations and laws protecting the privacy of students and employees, as well as UAMS policies, in accordance with Policy 3.1.30 HIPAA Education and Training.

Procedures:

**Confidentiality Agreement:** As a condition of employment, continued employment, or relationship with UAMS, UAMS will require its workforce and all non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information to sign the UAMS Confidentiality Agreement.

All new employees, students, or vendors requiring access to electronic Confidential Information (computer systems) must have a current Confidentiality Agreement on file in the IT Security Office. The person signing the agreement will receive a copy of the Confidentiality Policy with the Confidentiality Agreement. The UAMS IT Security Office will maintain signed Confidentiality Agreements. It is the responsibility of the manager or of the hiring individual vendors or consultants (who do not require electronic access but who may have access to Confidential Information) to require execution of the appropriate confidentiality agreements approved by the UAMS Office of General Counsel and to send those documents to the UAMS IT Security Office.

**Restriction on Access, Use and Disclosure of Confidential Information:** UAMS limits and restricts access to Confidential Information and computer systems containing Confidential Information based upon the specific job duties and functions of the individual accessing the information. UAMS will restrict access to Confidential Information to the minimum necessary to perform individual job functions or duties. UAMS will further limit and control access to its computer systems with the use of unique sign-on and password codes issued by the IT Security Office to the individual user authorized to have such access. Users are prohibited from sharing their password or using the access codes of another. Authorization to access, use or disclose Protected Health Information also is governed by the UAMS Use and Disclosure Policy 3.1.28.

UAMS will control and monitor access to Confidential Information through management oversight, identification and authentication procedures, and internal audits. UAMS managers and heads of departments will have the responsibility of educating their respective staff members about this Policy and the restrictions on the access, use and disclosure of Confidential Information, and will monitor compliance with this Policy.

Sales Representatives and Service Technicians: Sales representatives and service technicians must register in the appropriate area and execute the Confidentiality Agreement prior to any exposure to UAMS Confidential Information.

Media: All contacts from the media regarding any Confidential Information must be referred to the UAMS Office of Communications and Marketing (501-686-8998 or pager 501-395-5989).

Violation of Confidentiality Policy: Individuals shall not access, use, or disclose Confidential Information in violation of the law or contrary to UAMS policies. Each individual allowed by UAMS to have access to Confidential Information must maintain and protect against the unauthorized access, use or disclosure of Confidential Information. When no longer needed for the individual's specific job duties, Confidential Information must be returned to UAMS or destroyed. Any access, use or disclosure of Confidential Information in any form – verbal, written, or electronic – that is inconsistent with or in violation of this Policy will result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS. Any workforce member whose relationship with UAMS is not terminated as a result of intentionally violating this Policy must, in order to continue working at or attending UAMS, complete a HIPAA training module through the UAMS HIPAA Office.

All UAMS employees and others subject to this Policy must report any known or suspected incidents of access, use or disclosure of Confidential Information in violation of this Policy or in violation of the law to the HIPAA Office at 603-1379, in accordance with Policy 3.1.23 Reporting Policy for HIPAA Violations.

Sanctions: Violation of this Policy will result in disciplinary action, in accordance with Policy 4.4.02 Disciplinary Notice Policy.

### **8.5.1 Reporting Policy for HIPAA Violations**

UAMS Administrative Guide, Policy #2.1.08 (revised 09/03/14)

Purpose: To inform the UAMS Workforce on the proper procedure for reporting HIPAA violations.

Definitions: UAMS Workforce means for the purposes of this Policy, physicians, employees, volunteers, residents, students, trainees, visiting faculty, and other persons whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are paid by UAMS. To access any other terms or definitions referenced in this policy: <http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.PDF>.

Policy: Any known or suspected violations of the HIPAA regulations or related UAMS policies and procedures must be reported in accordance with this Policy. UAMS Workforce who report in good faith such known or suspected violations shall not be subjected to retaliation, intimidation, discrimination, coercion, or harassment as a result of their report. Violations of this policy, including failure to report, will be grounds for disciplinary action up to and including termination. Any sanctions that are applied will be documented.

Procedure: Reports by patients or members of the UAMS Workforce may be made to any of the following: • UAMS HIPAA Office, Slot 829, room M1/147b, HOTLINE (501-614-2187); • UAMS HIPAA Office, MAIN OFFICE (501-603-1379), Email: [hipaa@uams.edu](mailto:hipaa@uams.edu); • UAMS Reporting Line (1-888-511-3969); • UAMS HIPAA Website at <http://hipaa.uams.edu/> under "Report an Incident"; • UAMS Research Privacy Board Office/IRB (501-686-5667), Email: [IRB@uams.edu](mailto:IRB@uams.edu) or • UAMS IT Security through Technical Support Center (501- 686-8555)

If the member of the UAMS Workforce making the report is more comfortable reporting to the head of his/her department or anyone else in a position of responsibility, he/she may do so. The person receiving this report should contact the UAMS HIPAA Office as outlined above. SANCTIONS Violation of this Policy will result in disciplinary action, in accordance with Administrative Guide Policy 4.4.02, Employee Discipline.

### **8.6 PROHIBITION AGAINST HAZING**

In 1983, the General Assembly of the State of Arkansas implemented Act 75 which prohibits hazing and prescribes punishment for those convicted of hazing. It is printed below in its entirety. A student of any school, college, university, or other educational institution in Arkansas shall not engage in hazing or encourage, aid, or assist any other student in hazing. Hazing is defined as follows:

1. Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating

the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or

2. The playing of abusive or truculent tricks on or off any school, college university, or other educational institution in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or
3. Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or
4. Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, in striking, beating, bruising, or maiming, or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.
5. The term hazing as defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiating into or affiliation with any organization.
6. No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section.
7. The offense of hazing is a Class B misdemeanor.
8. Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.
9. Nothing in this Act shall be construed as in any manner affecting or repealing any law of this State respecting any other criminal offense.

## 8.7 INCLEMENT WEATHER PROCEDURE

When weather and road conditions warrant, UAMS leadership will declare “inclement weather” in order for employees, residents, students, patients and volunteers to know how to properly respond. For students, when UAMS is operating under Inclement Weather designation (both “*Inclement Weather – all areas open*” or “*Inclement Weather – non-essential areas closed*”), all on-campus classes are cancelled and the Library is closed. If UAMS implements its inclement weather policy, detailed announcements will be emailed to employees and students, communicated through local media and posted on the front pages of [www.uamshealth.com](http://www.uamshealth.com), [www.uams.edu](http://www.uams.edu), and the UAMS intranet. Students should refer to the inclement weather procedures within their specific CHP academic program for guidance about off-campus clinical rotations, make-up class, labs, and/or clinic sessions, rescheduling of a missed examination, quiz, or activity, etc.

## 8.8 UAMS SMOKING/TOBACCO USE POLICY

UAMS Administrative Guide, Policy # 3.1.01 (revised 12/04/13)

**Purpose:** The University of Arkansas for Medical Sciences (UAMS) is committed to promoting health, wellness, prevention, and the treatment of diseases within the community as well as to providing a safe, clean, and healthy environment for patients, visitors, employees, and students. UAMS serves as a model for the community in the area of promoting the good health of our staff and influencing public attitudes about the use of tobacco products. It is, therefore, UAMS's policy to provide a tobacco-free work environment.

**Scope:** All UAMS employees, faculty, staff, students, contractors, vendors, volunteers, patients, visitors, and anyone on any UAMS property.

**Policy:** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products) by employees, faculty, students, patients, and visitors are prohibited on all properties of the University of Arkansas for Medical Sciences.

**Definitions:** Tobacco products include, but not limited to: cigarettes, smokeless tobacco, pipes, cigars, and any tobacco containing product.

Employee – for the purpose of this policy, all UAMS employees while in UAMS facilities (leased or owned) or on the grounds of those facilities.

Students – for the purpose of this policy, any student attending any of the colleges or clinical areas on the UAMS grounds, leased or owned buildings.

Contractors/subcontractors/vendors/volunteers – individuals who enter UAMS Property for the purpose of providing a service to the institution.

Visitors – individuals who do not fall under the above categories including patients and their families.

E-Cigarettes – an electronic inhaler meant to simulate and substitute for tobacco smoking. It generally utilizes a heating element that vaporizes a liquid solution.

**Procedures:**

1. All Persons are prohibited from using tobacco on or in all UAMS owned or leased properties, UAMS owned or leased vehicles, and UAMS adjacent grounds, including parking lots and ramps.
2. Patients in the UAMS Medical Center are prohibited from tobacco use in accordance with the UAMS Medical Center Policy Manual Policy PS 1.09.
3. Compliance with this – tobacco free policy will be the responsibility of all administrators.
  - Lack of cooperation or repeated violations by employees, vendors, and students should be reported to the individual's supervisor/student's department chairman. The supervisor/chairman shall then attempt to resolve the problem.
  - Standard disciplinary procedures will be followed for compliance problems with employees/students. Violations will result in progressive disciplinary actions, including termination.
  - In the event the tobacco violation involves a potential threat to health or safety (*e.g.*, smoking where combustible supplies, flammable liquids, gasses, or oxygen are used or stored) the UAMS Police may be called for additional support.
  - UAMS Police shall be notified as the final resource to resolve problems arising with visitors, employees, or students during the enforcement of this policy.
  - Under Arkansas law violators of the smoking ban may be fined an amount not less than \$100 and no more than \$500.
4. New employees will be informed of the UAMS tobacco free policy during orientation. The Office of Human Resources will also inform employment candidates of the tobacco free policy during the application process.
5. Tobacco products will not be sold or dispensed within the UAMS campus.
6. Employees/students may not use tobacco products in any vehicle when the vehicles are on UAMS property.

## **8.9 DRUG FREE WORKPLACE**

UAMS Administrative Guide, Policy # 4.4.05 (revised: 04/04/16)

It is the goal of UAMS to maintain a workplace that is free from the illegal use, possession or distribution of controlled substances. Unlawful possession, manufacturing, use, sale or distribution of controlled or illegal substances by students or members of the UAMS workforce in the workplace or while on UAMS business is prohibited. In addition, students and members of the UAMS workforce shall not use illegal substances or abuse legal substances in a manner that impairs performance of assigned work or classroom activities. The complete policy can be found in the UAMS Administrative Guide, policy #4.4.05..

It is the underlying philosophy of the UAMS that addiction to alcohol and/or other drugs represents a disease state, and treatment of such problems is a legitimate part of medical practice. Employees or students with an addiction to drugs or alcohol are encouraged to seek help through the UAMS Employee Assistance Program (EAP) or Student/Employee Health Service. Individuals who seek help through the UAMS EAP or

Student/Employee Health Service will not be punished for seeking such help. However, appropriate disciplinary procedures linked to performance criteria are not precluded by this policy.

UAMS is committed to a drug-free workplace and resources for substance dependency assistance are available at: <http://inside.uams.edu/drug-free-campus-program/>

### **8.9.1 CHP Substance Abuse Policy**

CHP Student Affairs Policy # 02.00.03

If a faculty member or the director of Student Wellness Program (SWP) suspects a student of impairment due to substance abuse, the student will be required to submit to an immediate drug screen and will be referred to SWP services for evaluation. SWP will forward a report with treatment recommendations and the results of the drug screen to the Associate Dean for Academic Affairs to be placed in the student's permanent record. The student must comply with the treatment plan recommended by SWP to continue in his/her respective program. A student who is identified under the CHP Substance Abuse Policy is subject to periodic random drug screening as long as he/she is a student at the University of Arkansas for Medical Sciences. Any subsequent drug screening that is reported as "positive" will result in the immediate dismissal of the student. The refusal of the student to submit to the drug screen or SWP evaluation and/or recommended treatment plan will result in immediate dismissal of the student.

### **8.10 SEX OFFENDER NOTIFICATION**

The UAMS Police Department maintains information on registered sex offenders for the University of Arkansas Medical Science Campus and makes notifications regarding registered sex offenders associated with the Campus consistent with the state guidelines pursuant to Arkansas Code Annotated 12-12901-920 and 12-12-1301-1303.

These individuals subject to the notification process have been convicted of an offense that requires registration with the Arkansas Crime Information Center. These individuals, it must be stressed, are not wanted by law enforcement at this time and have already served their assigned sentences. Should you become aware of a registered sex offender on campus, no action on your part is required other than the type of alertness and caution that increases the safety of individuals, families, neighborhoods, and communities. Should you observe suspicious behavior on the part of such an individual, do not take action on your own, but immediately notify law enforcement. You may not share confidential information that you may receive regarding registered sex offenders with others, except those who have a need to know (for example, supervisors or co-workers in a position to prevent harm).

A written summary of campus guidelines and the notification plan for each offender will be maintained by the UAMS Police Department. Our campus Police Department will also make determinations regarding notifications. If you seek further information, please the Detective Division, UAMS Police Department at (501) 686-7777.

#### **8.10.1 UAMS Sexual Assault Policy Disclosure**

Amended in 1992, the security policies released pursuant to the Campus Security Act shall specifically address sex offense prevention and include the following provisions in cases of alleged sexual assault:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

### **8.11 STUDENT NEEDLE STICK/SHARPS INJURIES AND BLOOD/FLUID EXPOSURE**

UAMS Academic Affairs Policy # 1.4.1 (revised 03/07/2018)

**Purpose:** This document outlines the policy and procedures to follow when a student experiences a needle stick/sharp injury, blood/body fluid exposure when fulfilling requirements of a University of Arkansas for Medical Sciences education program. Regardless of where an incident occurs, students should be

evaluated IMMEDIATELY. If indicated, chemoprophylaxis should be started as soon as possible, ideally within 2 hours.

**Scope:** All students enrolled in University of Arkansas for Medical Sciences education programs.

**Policy:** All students who experience a blood/body fluid exposure while carrying out clinical/experiential requirements of their education program should be evaluated for the need for chemoprophylaxis and monitoring regardless of the type of exposure or risk status of the source patient. Procedures for students who suffer parenteral (e.g. needle stick or cut) or mucous membrane (e.g., splash to the eye, nose or mouth) exposure to blood or other body fluids, or who have a cutaneous exposure involving blood or prolonged contact with blood—especially when exposed skin is chapped, abraded, or afflicted with dermatitis – are described according to the practice site location where the incident occurs.

- For incidents that occur at the UAMS Medical Center, the applicable policy, HR.4.01, may be found in Compliance 360.
- For incidents that occur at OFF-CAMPUS locations, the site-specific procedures for handling a needle stick or blood/body fluid exposure as established by that site/facility are in effect and may vary slightly from UAMS procedures. However, general requirements for notification, evaluation, and documentation are outlined.

The central points for UAMS students who experience a parenteral, mucous membrane, or cutaneous exposure to a blood/body fluid, regardless of practice site location, are:

1. Report the incident IMMEDIATELY to their clinical supervisor or instructor and appropriate College administrator.
2. Call the Preventative Occupational Environmental Health Clinic (POEM), 501-686-6565, as soon as possible regardless of where the incident occurs. However, in all cases, evaluation of the incident must occur IMMEDIATELY, and is not to be delayed pending discussion with the POEM staff.
3. The amount of risk incurred as a result of the exposure must be evaluated and prophylactic treatment should be started as soon as possible, ideally within 2 hours to be effective; therefore, students should seek evaluation and treatment IMMEDIATELY.
4. Complete the UAMS Incident and Injury (I&I) Report form available at <http://www.uams.edu/campusop/depts/ohs/forms/accident.aspx>

Students who perform tasks that may involve exposure to blood and body fluids are required to complete annual blood borne pathogen training. This training compliance will be tracked through UAMS My Compass.

**Post exposure Prophylaxis with Antiretroviral Agents:** Under certain circumstances, it is recommended that individuals exposed to HIV through injury, etc., be offered combinations of anti-HIV medications for four weeks while surveillance laboratory monitoring is taking place. This process will be coordinated through Student/Employee Health (SEHS), so it is important that any such exposure be reported to SEHS as quickly as possible.

**Billing:** Students who have a blood/body fluid exposure shall be evaluated by POEM/SEHS or the Emergency Department (ED) and are required to complete an I&I Report form. All UAMS students are required to maintain a health insurance policy, which will be billed for services related to evaluation, treatment and monitoring. Deductible and co-pay costs not covered by the student's health insurance policy will be the responsibility of the student's primary college. Insured students will bear no out-of-pocket expenses.

In cases where a person is both a student and an employee, the role the person was fulfilling at the time of the incident will determine billing, so that if the person was carrying out student requirements, rules governing billing of care related to students will be in effect. If the person was carrying out employment related duties, the UAMS Medical Center employee policy will be applied.

#### **Reporting: Incidents Occurring at UAMS Medical Center**

For incidents that occur at the UAMS Medical Center, students will follow all procedures detailed in the UAMS policy HR.4.01 located in Compliance 360. These include:

1. Report the incident IMMEDIATELY to their clinical supervisor or instructor and the appropriate College administrator.



2. Call IMMEDIATELY to Student and Employee Health Service (SEHS), 686-6565 or page 501-405-6734, if it is during regular business hours. For after-hours incidents, students are to report to the UAMS ED – 526-2047.
3. The amount of risk incurred as a result of the exposure must be evaluated and prophylactic treatment, if indicated, must be started as soon as possible for best efficacy.
4. Complete the UAMS Incident and Injury (I&I) Report form <http://www.uams.edu/campusop/depts/ohs/forms/accident.aspx>
5. All students who have a blood/ body fluid exposure are to be evaluated either by the SEHS or the ED regardless of the type of exposure or risk status of the source patient.
6. Information about the source patient shall be documented on the Incident and Injury (I&I) report form by the nursing supervisor or his/her designee from which the source patient is receiving care. The I&I form shall accompany or be forwarded to the student to SEHS or the ED at the time of the initial evaluation.
7. It is the responsibility of the clinical supervisor or instructor to make sure that all information relevant to the incident has been completed on the I&I form and the student has called either SEHS or the UAMS ED, for triage.
8. It is the responsibility of the Nursing Supervisor or designee to record all information regarding the source patient on the I&I report form, notify either SEHS or the ED with the risk factors for HIV and ensure that orders are written for lab work on the source patient's chart.

### **Reporting: Incidents Occurring at Off-Campus Locations**

When students participate in experiential training in a variety of practice locations, the procedures for handling a needle stick or mucosal splash injury as established by that site/facility are in effect and may vary slightly from UAMS procedures. However, general guidelines include:

1. Students should familiarize themselves with local procedures for needle sticks, splash and other injuries. Some sites may require site-specific training prior to the student entering the facility. However, if this information is not covered, students should educate themselves regarding local procedures.
2. In general, regardless of the practice site, if a student receives a needle stick or other sharp injury or has a body fluid exposure, the student should seek treatment IMMEDIATELY. If a specific site has not been identified through training/orientation materials, the student should go to the nearest Emergency Room for evaluation and possible treatment. Students must also IMMEDIATELY inform their clinical supervisor (ie, resident and/or attending, preceptor, etc) of the exposure, and make sure that an incident report, or reasonable facsimile, from the site/facility where the incident occurred is completed.
3. The student should make sure that Student and Employee Health (SEHS) and his/her College is informed of off-campus incidents since ongoing monitoring may be required.

### **References**

- UAMS Medical Center Policy, Number: HR.4.01, Needlestick/Sharps Injuries and Blood/Body Fluid Exposure, UAMS Administrative Guide, University of Arkansas for Medical Sciences Employee/Student Injury and Incident Report, <http://www.uams.edu/campusop/depts/ohs/forms/accident.aspx>
- Blood Borne Pathogen training – My Compass [https://uams.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2FUAMS.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D285%26UserMode%3D0](https://uams.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2FUAMS.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D285%26UserMode%3D0)
- UAMS Medical Center, Billing Statement

## **8.12 PROTECTION AGAINST OCCUPATIONAL EXPOSURE TO HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV)**

UAMS Medical Center Policies and Procedures, Policy #HR.4.02 (revised 09/14)

**Purpose:** Protection against blood borne infections.

**Policy:** Since medical history and examination cannot reliably identify all patients infected with HIV, Hepatitis B, or Hepatitis C, or other blood borne infections, “universal/standard precautions” when handling blood and body fluids shall be consistently used for all patients. Students, residents and employees (hereafter

known as health care worker) shall not be permitted by their supervisors to draw blood or perform invasive procedures until their skills have reached a satisfactory level of proficiency.

### Procedures:

#### I. Routine Precautions

- A. Health care workers shall use appropriate barrier precautions according to Universal/Standard Precautions below.
- B. Hands and other skin surfaces shall be cleaned immediately if contaminated with blood or body fluid. Hands shall be cleaned after gloves are removed.
- C. Precautions to prevent "sharps" injury should be taken. Needles should not be recapped, bent, or broken by hand, or removed from disposable syringes. After use, "sharps" should be placed in puncture-resistant containers for disposal.
- D. Although saliva has not been implicated in HIV transmission, mouth-to-mouth resuscitation should be replaced by mouth pieces, resuscitation bags, or other ventilation devices.
- E. Healthcare workers with exudative lesions or weeping dermatitis should refrain from direct patient care and handling equipment until the condition resolves.
- F. Pregnant healthcare workers are not known to be at greater risk of contracting HIV, Hepatitis B, or Hepatitis C than non-pregnant workers. However, if infections did occur, prenatal transmission may result. Therefore, pregnant healthcare workers should be especially familiar with and strictly adhere to these precautions.
- G. Blood, saliva, and gingival fluid from all dental patients should be considered potentially infected. Blood and body fluids from all patients sent to clinical laboratories should be considered potentially infected.

#### II. Universal (Standard) Precautions

##### A. Hand Hygiene

1. Frequent hand hygiene is an important safety precaution which should be practiced after contact with patients and specimens. Hands should always be cleaned with antimicrobial soap or waterless hand cleaner before and after contact with patients even when gloves have been used. If hands come in contact with blood, body fluids, or human tissue, they should be immediately cleaned with an antimicrobial agent. (Washing with an antimicrobial agent is recommended; however, soap and water may be used. Using an approved moisturizing hand cream may reduce skin irritation caused by frequent handwashing.)
2. Hands NEED to be cleaned:
  - a. Before invasive procedures.
  - b. After the completion of work.
  - c. Before any contact with wounds.
  - d. After removal of gloves and/or other protective clothing, immediately or as soon as possible after hand contact with blood or other potentially infectious materials and upon leaving the work area.
  - e. Before eating, drinking, smoking, applying makeup, or changing contact lenses.
  - f. Before all other activities which entail hand contact with mucous membranes or breaks in the skin.
  - g. Immediately after accidental skin contact with blood, body fluids, or tissues, hands or other skin areas should be thoroughly washed. If the contact occurs through breaks in gloves, the gloves should immediately be removed and the hands should be thoroughly cleaned.
  - h. Between contacts with different patients.
  - i. After contact with a source that is likely to be contaminated with virulent microorganisms or hospital pathogens (e.g., touching infected patient, after taking rectal temperatures, emptying foley bags, blowing nose).

##### B. Gloves

Gloves shall be worn when the employee has the potential for direct skin contact with blood, other potentially infectious materials, mucous membranes, non-intact skin of patients, and when handling items or surfaces soiled with blood or other potentially infectious materials.

Gloves shall be disposable and changed in between patients, or between different open body sites. Gloves should be changed if they become visibly contaminated with blood or body fluids or if physical damage occurs. Latex, vinyl, nitrile or polyethylene gloves all provide adequate barrier

protection. Wearing two pairs of gloves (double-gloving) is recommended in situations where large amounts of blood may be present in the field of work, such as in the Emergency Department.

C. Facial Protection

Masks and eye protection or face shields shall be worn whenever splashes, spray, splatter, droplets or aerosols of blood or other potentially infectious material may be generated and there is a potential for eye, nose or mouth contamination. Full face shields made of lightweight plastic (similar to chemical splash shields) are the preferred means of facial protection. They offer excellent protection of the entire face and neck region. A surgical mask offers protection of the nose and mouth. Either soft or performed masks are effective. Ordinary prescription glasses are not adequate eye protection. Better protection is afforded by plastic wrap-around safety glasses that fit over regular glasses. If there is substantial hazard of splattering, goggles with a plastic cushion seal are preferred. Surgical caps may be worn if extreme splattering is anticipated.

D. Occlusive Bandages

All open skin defects (e.g., exudative lesions, dermatitis, cuts, abrasions, etc.) on healthcare workers shall be covered with a water impermeable occlusive bandage. This includes defects on the arms, face and neck.

E. Gowns, Aprons and Other Protective Body Clothing

Appropriate protective clothing shall be worn when the employee has a potential for exposure to blood and other potentially infectious materials. Gowns and laboratory coats shall be changed immediately if grossly contaminated with blood or body fluids to prevent blood seeping through and contaminating street clothes or skin. They should be changed at appropriate intervals to ensure cleanliness. Contaminated gowns shall be placed into a linen bag and sent to the hospital laundry. Disposable plastic aprons are recommended if there is a significant probability that blood or body fluids may be splashed on the worker. At the completion of the task being performed, the apron shall be discarded into a biohazard container.

### 8.13 UAMS POLICY OF NON-DISCRIMINATION IN ADMISSION AND RETENTION OF STUDENTS KNOWN TO BE INFECTED WITH A BLOOD BORNE PATHOGEN (WITH OR WITHOUT SYMPTOMS)

UAMS Academic Affairs Policy # 2.2.6 (05/04/2018)

#### Purpose and Scope

To provide guidance regarding management of students at UAMS who are infected with a blood borne pathogen ("infected students"). These agents include, but are not limited to Human Immunodeficiency Virus (HIV), Hepatitis C (HCV) and Hepatitis B (HBV). Each of these viruses is treatable with antiviral agents, and suppression of the viral load is the goal of therapy.

#### Policy

UAMS has a commitment to provide the following:

- Protection of the individual rights of all members of UAMS.
- Education for all students and the UAMS community about blood borne diseases.
- Ensure a humane response to those with a blood borne disease.
- Reasonable precautions in order to maintain a safe environment on campus.

This policy is consistent with state and federal laws and has been developed with guidance from various national organizations and academic health care institutions, such as the Centers for Disease Control and Prevention; the American College of Health Associations; and the American Public Health Association. The Society for Healthcare Epidemiology of America (SHEA) has published guidelines for management of healthcare workers who are infected with Hepatitis B virus, Hepatitis C virus, and/or Human Immunodeficiency Virus. (Infection Control and Hospital Epidemiology 31:203-232, 2010). This policy is also in compliance with recommendations from the CDC for health care workers and students with Hepatitis B virus, the most communicable of these viruses (MMWR 61 (No. RR-3):1-12, July 6, 2012).

#### Definitions:

1. **Blood Borne Pathogen** is an agent that is transmitted via blood and body fluid route. Most often HIV, HBV, and HCV are involved but other pathogens include but are not limited to malaria, syphilis, human T-cell lymphotropic viruses, certain hemorrhagic fever viruses, or leptospirosis.

Blood Borne Disease is an infection known to be transmitted by blood, including but not limited to pathogens or agents as HBV, HCV, and HIV. Three factors must be present for transmission of these viruses in the health care setting: First, the health care provider must be sufficiently viremic (i.e., have infectious virus circulating in the bloodstream). Second, the health care provider must have an injury (e.g., a puncture wound) or a condition (e.g., non-intact skin) that allows exposure to his/her blood or other infectious body fluids. Third, the provider's blood or infectious body fluid must come in direct contact with a patient's wound, traumatized tissue, mucous membranes, or similar portal of entry during an exposure-prone procedure. The vast majority of HBV-infected health care personnel pose no risk for patients because they do not perform activities in which both the second and third conditions are met. (MMWR 61 (No. RR-3):1-12, July 6, 2012).

2. Exposure Prone Invasive Procedures (EPIPs) include those in which access for surgery is difficult or those in which needle stick injuries are likely to occur, typically in very closed and un-visualized operating spaces in which double gloving and the skin integrity of the operator might be compromised. These procedures are limited to major abdominal, cardiothoracic, and orthopedic surgery, repair of major traumatic injuries, abdominal and vaginal hysterectomy, vaginal deliveries, and major oral or maxillofacial surgery. Techniques that have been demonstrated to increase the risk of provider percutaneous injury and provider-to-patient exposure include digital palpation of a needle tip in a body cavity and/or simultaneous presence of a health care provider's fingers and a needle or other sharp device or object (e.g., bone spicule) in a poorly visualized or highly confined anatomic site. EPIPs are not ordinarily performed by students fulfilling the functions of a medical school education and should not be performed by students with a blood borne pathogen regardless of viral load unless otherwise instructed by the expert panel described below.
3. All Other Invasive and Noninvasive Procedures include those that pose low or no risk for percutaneous injury to a health care provider or, if a percutaneous injury occurs, it usually happens outside of a patient's body and generally does not pose a risk for provider-to-patient exposure. These include surgical and Ob/Gyn procedures that do not involve techniques for EPIPs as well as the use of needles or other sharp devices when the health care provider's hands are outside a body cavity (e.g., phlebotomy, placing peripheral and central intravascular lines, administering medication by injection, performing needle biopsy, or lumbar puncture). Also included would be dental procedures other than major oral or maxillofacial surgery, insertion of tubes (e.g., nasogastric, endotracheal, rectal or urinary catheters), endoscopic or bronchoscopic procedures, internal examination with a gloved hand that does not include the use of sharp devices (e.g., vaginal, oral, and rectal examination), and procedures that involve physical touch (e.g., general physical or eye examinations or blood pressure checks).

#### General Guidelines and Procedures

1. Non-discrimination: In compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students living with blood borne diseases are to be treated like anyone else having a "disability" for purposes of admission and retention by the University of Arkansas for Medical Sciences. UAMS is committed to non-discrimination of disabled individuals and makes reasonable accommodations to enable them to complete their education. It has been determined that students with suppressed viral load for HBV, HCV, and/or HIV may participate (as described below) in all activities, other than EPIPs. For students without suppression, the colleges will make reasonable accommodations for infected students so that they will be able to complete requirements for their degree. All students must meet the technical standards for admissions" detailed by the colleges of UAMS.
2. Screening for Blood Borne Pathogen Infections: UAMS does not mandate blood borne pathogen screening for any student. However, voluntary testing is encouraged<sup>3</sup>, because early identification of infection may minimize its transmission and allow early treatment, which may prolong life expectancy and enhance quality of life.
3. Health of the Student: A student with a blood borne disease must report the infection to the Associate Dean of their college (or designee) for an evaluation. The student then must have a physician for medical follow up as part of his/her medical care. The cost of laboratory or medical studies would be the responsibility of the student as would any medical illness during medical school. The student will be

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<sup>3</sup> Which may be obtained through confidential and anonymous testing facilities.

responsible for having the reports of laboratory or medical studies supplied to the Associate Dean (or designee) of his or her college. The SHEA recommendations will be followed by the college until or unless modifications by this body or the CDC are forthcoming. Students infected with HBV, HCV, and/or HIV must follow standard precautions including double gloving for procedures known to compromise glove integrity.

- For students with HBV viral load of less than  $5 \times 10^3$  GE (Genomic Equivalents) per ml, no restrictions (other than EIPs as above) apply as long as testing is performed twice a year and reported to the Associate Dean of the college (or designee).
- For students with HBV viral load of greater than  $5 \times 10^3$  GE per ml, an expert panel as described below should review the practice of the student and the student should not perform procedures using sharps.
- For students with HCV viral load of less than  $5 \times 10^3$  GE per ml, no restrictions (other than EIPs as above) apply as long as testing is performed twice a year and reported to the Associate Dean of the college (or designee).
- For students with HCV viral load of greater than  $5 \times 10^3$  GE per ml, an expert panel as described below should review the practice of the student and the student should not perform procedures using sharps.
- For students with HIV viral load of less than  $5 \times 10^2$  GE per ml, no restrictions (other than EIPs as above) apply as long as testing is performed twice a year and reported to the Associate Dean of the college (or designee).
- For students with HIV viral load of greater than  $5 \times 10^2$  GE per ml, an expert panel as described below should review the practice of the student and the student should not perform procedures using sharps.

The student must waive physician/patient confidentiality and permit his/her private physician or the Medical Director of Student/Employee Health (or designee) to provide a report to the Associate Dean (or designee) containing information pertinent to the appropriateness of the student's continued clinical activities in the college, including information on viral load. For students with a blood borne pathogen, as described above, an expert panel must meet (regardless of the viral load) to review the practice of the student and must meet with the student to reinforce the need for Standard Precautions (e.g., double gloving, regular glove changes, use of blunt surgical needles, etc.). The panel may appropriately provide counseling about alternate procedures or specialty paths, especially for providers, students, residents, and others early in their careers, as long as this is not coercion or limitation (perceived or actual) of the provider or student.

The members of the expert review panel may be selected from, but should not necessarily be limited to, the following (as appropriate for the specific student's situation): one or more persons with expertise in the student's desired specialty (if known); infectious disease and hospital epidemiology specialists; hepatitis specialists (if appropriate); the infected providers' occupational health, student health, or primary care physicians; ethicists; human resource professionals; hospital or school administrators; and legal counsel. Certain members of the panel should be familiar with issues relating to blood borne pathogens and their infectivity. This expert panel will give advice to the Associate Dean of the college (or designee) regarding any restrictions to be placed on the student's clinical or educational activities, and which individuals supervising the student (whether at UAMS or at away rotations/internships) should be told about the student's diagnosis and other health information concerning the student. The medical conditions addressed in this policy may impart on a student a duty to disclose pertinent health information to patients, potential employers, or regulating bodies. Educating students on how and when to disclose this information is consistent with UAMS' mission of providing competent health care professionals. UAMS, however, cannot be responsible for advising students on health care regulations for all states in which they may wish to rotate or practice. Students will be responsible for understanding that different restrictions may be in place when practicing outside of the State of Arkansas.

The Associate Dean will review the approved plan developed in consultation with the expert panel with the student and a copy of the plan will be placed in the student's file.

The student must consent to a release of records related to the student's medical history to the program directors for any residency program(s) he/she enters following graduation. This information will include the nature of the illness, information on treatment and follow-up (to include compliance with prescribed treatment), results of relevant laboratory tests obtained during and after treatment, and any recommendations for ongoing treatment by the student's caregiver. Additionally, in any verification or reference letters issued

by the college to residency sites or clinical employers, the following statement will appear: "This student had a medical issue during medical school. The student will provide details of this medical issue."

4. Treatment and Counseling Services: Students with blood borne diseases will be informed of the availability for voluntary and confidential treatment and counseling services through their college. UAMS encourages these students to seek regular counseling services, as well as regular appropriate health care treatments.

In order to remain enrolled at UAMS, the student must sign the Statement of Agreement form stating that they have received, read, understand, and agree to abide by this policy, as well as the policies of the Campus and of the Hospital. Each college may create policies not inconsistent with these general guidelines, but tailored more specifically towards its student population and clinical environments.

Appendix A – Blood Borne Disease Policy Agreement Form - See UAMS Academic Affairs Policies at <http://academicaffairs.uams.edu/policy-search/>

# SECTION 9.0 - STUDENT CONDUCT AND DISCIPLINE

## 9.1 SCHOLASTIC DISHONESTY POLICY

CHP Academic Affairs Policy # 01.00.02 (revised 07/07/16)

The College of Health Professions believes that both students and instructors have significant roles within the educational process. Acts of scholastic dishonesty can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. Although monitoring of scholastic conduct is primarily the responsibility of faculty, students ultimately have the responsibility and are expected to act in an honest and responsible manner during the educational preparation for their professional role.

The Scholastic Dishonesty Policy applies to circumstances and events related to the student's education program, including scholastic issues and professional conduct or judgment. Sanction(s) for scholastic misconduct may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, or suspension or dismissal from the college. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters are addressed in procedures and regulations in the Student Conduct and Discipline Policy (CHP Student Affairs Policy #02.15.01).

### Definition of Academic Misconduct

Academic misconduct is considered to be an act contrary to academic and/or professional ethics. Examples of academic misconduct include, but are not limited to:

1. Copying from another student's test paper, reports, research, or computer files;
2. Using materials and/or devices during an examination which have not been authorized by the person in charge of proctoring the examination;
3. Giving or receiving unauthorized assistance on examinations. This not only includes providing specific answers to subsequent examinees, but also involves providing or receiving information which would allow the student to have an unfair advantage in the examination over those students who did not possess such information;
4. Exchanging places with another person for the purpose of taking an examination or completing other assignments;
5. Using, buying, selling, stealing, transporting or soliciting in its entirety, or in part, the contents of an examination or other assignment not authorized for release;
6. Falsifying clinical logs, records, or reports (oral or written);
7. Plagiarism is defined as adopting, appropriating for one's own use and/or incorporating in one's own work, *without acknowledgement*, passages, tables, photographs, models, figures, and illustrations from the writings or works of others; presenting parts of passages of other's writing as products of one's own mind. The concept of plagiarism also extends to the copying of quiz, written, or lab practical examination questions, case studies, or clinical case scenarios used in the classroom or small group sessions, in any form or manner, including memorizing the material so it can be written down and passed on to others at a later time. Plagiarism of testing materials is cheating, and constitutes an activity that is unprofessional and against the ethical tenets of the health professions.
8. This notice is to inform students that the College of Health Professions reserves the right to utilize, with or without the students' knowledge, plagiarism detection services or software. Written work may be compared to a database of texts, journals, electronic and web sources including web sites that sell or distribute pre-written essays or term papers. The College reserves the right to use this plagiarism detection system at any time, on any work submitted by a student in any course.
9. Misrepresenting facts to cover up mistakes or omissions in clinical or academic settings;
10. Deliberately performing at less than maximum ability, or asking another student to do so, to alter the grading scale.

## 9.2 STUDENT CONDUCT AND DISCIPLINE

A violation of academic integrity or other standards for student conduct is a serious matter, and it is expected to be handled in a professional, efficient, and timely manner. The following policy is designed to afford all involved parties the opportunity to handle suspected scholarly dishonesty or student conduct violations in the most equitable manner possible. If there are any questions about the policy, students, faculty and staff are encouraged to contact the Associate Dean for Academic Affairs.

### STUDENT CONDUCT AND DISCIPLINE POLICY

CHP Student Affairs Policy #02.15.01 (revised 02/22/2018)

Students are expected and required to obey federal, state, and local laws; to comply with University of Arkansas policies and regulations, university and college rules and regulations, with directives issued by university administrative officials, and to observe standards of conduct appropriate for an academic institution. Students who do not adhere to these requirements may be subject to disciplinary actions and commensurate penalties.

#### 1. CONDUCT SUBJECT TO DISCIPLINARY ACTIONS

Students who engage in the following conduct may be subject to disciplinary actions, whether the conduct takes place on or off campus or whether civil or criminal penalties are also imposed for the conduct:

- **Violation of laws, regulations, policies, and directives** – Violation of federal, state, and federal laws, including laws and policies on HIPAA (Health Information Portability and Accountability Act); violation of University of Arkansas policies and regulations; non-compliance with university or college rules and regulations; non-compliance with directives issued by administrative officials acting in the course of their authorized duties
- **Scholastic dishonesty** – Cheating, plagiarism, collusion, submission for credit any work or materials that are attributable in whole or part to another person, taking an examination or submitting work or materials for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts (see Definition of Scholastic Dishonesty in the college catalog)
- **Drugs and Alcohol** – Illegal use, possession and/or sale of a drug or narcotic on campus or at education or clinical facilities affiliated with the university; use of alcohol in violation of university policy
- **Health or safety** – Conduct that endangers the health or safety of any person on campus, in any building or facility owned or controlled by the university, or any education or clinical facility affiliated with the university
- **Disruptions** – Acting singly or in concert with others to obstruct, disrupt, or interfere with any activities related to the university's responsibilities in teaching, education, healthcare, research, administration, service, or other activities authorized to be held or conducted on property owned by the university or affiliated with the university
- **Inciting lawless action** – Engaging in speech, either orally or in writing, which is directed to inciting or producing imminent lawless action and is likely to incite or produce such action
- **Unauthorized use of property** – Engaging in unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the university or affiliated with the university
- **Hazing** – Hazing is prohibited by Arkansas Act 75 of 1983.
- **Altering of official documents** – Altering official records; submitting false information; omitting requested information required for or related to application for admission or the award of a degree; falsifying clinical records
- **Vandalism** – Defacing, mutilating, destroying, or taking unauthorized possession of any property, equipment, supplies, or facilities owned or controlled by the university or clinical facilities affiliated with the university
- **Prohibited conduct** – Engaging in prohibited conduct that occurs while participating in off-campus activities sponsored by the university, including field trips, internships, rotations, or clinical assignments
- **Use of explosives** – Unauthorized use or possession of any type of explosive, firearm, imitation firearms, ammunition, hazardous substance, or weapon as defined by federal or state law while on campus or in facilities owned or controlled by the university or clinical facilities affiliated with the university

#### 2. DISCIPLINARY PROCESS

When student conduct occurs that may be subject to disciplinary action, the faculty member will immediately notify the department chair/program director. After consultation with the chair/program director, the student of the suspected violation should be notified through a face-to-face or telephone conversation. In some instances,



the faculty member may take immediate action appropriate to the circumstances. For example, when a student is observed to be cheating on an examination, the faculty member may stop the examination process for the student and retrieve the examination. Or when a student engages in disruptive behavior, the faculty member may instruct the student to leave the instructional space so that order can be restored.

The faculty member will also complete and submit to the Dean a Student Conduct and Discipline Report, signed by the department chair or program director within 2 days<sup>2</sup> after observing or discovering the conduct. A copy of the report will be sent to the student, as well. The report will summarize the conduct deemed to violate conduct and discipline standards (detailed in Section 1 of this policy) along with pertinent details, e.g., time, place, other observers, etc. The Dean will forward the report to the Associate Dean for Academic Affairs (ADAA) who will investigate the disciplinary complaints or charges.

### **3. INTERIM DISCIPLINARY ACTION**

Pending a hearing or other disposition of the complaints or charges against the student, the ADAA may take immediate interim disciplinary action deemed appropriate for the circumstances when such action is in the best interest of the university, patients and their families, other students, etc. Interim actions may include suspension and bar from the campus when it reasonably appears to the ADAA that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the institution.

### **4. INVESTIGATION AND ADMINISTRATIVE DISPOSITION BY THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS**

Within 2 days of receiving the Student Conduct and Discipline Report, the ADAA will schedule a meeting with the student for the purpose of investigating or discussing the complaints or charges. The request to meet will be emailed using the student's UAMS email account. The student's negligence in reading the email will not be good cause for the failure to respond to the meeting request.

If the student fails to appear for the meeting without good cause, as determined by the ADAA, (1) the ADAA may bar or cancel the student's enrollment or otherwise alter the student's status until the student complies with the summons, or (2) determine the facts and assess penalties, or (3) request that the Dean appoint a Conduct and Discipline Panel that will conduct a hearing to determine the facts and assess penalties.

#### **4.1 ADMINISTRATIVE DISPOSITION BY THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS**

In any case where the accused student does not dispute the facts upon which the charges are based and agrees to the penalties the ADAA assesses, the student may execute a written waiver of the hearing procedures. The administrative disposition will be final and there will be no subsequent proceedings regarding the charges.

In any case where the accused student disputes the facts upon which the charges are based or the penalties imposed by the ADAA, the student may appeal either or both to a Conduct and Discipline Panel.

### **5. INVESTIGATION AND HEARING PROCESS**

The charges will be heard and determined by a fair and impartial Conduct and Discipline Panel (CDP) appointed by the Dean. The CDP will consist of at least 3 faculty members outside of the student's department. The CDP may include faculty members outside the College of Health Professions. One member of the panel will be appointed as Chair of the CDP.

#### **5.1 NOTICE OF HEARING**

Except in those cases where immediate interim disciplinary action has been taken, the student will be given at least 3 days written notice of the date, time, and place for the hearing and the CDP Chair's name and contact information. The notice will include a statement of the charges and a summary statement of the evidence supporting the charges. The notice will be emailed using the student's university email account. The date for a hearing may be postponed by the CDP Chair for good cause or by agreement of the student and the Dean.

#### **5.2 IMPARTIALITY OF THE CONDUCT AND DISCIPLINE PANEL CHAIR**

The student may challenge the impartiality of the CDP Chair. The challenge must be in writing, state the reasons for the challenge, and be submitted to the CDP Chair through the Office of the Dean at least 2 days before the scheduled hearing. The CDP Chair will be the sole judge of whether he or she can serve with fairness and objectivity. In the event that the CDP Chair disqualifies himself or herself, a substitute will be appointed by the Dean.

### 5.3 DUTIES OF THE CONDUCT AND DISCIPLINE PANEL AND CHAIR

The CDP Chair is responsible for conducting the hearing in an orderly manner and controlling the conduct of the witnesses and participants in the hearing. The CDP Chair will rule on all procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of university legal counsel.

Members of the CDP are responsible for carefully and fairly considering all evidence and testimony in light of the charges, questioning witnesses, and determining whether the student is responsible for the disciplinary violations as charged.

If the CDP determines that the student is responsible for the disciplinary violations, the CDP will recommend a penalty or penalties specified in Section 6 below. While unanimity among members of the hearing panel is desirable, a majority that includes the CDP Chair may determine the student's responsibility and penalties.

### 5.4 PROCEDURES DURING THE CONDUCT AND DISCIPLINE HEARING

Conduct and Discipline Hearing Participants – The conduct and discipline hearing provides for an objective hearing of all facts related to the charges and should include at a minimum the student and the ADAA in addition to the Conduct and Discipline Panel. The hearing is “closed” and confidential. Only individuals personally involved in the hearing are permitted to attend and participate, including CDP members, the student, ADAA, witnesses, and counsel, if desired. UAMS legal counsel may be available to provide advice on procedural and policy matters.

Witnesses – If called, witnesses will give only their testimony; witnesses may not be present in the hearing before or after their testimony is given. If the student and/or ADAA wish to call witnesses, they must inform the CDP Chair of the names of the witnesses and provide a brief written summary of their relevant testimony at least 3 business days before the hearing. The CDP Chair must inform each party of the witnesses that the other party plans to call at least 2 days before the hearing.

#### Procedures during the Hearing

- The CDP Chair will review the purposes of the hearing and procedures to be followed, and clarify the data-gathering and decision-making functions of the CDP. The CDP Chair will orally read the charges and summary of evidence submitted to the dean. Only the charges submitted to the Dean are discussed during the hearing.
- The student and the ADAA will present facts related to the charges. The CDP may question the student and ADAA. The student and ADAA may question each other, at the discretion of the CDP Chair.
- The CDP Chair calls witnesses as desired by the student and the ADAA, and the CDP may question the witnesses. The student and ADAA may question the witnesses at the discretion of the CDP Chair. At all times, it is the prerogative of the CDP Chair to monitor and control the extent and degree of questioning and terminate it as her/his judgment dictates.
- Counsel of choice, if requested by the student, may be present to advise and support the student. The student must inform the CDP Chair of the name of the counsel of choice, if one is desired, at least 3 business days before the hearing. The hearing is not intended to be adversarial in the sense of a court trial and, therefore, witnesses will not be “cross examined” as in a legal context. Counsel of choice may only confer with the student and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- If the student's counsel of choice is an attorney, university counsel must also attend. The university's counsel will observe the proceedings and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- When all testimony has been provided, all individuals except the CDP leave the hearing room. The CDP discusses the matters and may request additional information as deemed appropriate and necessary. Although it is desirable to conclude conduct and discipline investigations expeditiously, the CDP may use as much time as necessary and reasonable to assess thoroughly and evaluate the charges and related facts. If the CDP's recommendation is delayed more than 3 days after the hearing, the CDP Chair will notify the dean, student, and ADAA of the delay.

- Following careful review of all information, the CDP will (1) determine the student's responsibility for the conduct and disciplinary violations and (2) recommend penalties deemed appropriate by the CDP.
- The CDP Chair notifies the dean in writing of the hearing panel's recommendations within 3 business days of its final meeting. The notification should include at a minimum: (a) summary of charges brought against the student; (b) summary of the proceedings, e.g., participants, sources of information, number of meetings, etc.; (c) summary of facts related to the charges; (c) penalties recommended; and (d) rationale for the penalties.
- The Dean may concur with, modify, or reject the hearing panel's recommendations. The Dean will notify the student, ADAA, and the student's department/program of the decision. The Dean's decision is final and may not be appealed

## **6. PENALTIES**

The following penalties may be assessed by the ADAA, as indicated in Section 4.1, or by the CDP after a hearing in accordance with the procedures specified in Section 5.4.

- Probation
- Withholding of grades, official transcript, and/or degree
- Bar against reinstatement or readmission
- Restitution or reimbursement for damage to or misappropriation of university property
- Suspension of rights and privileges, including participation in student, clinical, or extracurricular activities
- Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit
- Denial of degree
- Suspension from the institution for a specified period of time
- Expulsion, i.e., permanent separation from the university
- Revocation of degree and withdrawal of diploma
- Other penalty as deemed appropriate under the circumstances

## **7. DISCIPLINARY RECORD**

The College of Health Professions maintains a written disciplinary record for every student charged with a violation of conduct and discipline standards. A disciplinary record reflects the nature of the charge, the disposition of the charge, the penalties assessed, and any other pertinent information. The disciplinary record is treated as confidential, and is not accessible to or used by anyone other than the Dean or university officials with legitimate educational interests, except under written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena. The record is maintained for at least 5 years unless university or other regulations require a different retention period.

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### **9.3 ARRESTS AND CONVICTIONS**

CHP Student Affairs Policy # 02.00.05

Students who are convicted of a felony while enrolled in a CHP program are subject to disciplinary action. The CHP also reserves the right to suspend or dismiss students who are arrested for a violation of the law, in accordance with regard for the due process rights of the student as described in the Persistent Disruption to the Educational Environment Policy.

### **9.4 PERSISTENT DISRUPTION OF THE EDUCATIONAL ENVIRONMENT**

CHP Student Affairs Policy # 02.00.06

The College of Health Professions at the University of Arkansas for Medical Sciences is dedicated to the pursuit of academia and to providing the opportunity for students to be successful in their educational endeavors. As such, students who display persistent behavior which disrupts the educational process of a classroom are subject to disciplinary action.

## **9.5 POLICY ON ADMINISTRATIVE ACTIONS**

CHP Student Affairs Policy # 02.00.04

In the College of Health Professions, individuals in the dean's office have the authority to take administrative actions in order to protect the safety and welfare of members of the university community. Individuals who may use these administrative actions are the: Dean, Associate Dean for Academic Affairs, Associate Dean for Administrative Affairs, Associate Dean for Student Affairs, or any designee as approved by the Dean

In special situations where the presence of physical, emotional, or psychological harm to one's self or others is present, the CHP Dean's Office may take administrative action to protect the safety and welfare of members of the university community. Such action could include, but is not limited to, a student's restriction from certain activities or locations on campus, changes in class schedule, or suspension. Any emergency action taken will be clearly outlined and explained, in writing, and presented to the student.

## **9.6 PSYCHOLOGICAL EVALUATION AND/OR COUNSELING FOR STUDENTS OF CONCERN**

CHP Student Affairs Policy # 02.00.07

Department Chairs or the Dean's Office of the College of Health Professions may determine that a student should undergo psychological evaluation and/or counseling based on a student's behavior which indicates reasonable concern for the health and well-being of the student or other members of the university community that come in contact with the student. In the event that a student presents behaviors of concern to department chairs or members of the CHP Dean's Office, the student will be referred to the Student Wellness Program and expected to undergo the requested psychological evaluation and/or counseling. In the event that a student refuses to seek the evaluation or services required in a timely manner, emergency administrative action may be taken.

## SECTION 10.0 - FINANCIAL INFORMATION

### 10.1 ENROLLMENT DEPOSIT

Although not a fee, an enrollment deposit is due upon acceptance into post-baccalaureate programs within the College and is not refundable, but it is applied to the first term tuition if the applicant is accepted and enrolls. (Contact the CHP Office of Admissions for further information.) If more than one year has passed, the deposit is forfeited. There is no enrollment deposit for undergraduate programs.

### 10.2 TUITION AND FEES

The cost of CHP programs can be found on the individual program's website under the "financial information" section. Tuition for the physician assistant and physical therapy programs are a set rate. Undergraduate and all other graduate students enrolled in CHP programs pay an hourly rate for tuition. Students enrolled in the UAMS Graduate School, who are enrolled in 9 SC or fewer pay an hourly rate, with 10 SC or more considered a full-time load. Some undergraduate CHP programs admit only full-time students (at least 12 SC). Fees are subject to change without notice by action of the Board of Trustees. Payment of all fees is due upon registration. Registration fees are available on the college website or call the Office of the University Registrar.

Payment of tuition and fees is due upon registration. Students who have not paid tuition, course, and other required fees, or received a deferment for payment by the date specified at registration, will be notified (orally and in writing, if possible) that they have an additional three working days to pay the charges. If full payment is not received during that period, the students will be administratively suspended from classes within the following two working days. (Submission of a check which is not honored by the bank does not constitute payment, and the rules described above apply.) If you have any questions or concerns regarding your tuition/fees (amount, number of hours, explanation of a fee, etc.), please contact the Office of the University Registrar at (501) 526-5600.

By Mail: If you pay by mail, please do not send cash. Make checks/money orders payable to UAMS. Write your Student ID Number on all payments. If the name on the check is different from the student's name, please write the student's name on the check. Your cancelled check will serve as your receipt. Checks must be for the exact amount of tuition and fees. Mail payments to:

UAMS  
Student Financial Services, Slot 758  
4301 West Markham  
Little Rock, AR 72205

In Person: Please visit our office located in the Admin West Building, First Floor, Room 1.106. If you are paying with check/money order, please be sure to write your Student ID Number on all payments. We also accept all credit cards and debit cards.

Drop Box: If you are paying with check/money order, you may place your payment in the Student Financial Services Drop Box located in the hall by our office in the Admin West Building, First Floor, Room 1.106. Please be sure to write your Student ID Number on all payments. Do not put cash in the drop box.

#### 10.2.1 Collection of Student Tuition, Fees, and Other Charges

Academic Affairs Policy # 3.1.8 (revised 4/18/2018)

**Purpose:** The purpose of this policy is to establish guidelines and procedures for the collection of student tuition, fees, and others charges.

**Definitions:**

Tuition: Tuition is defined as payment required for credit-based instruction and related services and is charged to all students.

Fees: Fees are defined as payment required for services that benefit all students and for which all students pay, college-specific charges for services provided to students enrolled within each college, elective fees (e.g. housing fees), and user charges for specific services requested by individuals (e.g. application fees, transcript fee, diploma replacement fee).

The Registrar: The Office of the University Registrar and its staff.

The Bursar: The Office of the Bursar and its staff.

**Policy:**

The Bursar's Office is responsible to collect tuition, elective fees and other outstanding charges owed by students per the Tuition and Fee Administration Policy.

**Procedures:**

1. Late fees may be assessed on student accounts 30 days past due unless the student has an authorized deferment.
2. The Bursar's Office will notify the student that he/she has a past due account and the need for payment.
3. If a student's account continues to remain past due, the outstanding balance will be placed with an outside collection agency and/or on the State of Arkansas' Debt Setoff Program. The student may be subject to collection and/or legal fees.
4. The Bursar's Office will place service indicators on past due accounts to prevent students from registering for classes in the subsequent term or to be cleared for graduation.

### **10.2.2 Student Account and Fee Administration**

Academic Affairs Policy # 3.1.1 (04/19/2018)

**Purpose:** The purpose of this policy is to define the procedures for the administration of tuition and fees and other student charges.

**Definitions:**

Tuition: Tuition is defined as payment required for credit-based instruction and related services and is charged to all students.

Fees: Fees are defined as payment required for services that benefit all students and for which all students pay, college-specific charges for services provided to students enrolled within each college, elective fees (e.g. housing fees), and user charges for specific services requested by individuals (e.g. application fees, transcript fee, diploma replacement fee).

The Registrar: The Office of the University Registrar and its staff.

The Bursar: The Office of the Bursar and its staff.

**Policy:**

Tuition and fee rates for UAMS programs shall be reviewed annually according to procedures and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor. All tuition and fees will be approved by the Board of Trustees and fully documented in the minutes of the meetings at which such approval is granted.

Tuition rates may vary among programs and colleges, and may be charged on a per credit hour basis or as a flat rate.

All tuition and fee rate changes shall take effect in the fall semester of the next academic year following Board of Trustees approval, and remain in effect for a full academic year. No changes to tuition and fee rates may be made during the academic year without the approval of the Provost, the Chancellor, and the Board of Trustees.

#### **Student Account Payments and Deferrals**

All tuition and fee payments shall be processed through the Bursar's Office in a manner determined by that office. No other office, unit, department, college or individual shall be authorized to accept payments from students with the exception of elective fees defined above.

The student is ultimately responsible for the payment of all tuition and fees, book store charges, residence hall charges, fitness center charges or any balance on the student's account. Payments are due by the assigned due date posted on the student's account in GUS

The Bursar's Office is authorized to defer the payment of tuition and fees under the following circumstances:

1. The Bursar's Office may defer tuition and fees up to the amount authorized for a specific academic term for a student whose tuition and fees are guaranteed and will be paid by an outside agency (third party) under a documented agreement.
2. The Bursar's Office may defer tuition and fees up to the amount of the aid granted for a specified academic term for a student who has a financial aid award(s) in process.

Any exceptions or requests for deferred payment, other than the two types of deferral defined above, must be approved by the Bursar's Office.

#### Late Payment of Student Account

Late fees may be assessed on student accounts 30 days past due unless the student has an authorized deferment. All charges must be paid in order for a student to be cleared to register for classes in the subsequent term or to be cleared for graduation. The Bursar's Office will be responsible for collection of all student account charges in compliance with Academic Policy 3.1.8, Collection of Student Tuition, Fees and Other Charges.

#### Timely Payment of Library Fines/Fees

Library fines/fees must be paid in order for a student to be cleared to register for classes in the subsequent term or to be cleared for graduation.

#### Death of a Student

UAMS will refund 100% of the tuition and fees paid for the current academic term in the event of a student's death.

#### Application Fees

Application fees must be developed in accordance with the annual schedule and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor and the Board of Trustees. Payments for application fees are processed through the Bursar's Office. Application fees shall be levied only for the purpose of recovering costs associated with applications and admissions processes and may not be applied towards payment of tuition or other fees. Application fees are non-refundable.

#### Transcript Fees

The Registrar's Office is authorized to charge a fee for the production of an official student transcript. This fee shall be developed in accordance with the annual schedule and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor and the Board of Trustees. This is an elective service fee (not required by a course of study) and is not considered a student fee for the purposes of generating an estimated cost of attendance.

#### Thesis and Dissertation Hours

Students who are completing a thesis or dissertation must be enrolled in a minimum of one credit hour of instruction and will be charged the per credit hour rate for tuition and applicable fees. Graduate students may qualify for the continuing registration fee under circumstances other than when enrolling in a term to complete a dissertation or thesis.

#### Continuing Registration Fee

College of Medicine students who have completed all of their coursework but who have not passed the required USMLE Step 2 – a graduation requirement – by the end of the graduating term will pay the continuing registration fee for subsequent semesters of enrollment, until the student passes the exam or is dismissed from the program.

Students enrolled in any other degree plan who have completed all coursework and credit-bearing activities, but have not met all graduation requirements must also pay the continuing registration fee. Payment of this fee means that the student is kept on an "active" status, and has access to all the rights and privileges of an enrolled student.

#### Non-degree Seeking Students in Fully Online Course

Students enrolled in a non-degree seeking plan or sub-plan and who are enrolled in a 100% online course of 3 hours or less of instruction will be exempt from selected student fees: the parking / transportation fee, the

student health fee and the student activity fee. Courses will be determined as 100% online if so listed in the official class schedule for the term in the student information system.

### **Incomplete Grades**

Students who are working to finish incomplete coursework and have an incomplete grade are not charged tuition and fees if that is their only activity in the program. This assumes that the college / program has a policy in place that defines a deadline for the completion of any incomplete grade. Incomplete grades cannot be used to offer additional instruction – beyond that offered in the original term in which the student was enrolled but failed to complete coursework/requirements.

#### **References:**

Academic Policy 3.1.8, Collection of Student Tuition, Fees and Other Charges.

Academic Policy 3.1.6, Tuition for Dual Degrees and Dual Enrollment

### **10.2.3 Student Payment Plan**

Academic Affairs Policy # 3.1.2 (04/18/2018)

**Purpose:** The purpose of this policy is to describe the UAMS payment plan option for students to pay for tuition and fees.

**Scope:** All UAMS enrolled students who meet eligibility criteria.

#### **Policy:**

Students who meet the requirements listed below may enroll in a Student Payment Plan. The UAMS payment plan structure(s) will be approved by the Vice Chancellor for Finance and administered by the Bursar's Office.

#### **Eligibility Criteria:**

5. A student must be enrolled in a fall or spring term. Payment plans are not offered during the summer term except for the Physician Assistant Program.
6. For students who are receiving financial aid, all financial aid sources must post to the student's account prior to enrolling in a payment plan.
7. The student must have a balance of \$500.00 or more to enroll in a payment plan.

#### **General Information:**

1. Students may enroll in a payment plan in accordance with procedures established by the Bursar's Office.
2. A processing fee will be assessed on all payment plans.
3. Students will be allowed up to 30 days from the first day of class to sign up for a payment plan. A minimum payment amount and processing fee must be paid by the assigned installment due date on the student's account in GUS.
4. If a student does not meet payment requirements, his/her enrollment for future semesters will be blocked. In addition, the University Registrar will not release a transcript for a student who has an outstanding payment(s) due.
5. If an account becomes delinquent, the Bursar's Office will follow established procedures to apply late fees and for the collection of the debt.
6. If a student withdraws or is dismissed, the balance on his/her account is due immediately.

### **10.2.4 Fees**

**Student Technology Fee:** All UAMS students in all programs will be charged a Student Technology Fee for the fall and spring semesters. There is no Student Technology Fee charged for the summer session unless that is the first semester a student enrolls. Students only need to pay this fee two semesters each academic year.

**Student Health Fee:** All UAMS students in all programs unless otherwise noted will be charged a Student Health Fee for the fall and spring semesters. There is no Student Health Fee charged for the summer session unless that is the first semester a student enrolls. Students only need to pay this fee two semesters each academic year.

**University Services Fee:** All UAMS students in all programs (except those enrolled in less than 4 credit hours) will be charged a University Services Fee for the fall and spring semesters. There is no University Services Fee



charged for the summer session unless that is the first semester a student enrolls. Students only need to pay this fee two semesters each academic year.

Transportation Fee: All students with the exception of 100% online students will be charged a parking/transportation fee for fall, spring, and summer sessions.

Student Activity Fee: All UAMS students in all programs will be charged a Student Activity Fee for the fall and spring semesters. There is no Student Activity Fee charged for the summer session unless that is the first semester a student enrolls. Students only need to pay this fee two semesters each academic year.

Laboratory Fees: Laboratory fees are charged by some departments and may vary by semester and program. Laboratory fees for the current year are subject to change without notice by action of the Board of Trustees. Laboratory fees are available on the College [website](#).

### 10.2.5 Designation of 100% Online Degree Plans for Fee Charging Purposes

**Purpose:** Some UAMS mandatory fees are waived for approved designated 100% online / programs. Students enrolled in the designated plan or sub-plan will be exempt from selected mandatory fees: This policy defines the criteria and process in order for a program to be designated as a 100% online /distance degree plan or sub-plan that is eligible for this waiver of fees. This policy also describes the annual application process that must occur in order for a degree plan or sub-plan to be maintain its designation.

**Scope:** All certificate and degree plans and sub-plans offered by UAMS colleges and schools.

**Policy:** UAMS programs must apply (using Form 3.1.3A) to the Office of Enrollment Services and Academic Administration to be designated as a 100% online program for fee charging (or exemption) purposes. ESAA will evaluate the request in consultation with the Registrar and Bursar Offices to make a determination on whether mandatory fees may be exempted for the program as a 100% online program. The fees allowed to be waived are the Student Health Fee, Student Activity Fee and Student Transportation Fee.

#### Timeline for Application and Designation

- Applications may be submitted at any time between December 1 and March 1 of each year.
- Programs will be notified of the outcome of review no later than March 20, to take effect the following July 1: the first day of the new academic / fiscal year.

Programs must notify ESAA of any change in their status as a designated online degree plan/sub- plan during the academic year, and must reapply for the designation no less than once prior to the start of the academic year (July 1).

In order to qualify as a 100% online program, all of the criteria below must apply:

1. The entire didactic curriculum for the degree plan or sub-plan can only be completed on line (NOT face-to-face in person or face-to-face via IVN). Online does include Blackboard courses. If online delivery is optional for degree completion, then the plan or sub-plan is not eligible.
2. The academic plan or sub-plan must correspond to a recognized plan or sub-plan as configured in the student information system's (GUS) academic structure table.
3. The student does not come to a UAMS campus or off-site location for either the didactic or clinical/ experiential portion of the program. Only orientation and exam appearances may occur at UAMS facilities. (UACC-HOPE is NOT a UAMS facility. The NW campus and all UAMS Regional Offices ARE UAMS facilities).

### 10.2.6 Special Fees

Special fees, subject to change, which may be charged by the College, are available on the College [website](#).

## 10.3 TUITION AND FEE REFUNDS FOR ADDING AND/OR DROPPING COURSES

Academic Affairs Policy # 3.1.4 (06/30/15)

**Purpose:** The purpose of this policy is to define the process for refunding tuition and fees for students who add and/or drop courses.

## Definitions:

Adding and Dropping Courses: Adding and dropping courses refers to the established procedure by which students, after completing official registration for a specific enrollment period, add or drop one or more courses to their approved program of study, but remain enrolled for the term.

Class Days: Number of days that a class has been in session since the first day of the semester.

## Policy:

1. Dropping a Course or Courses: A student must complete a request to withdraw from a course or courses through the Registrar's Office. The date that the request is accepted by the Registrar determines whether or not a student is eligible for a refund of tuition and fees, according to the refund schedule below. Students who do not officially drop a course by completing the request form are not eligible to receive refunds.
2. Adding a Course or Courses: A student who adds a course may be subject to additional tuition and/or fees. Additional tuition and/or fee assessments are due and payable when the change is entered. Each student is responsible for processing the add/drop course request by the appropriate deadline. The effective date of the change is the date of receipt by the registrar.
3. Charges for Adding or Dropping a Course: The UAMS Registrar's Office may establish charges for adding or dropping a course beyond the published add/drop period, as approved by the Vice Chancellor for Finance and the Provost.

**Refunds for Dropping a Course or Program of Study:** The refund amount for students who drop a course or withdraw from a program of study is based on the following schedule for tuition and fees:

1-5 Class Days: 100%                      6 – 10 Class Days: 50%                      11<sup>th</sup> Class Day and after: 0%

## 10.4 TUITION AND FEE REFUNDS FOR STUDENTS WITHDRAWING FROM UAMS

Academic Affairs Policy # 3.1.5 (06/30/15)

**Purpose:** The purpose of this policy is to define the process for refunding tuition and fees for students withdrawing from an education program at UAMS.

### Policy:

#### A. Students Withdrawing from UAMS – Non Financial Aid Recipients

The refund amount for students withdrawing from UAMS shall be based on the following schedule. The schedule applies to both tuition and fees paid.

Refund for Tuition and Fees Only:

1-5 Class Days: 100%                      6 – 10 Class Days: 50%                      11<sup>th</sup> Class Day and after: 0%

#### B. Students Withdrawing from UAMS – Financial Aid Recipients

According to Federal Regulations, a Title IV Return of Funds calculation will be processed for those students who withdraw after receiving federal financial aid (Pell Grant, SEOG, subsidized Stafford Loan, unsubsidized Stafford Loan, parent PLUS loan or Perkins). The calculation is based on the number of days the student attended divided by the number of days in the term. The results of the calculation determine how much financial aid the student has earned. After 60% of the term has passed, the student is considered to have earned 100% of his/her aid. If the student has not earned 100% of his/her aid, the portion of the "unearned" aid is returned to the Title IV programs stated above. After the Return of Title IV financial aid calculation is processed, a student may owe a balance to UAMS. It is the student's responsibility to make arrangements for payment of the balance with the Bursar's Office. Housing refunds for students who withdraw shall be subject to the rules established by Campus

## 10.5 ARKANSAS RESIDENCY STATUS

The classification of Arkansas resident or non-resident is determined on the basis of legal domicile of the student. A student/applicant who is financially independent will be evaluated based on his/her own circumstances. A student who is a dependent of a parent or guardian will be evaluated based on the parent(s)/guardian(s) circumstances. One parent or guardian must qualify as an Arkansas resident in order for

a dependent student/applicant to claim state residency. Each of the following standards must be met in order for state residency status to be granted. The applicant/student has:

1. Physically resided in Arkansas for at least twelve consecutive months in the permanent home (a bona fide domicile) and was not a student at any Arkansas higher education institution during those twelve months.
2. Maintains a permanent connection to the state and has an expectation of remaining in the state beyond graduation.
3. Earned a minimum of \$4,000 gross taxable income in the state during the twelve consecutive months prior to application.

Applicants or continuing students may request a change in their classification by completing an *Application for Change of Residency Status* form available in the CHP Office of Admissions and on the CHP [website](#). Please note, completing an application for reclassification is not a guarantee that a change in resident status will be granted.

Native American people in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in-state students of Arkansas for tuition and fee purposes on all campuses of the University of Arkansas. Tribes so identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek, Delaware, Kickapoo, Osage, Quapaw, Shawnee, Tunica, and Peoria..

Students residing in Bowie and Cass counties in Texas are eligible for in-state tuition and fees (but are not considered Arkansas residents for purposes of admission). For more information about registration fees, contact the CHP Office of Admissions, Administration West, 328C. Telephone: (501) 686-5730.

University Administrative Memorandum 540.1 allows waiving of tuition and fees for dependents of Arkansas citizens who are prisoners of war or missing or killed in action. "Dependent" means a spouse of prisoner of war or person declared to be missing or killed in action, or any child born before or during the period of time its father or mother served as a prisoner of war or was declared a person missing or killed in action, or any child legally adopted or in the legal custody of the father or mother prior to and during the time the father served as a prisoner of war or was declared to be a person missing or killed in action. Contact the CHP Office of Admissions for details.

### **10.5.1 Non-Resident Diversity Tuition Waiver**

Academic Affairs Policy # 3.3.1 (revised 06/16/2017)

Purpose: The UAMS Non-Resident Diversity Tuition Waiver is established in order to:

1. Assist educational programs at UAMS achieve established diversity recruitment goals,
2. Increase the diversity of the applicant pools to UAMS education programs with respect to race, ethnicity, gender, socio-economic status and geographic origins,
3. Help defray rising educational costs for UAMS students who are economically disadvantaged,
4. Increase the diversity among the Arkansas healthcare professions workforce, especially those serving underrepresented and medically underserved populations.

Policy: Each year, the chancellor will approve applications from each of the colleges and the graduate school to reduce the tuition of out-of-state students to the in-state (resident) rate, based upon the criteria established for this waiver. A recipient's residency status will not be affected for admission purposes, only for tuition cost purposes.

Eligibility to Apply:

1. The applicant for the Non-Resident Diversity Tuition Waiver ("applicant") must be accepted by a UAMS college or the graduate school for the period for which he/she is applying for the tuition waiver.
2. The applicant must complete all portions of the application form (attached to this policy).
3. The applicant must be enrolled for a minimum of 0.5 FTE (half-time or full-time), as defined by the program/college to which he/she is accepted.
4. The applicant must be pursuing an undergraduate or graduate degree or a post- baccalaureate or advanced or graduate certificate at UAMS.

## Application

1. The applicant must submit to the Dean a completed Non-Resident Diversity Tuition Waiver Application (i.e., provide a response to each part of the form). The application is attached to this policy.
2. The applicant must include a 500-word essay describing: a) his/her academic background and professional aspirations, with particular emphasis on challenges that the applicant has encountered, or continues to encounter; b) the impact that the tuition waiver would have on his/her ability to fulfill those plans and aspirations.
3. The applicant must include two (2) letters of reference from persons familiar with his/her academic work and professional character. If the applicant provided letters of reference as part of the college's/school's admission packet, those letters may be used to fulfill this part of this application.

## Selection Criteria

1. Applicants must have an excellent academic record that promises a successful academic career. Since specific tests and other measures of academic performance vary widely, each college/school will establish written specific requirements for academic performance and those standards will accompany these program guidelines.
2. Each college/school judges the alignment of the applicant's academic and professional goals with the goals of the college/program.
3. Other important factors include academic citizenship, community involvement, and leadership.
4. Preference is given to applicants who: a) plan to stay in Arkansas after graduation; or b) have established ties to the state which increase the likelihood that they will stay in the state to work after graduation. These ties or connections to the state should be explained in the application. Applicants who cannot demonstrate these ties or intentions are still eligible to apply.
5. The student being a first-generation college student is also considered.

## Administration

1. Applicants submit the application to the Dean of each college according to a published schedule each year. Typically, colleges set application deadlines relative to the admissions process because only those selected for admission are eligible for this scholarship.
2. The deadline to submit an application is two (2) weeks prior to the last day to pay tuition per the college granting admission.

### **10.5.2 Non-Resident Academic Tuition Waiver Program**

Academic Affairs Policy # 3.3.4 (revised 04/10/17)

Purpose: The UAMS Non-Resident Academic Tuition Waiver program is established with the following objectives.

1. Enable UAMS to recruit and retain students into its education programs who exhibit the highest level of academic achievement.
2. Improve UAMS' ability to compete with its peer institutions in other states for highly sought after students.
3. Increase the geographic diversity of the applicant pools for UAMS education programs.
4. Help defray rising cost of education for students from other states who could not afford to enroll at UAMS otherwise.

Priority will be given to awards that result in fulfilling strategic planning goals for UAMS, the college and/or program, including for example, goals for program competitiveness, student scholastic achievement, or diversity. The recipient's resident status (state of legal residence) will not be affected and will be categorized as out of state students for admissions purposes.

## Eligibility to Apply

1. The applicant for the Non-Resident Academic Tuition Waiver ("applicant") must plan to pursue an undergraduate or graduate degree or post-baccalaureate or advanced or graduate certificate at UAMS.
2. The applicant must be enrolled for a minimum of 0.5 FTE (half-time or full-time), as defined by the program/college to which she/he is accepted.
3. The applicant must be accepted by, or enrolled in, a UAMS college or the Graduate School for the

period for which he/she is applying for the tuition waiver.

#### Application

1. The applicant must submit to the Dean a *completed* Non-Resident Academic Tuition Waiver Program Application by published deadlines.
2. The applicant must include two (2) letters of reference from persons familiar with his/her academic work and professional character. If the applicant provided letters of reference as part of an admission packet, those letters may be used to fulfill this part of this application.

#### Selection Criteria

1. Applicants must have an excellent academic record that promises a successful academic career. Since specific tests and other measures of academic performance vary widely, each college/school will establish written requirements for academic performance and those standards will accompany these program guidelines.
2. Each college/school will judge the alignment of the applicant's academic and professional goals with the goals of the college/program.
3. Other factors that may be considered include academic citizenship, community involvement (service learning), and leadership.
4. Preference will be given to applicants who: a) plan to stay in Arkansas after graduation; or b) have established ties to the state which increase the likelihood that they will stay in the state to work after graduation. These ties or connections to the state should be explained in the application. Applicants who cannot demonstrate these ties or intentions are still eligible to apply.

### **10.5.3 Veteran Non-Resident Tuition Waiver Program**

UAMS Academic Affairs Policy # 3.1.7 (revised 08/02/2017)

Purpose: In 2014, Congress enacted legislation that provides for in-state tuition to certain veterans and dependents who ordinarily would not qualify as state resident for tuition purposes. Arkansas' 90<sup>th</sup> General Assembly passed comparison legislation in 2015. Accordingly, UAMS established the Veteran Non-Resident Tuition Waiver for the following purposes:

1. To help defray rising educational costs for UAMS students who are veterans of the US military, or who are the children or spouse of a veteran of the armed forces.
2. Meet State of Arkansas and US policies requiring that no veteran or their families pay out-of-state tuition.

Policy: Student veterans who present documentation of their service in any of the branches of the armed forces and who are legal residents of other states will be granted a waiver of the out-of-state amount of tuition. Students who are veterans must pay all the applicable fees for the course of study that they have chosen. The veteran student's resident status (state of legal residence) will not be affected and will be categorized as out-of-state (non-resident) for admissions and all other classification purposes.

Eligibility: The veteran applicant must, 1) be accepted by, or enrolled in, a UAMS college of the Graduate School for the period for which he/she is applying for the tuition waiver; 2) been honorably discharged or released from at least 90 days of active service; and 3) been honorably discharged less than three years before his/her date of enrollment in the applicable course/program.

#### Application and Processing:

1. The applicant must submit a completed Veteran Tuition Waiver Application to the Office of the University Registrar no less than 10 business days prior to the first day of the term for which the applicant is requesting the waiver.
2. The applicant must provide an acceptable form of legal documentation regarding veteran status, which establishes eligibility.
3. The Office of the University Registrar will verify the application and documentation
4. The tuition waiver will be valid for every term in which the student enrolls until she/he completes or leaves the program, provided the student remains in good standing.
5. Amount of the Waiver: The waiver will reduce the amount of tuition from the non-resident tuition rate to the resident tuition rate for the program to which the applicant has been accepted.
6. The tuition waiver cannot be used as cash or as a credit to a student's account, only as a reduction in the amount/debt payable to UAMS for tuition at the in-state rate.

7. No other non-resident tuition waiver programs can be applied at the same time to compound the tuition reduction
8. Awards are not automatically transferrable from one program to another or from one college to another. However, a waiver granted by one program/college does not disqualify a student from being eligible to apply to a second program/college.

#### **10.5.4 Waiver of Non-Resident Tuition for Native Americans**

UA Board of Trustees Policy 520.1 (revised: 04/09/99)

Native American people in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in-state students of Arkansas for tuition and fee purposes on all campuses of the University of Arkansas. Tribes so identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek, Delaware, Kickapoo, Osage, Quapaw, Shawnee, Tunica, and Peoria.

#### **10.5.5 Waiver of Out-Of-State Tuition for Residents of Bowie County, Texas**

UA Board of Trustees Policy 520.10 (11/16/84)

Residents of Texarkana, Texas, and Bowie County, Texas, will be classified as in-state students for University fee purposes at the University of Arkansas.

### **10.6 RESIDENCE HALL**

Room descriptions, rates, and application procedures for the UAMS residence hall can be found on the UAMS student activities and housing [website](#). For further information contact: Director of Student Activities and Housing, University of Arkansas for Medical Sciences, 4301 West Markham, #536, Little Rock, Arkansas 72205. Telephone: (501) 686-5850.

#### **10.6.1 Service and Emotional Support Animal in Campus Housing**

UAMS Academic Affairs Policy # 2.2.7 (07/01/2017)

**Purpose:** UAMS is committed to compliance with state and federal laws requiring the provision of reasonable accommodations to individuals with disabilities. Consistent with the requirements of the Americans with Disabilities Act (ADA), as amended, and the Fair Housing Act, UAMS will consider on a case-by-case basis requests for service animals or emotional support animals in university owned housing.

The purpose of this document is to describe the policy and procedures for students requesting service or emotional support animals in campus housing as a reasonable accommodation.

#### **Definitions:**

**Emotional support animal (ESA):** any animal that provides emotional support comfort for the benefit of a person with a disability, or that alleviates one or more identified symptoms or effects of a person's disability.

An emotional support animal cannot be classified as a service animal, unless it is also individually trained to perform work or tasks.

**Handler:** the individual who utilizes the service or emotional support animal, or is responsible for the handling of the animal.

**Reasonable accommodation:** a modification of rules, policies, or practices; adjustments to environments or facilities, or the provision of auxiliary aids and services which do not result in undue financial hardship or administrative burden. Accommodations that pose a threat to the health, safety and/or comfort of others, or result in a fundamental alteration of a program are not considered reasonable.

**Service animal (SA):** a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Service animals in training are included in the definition of service animal for the purpose of this policy.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals under this definition; however, a miniature horse may qualify in some situations. Animals, including dogs, that serve

solely to provide a crime deterrent effect, or to provide emotional support, companionship, or comfort are not service animals under this definition.

Work or tasks: the work or tasks performed by a SA that are directly related to the individual's disability (e.g., guiding an individual who is blind, alerting an individual who is deaf, pulling a wheelchair, or reminding a person with a mental illness to take prescribed medications.)

**Policy:**

Service animals are permitted in all university areas, including campus housing, with the exception of those areas where specifically prohibited due to safety or health restrictions, where the service animal may be in danger, or where use of the service animal may compromise the integrity of research.

If it is not obvious what service an animal provides, university employees may only ask two questions of the handler:

1. Is the animal required because of a disability; and
2. What task or work is the animal trained to perform?

The handler may not be asked to describe the nature and extent of their disability, be required to provide medical documentation of their disability, be asked or required to produce a special identification card or training record/documentation for the animal, or have the service animal demonstrate its ability to perform the designated work or task.

An ESA may be permitted in campus housing if:

1. The handler has a disability
2. There is a direct correlation between the handler's disability and the need for the animal

Students planning to bring their SA or ESA to live with them on campus should complete and submit a request to the ADA/Title Coordinator by completing (form TBD) and submitting all required documentation at least 30 days in advance of the animal's anticipated presence in campus housing.

**Documentation:**

The rationale for seeking documentation about a student's condition is to support the Coordinator in establishing that a disability exists, understanding how the disability impacts the student, and making informed decisions about accommodations. Documentation supporting the need for an ESA should be dated within the last six months and contain the following:

1. Nature of the impairment and how it substantially limits the individual
2. Provider's history with the individual
3. Symptoms that are reduced by the presence of the ESA, and
4. The importance of the ESA to the student's overall well-being

Supporting documentation is not required from a student seeking to have their SA live with them in campus housing; however, the ADA Coordinator may require the student to answer the relevant questions as outlined in this policy.

Current immunization records must be provided to the Coordinator prior to moving an approved SA or ESA into campus housing.

**Responsibilities:**

The handler must:

1. Attend to and be in control of the SA or ESA at all times, including care and supervision of the animal. Care and supervision of the animal includes, but is not limited to, costs of care necessary for the animal's well-being, regular feeding and watering, regular bathing and grooming, and regular exercise.
2. Keep the animal under their control at all times. A harness, leash, or tether is required unless the handler is unable to use any of these restraints. In such cases, the animal must be under the handler's control by another effective means such as voice control, signals, or other effective means.
3. Assure that the animal does not display any behaviors or noises that are unduly disruptive to others, as determined by the university.
4. Abide by Little Rock ordinances related to the licensing and control of animals.
5. Assume financial responsibility for the animal's actions, including any bodily or property damage, or

- cleaning and extermination costs.
6. Immediately notify the ADA Coordinator and Director, Campus Housing if the animal is no longer needed or is no longer in residence.
  7. Additionally, the handler is encouraged, but is not required, to have the animal wear some type of commonly recognized SA identification symbol.

The animal's approved status is specific to that animal. An additional request must be submitted and approved in accordance with this policy prior to bringing a different animal into university housing.

University students, employees, and visitors must:

1. Allow service and support animals to accompany the handler, as permitted under this policy.
2. Not touch, feed, harass, or deliberately startle service or support animals.
3. Not attempt to separate the animal from the handler.
4. Avoid discussing the handler's disability.

#### **Handlers' Responsibilities in Campus Housing:**

1. The handler is responsible for the behavior of the approved animal in accordance with all university rules, regulations, and applicable community laws.
2. The handler is responsible for the care and supervision of the approved animal at all times. If the handler will be away for an extended period of time, arrangements must be made to board the animal off campus; the animal may not be left in university housing to be cared for by another person.
3. The handler is responsible for cleaning up all animal waste and disposing of that waste in outdoor dumpsters. Animal waste is not to be disposed of in indoor trash receptacles. The director of Campus Housing will designate specific animal relief areas.
4. The handler's residence may be inspected regularly for fleas, ticks, or other pests. The director of Campus Housing/designee will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved methods by a university approved pest control service. The handler will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
5. Animals must be fed and watered inside of the handler's room. Food and water for the animal are not to be left outside of the handler's room.
6. The handler is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.
7. All approved animals must continue to be in overall good health. Immunization records must be updated annually and provided to the ADA Coordinator.
8. The university has the authority to temporarily or permanently exclude an assistance animal from the grounds or facilities if the animal's behavior is unruly or disruptive, in ill health, or habitually unclean.
9. The handler is responsible for the cost to repair any damage to any person or property caused by the approved animal at the time of the damage. Property includes, but is not limited to, furniture, carpet, window, walls, or other items. The university shall have the right to bill the student's account for unmet obligations.
10. An approved animal must be removed from university housing after a single occurrence of biting or other aggressive behavior.
11. All other housing contract terms remain in full force and effect. Should the animal be removed from the premises for any reason, the handler is expected to fulfill their housing obligations for the remainder of the contract.

#### **Conflicting Health Conditions**

Individuals living on campus with medical conditions(s) who are affected by an approved animal (for example, respiratory diseases, asthma, severe allergies) and that would rise to the level of a disability as defined by the ADA, are asked to contact the ADA Coordinator/designee if they have a health or safety related concern about exposure to a SA or ESA.

The ADA Coordinator/designee will consider the conflicting needs and/or accommodations of all persons involved so as to provide reasonable accommodations to all individuals with disabilities.



## 10.7 INSURANCE

### 10.7.1 Student Liability Insurance

The CHP requires all students to purchase liability insurance effective during their enrollment in any course requiring active participation in a patient care setting. The fee for liability insurance is included in the tuition and fee statement. Students should contact the CHP Office of Admissions for current information regarding this requirement.

### 10.7.2 Health Insurance

Full-time and part-time students admitted to a CHP degree or certificate program must have major medical health insurance coverage at all times that meets established minimum standards outlined in Academic Affairs Policy #2.2.3 Student Health Insurance Policy with follows. Students admitted as pre-degree or non-degree/non-certificate students are strongly encouraged, though not required, to purchase health insurance through a private source. The University will assume no responsibility for expenses incurred for health care services rendered to these students or their dependents.

### 10.7.3 Student Health Insurance Policy

UAMS Academic Affairs Policy # 2.2.3 (revised 03/02/16)

Purpose: Unexpected health care expenses can destabilize a student's financial situation and derail the educational progress. Students who experience a serious illness or injury may be forced to leave school because of the financial burden of health care cost incurred when they are uninsured or underinsured. These potential barriers to attendance and degree completion are reduced when students have adequate health insurance. Therefore, UAMS practices a hard waiver insurance program, which means that every student is required to provide proof of comprehensive health insurance coverage.

Scope: Full and part-time students enrolled at the University of Arkansas for Medical Sciences are required to verify health insurance coverage twice a year (August and January). Student health insurance compliance is managed by the Division of Academic Affairs' Department of Campus Life and Student Support Services.

Policy: All students enrolled at UAMS must verify health insurance coverage, as required by University of Arkansas Board policy (Policy 1260.1). A UAMS sponsored student injury and sickness plan is available to all UAMS students. Students also have the option to purchase private insurance (individual, family, or employer) if such coverage meets the minimum standards outlined below.

Standards: Health insurance policies must meet minimum standards set forth by the Student Government Association and the Office of the Provost. Coverage must meet the following criteria: • Plan must provide at least \$100,000 in coverage (for each covered injury or sickness incident) UAMS Academic Affairs Policy - 2.2.3 12/7/2016 2 • Plan must have no major exclusions. Plan must include: major medical, pharmacy, emergency medical, mental health, and diagnostic x-rays/laboratory services • Health insurance coverage is required for the entire semester for which a student is enrolled • An individual plan must have a policy year deductible of \$1,000 or less; family and employer plans are exempt from this requirement • Plan must provide identification card or policy with student name and/or policy information allowing student insurance monitors to confirm eligibility • Plan documents must be in English with currency amounts converted to U.S. dollars and an insurance company contact phone number in the U.S. must be provided

## 10.8 UAMS STUDENT FINANCIAL SERVICES

UAMS Student Financial Services is divided into two divisions: The Bursar's Office and the Financial Aid Office.

### 10.8.1 Bursar's Office

The role of the UAMS Student Financial Services Bursar's Office is to coordinate the disbursement of awarded financial aid, process tuition payments, and manage UAMS federal and institutional student loan programs.

Financial aid refunds are disbursed on the 11<sup>th</sup> Day of Class for each fall and spring term. Enrollment on this date determines your financial aid eligibility for all awards including federal aid, funds received from the Arkansas Department of Higher Education, and various UAMS scholarships.

Visit the Bursar's Office's [website](#) for more information on paying your tuition or receiving your financial aid refund check. The Bursar's Office is located in the Administration West Building, Room 1.106 and is open Monday-Friday 8 AM - 4:30 PM. Call (501) 686-6128 for more information. The address is UAMS Student Financial Services Bursar's Office, University of Arkansas for Medical Sciences, 4301 West Markham Street, #758, Little Rock, Arkansas, 72205.

### **10.8.2 Financial Aid Office**

The role of the Financial Aid Office is to actively assist students in seeking and securing financial resources. For more information on determining financial aid eligibility and the application process, visit their [website](#).

The resources available to the College in any year determine how many students can be assisted and to what extent. Funds to assist students are provided by state and federal governments, philanthropic organizations, alumni, and other individuals. To be eligible for any form of financial aid, one must have been accepted for admission or be currently enrolled.

Contact: UAMS Student Financial Services Financial Aid Office, University of Arkansas for Medical Sciences, 4301 West Markham Street, #864, Little Rock, Arkansas 72205. Telephone: (501) 686-5451 or visit their [website](#).

The Financial Aid Office is located in the Administration West Building, Room 1.120. The hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. It is not necessary to make an appointment to visit with the staff in the office.

Note: In order to be considered a full-time student for financial aid purposes, undergraduate students must be enrolled in a minimum of 12 credit hours per semester (fall, spring, and summer) CHP graduate students must be enrolled in at least 10 semester credit hours per semester (fall and spring) and five (5) semester credit hours in the summer session.

All students receiving financial aid are required to maintain satisfactory academic progress in order to continue receiving funds. If a student fails to maintain the academic progression standards set forth by the College and is subsequently dismissed, the student must contact the UAMS Student Financial Services Office, Financial Aid Office, for any reinstatement of aid at a future date.

## **10.9 FINANCIAL AID INFORMATION**

### **10.9.1 Financial Need Determination**

The Free Application for Federal Student Aid (FAFSA) is used to evaluate the needs of students who are applying for financial assistance. This application is available at the FAFSA [website](#). An attempt will be made to provide, from one source or another, the difference between the reasonable cost of attending UAMS and the amount of resources already available to the student. If aid requests exceed available funds, a selection process will be necessary to ensure that the most deserving and best qualified students' needs are met first. Students must also maintain Satisfactory Academic Progress according to the policy of the UAMS Student Financial Services Financial Aid Office. For more information, visit their [website](#).

### **10.9.2 Dates of Application**

Students are encouraged to make application for financial assistance between January and March of the academic year they plan on attending (acceptance in a program of study is not required to apply for financial aid, and it is suggested that students complete the application as soon as they decide to pursue their education). Applications which are complete prior to May 1 each year will receive first consideration. All other applications will be reviewed in the sequence in which they are completed. Financial aid is not automatically renewed; therefore, students must reapply for aid every year.

### 10.9.3 Types of Aid

The University of Arkansas for Medical Sciences participates in the full range of financial aid opportunities to include:

#### Grants:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Arkansas Student Assistance Grant
- Academic Challenge Scholarship
- Governor's Scholarship
- Opportunity "GO" Grant
- Workforce Investment Grant

#### Loans:

- Federal Carl Perkins Loans
- Federal Direct Student Loans
- Federal Parent Loan for Undergraduate Students

In addition, a limited number of academic scholarships are awarded each year by the College of Health Professions and some of its departments. Consideration is given to scholastic merit, potential for professional development, and financial need. For information about these scholarships, contact the chairman of your department. A number of the CHP students are eligible for the workforce education on a loan forgiveness program. For information about this program, including eligible disciplines, contact the UAMS Student Financial Services Financial Aid Office.

Also, the UAMS Student Financial Services Awards Division coordinates financial aid provided through local agencies such as the Workforce Investment Grant (WIG). Students who are eligible to receive benefits from the Veterans Administration should contact the College of Health Professions VA Certifying Official (the College registrar) in the College office and their VA Regional Office representative.

### 10.9.4 Satisfactory Academic Progress

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the University of Arkansas for Medical Sciences must maintain satisfactory academic progress (SAP) toward the completion of a certification or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at UAMS.

To ensure Satisfactory Academic Progress, students must meet all of the following standards and requirements.

- Minimum Cumulative Grade Point Average (GPA)
- Minimum Completion Standard for Attempted Credit Hours
- Maximum Time Frame for Degree Completion

The Student Financial Services Financial Aid Office will request confirmation from each college verifying SAP for those recipients of financial aid. The verification will be measured by both quantitative and qualitative standards. Students must maintain a minimum 2.00 cumulative grade point average measured on a 4.00 scale at the end of each semester. In addition to maintaining the specified grade point average, students must complete their degree within a maximum time frame outlined by the specific program enrolled in. Students are expected to complete 67% of their cumulative attempted hours. Completing less than 67% of the cumulative attempted hours and/or scoring less than 2.0 GPA will result in financial aid probation for the next term of enrollment. At the end of the next term of enrollment, if the student has not met the minimum requirements, the student will be placed on Financial Aid Suspension.

A student is deemed to have met the qualitative requirements for satisfactory academic progress for financial aid purposes provided the student's academic status is not one of Academic Dismissal.

Transfer Credit: For transfer students, the total years of credit hours includes time spent at the previous institution, to the extent that credit hours are transferred and applied toward the degree objective at this institution. Applicants must qualify and meet the individual college's admission requirements prior to enrollment.

Unofficial Withdrawals: An unofficial withdrawal is determined by comparing the SSCR to our OASIS financial student database, or by notification from the Centralized Registrars' Office, or by confirmation of an unearned F.

The Centralized Registrars' Office will request faculty to provide the last date of attendance for a student that is considered unofficially withdrawn. A Title IV Return of Funds calculation will be processed and may result in a portion of their aid being returned to the federal government.

Course Repetitions: Students may repeat courses but will be placed on financial aid probation if:

1. The student's GPA is below the minimum requirement to proceed in the curriculum.
2. The student does not make incremental progress as determined by the college and/or the Financial Aid Office.
3. The student reaches the maximum time frame for completion of his/her program of studies.

Students who fail to meet the SAP requirements will be notified that their financial aid has been denied. Each student denied aid will automatically be given an option to appeal to the Financial Aid Office. Each appeal will be reviewed to determine whether there are circumstances beyond the student's control that prevented him or her from maintaining satisfactory progress. The decision of the Financial Aid Office is final in appeal matters.

If a student is denied aid, an "Alert Flag", will be placed on his/her financial aid account to monitor/manage any requests for future awards.

### **10.9.5 Return of Financial Aid**

Students are responsible for returning a portion of the funds received through a Pell, Perkins, SEOG, Direct, or Grad PLUS student loan if they withdraw/separate from the college prior to the completion of the enrollment period. The return of funds is calculated based on the number of days in attendance. All grades and transcripts are withheld until the student complies with this policy.

## **10.10 STUDENT EMERGENCY LOANS**

UAMS Academic Affairs Policy #3.4.1 (revised: 11/16/16)

The purpose of this policy is to assist students faced with an unexpected financial need and outline basic procedures that will govern the distribution of emergency loans. Funds are limited and made available to students in emergencies resulting from either extenuating circumstances or to help meet unforeseen educational expenses. Eviction notices, utility shut off notices, medical emergencies, death in the family and unanticipated education expenses are some examples meriting an emergency loan.

Students must meet the requirements to apply for a UAMS Student Emergency Loan. Students applying must have their College Dean or Associate Dean (or designee) signs the Student Emergency Loan Application and Contract prior to submitting the paperwork to the Financial Aid Office. The Financial Aid Office is responsible for approving/denying emergency loan applications. The approved application will be forwarded to the Student Financial Manager to schedule a debt counseling session prior to notifying the Bursar's Office. The Bursar's Office is responsible for issuing funds and monitoring the repayment of all emergency loans.

Eligibility Requirements: Students must meet the following eligibility requirements in order to receive an emergency loan. He or she must:

1. Be a UAMS degree or certificate seeking student.
2. Be enrolled in a minimum of six (6) student semester credit hours during the semester in which the loan is requested. Active students enrolled in the College of Pharmacy or College of Medicine may also qualify during summer months in which classes are not in session.
3. Be in good standing with the National Student Loan Data System (NSLDS) regarding the student's financial aid history.
4. Attend a debt counseling session with a Student Financial Manager in Student Financial Services

### **Program Information**

1. A fee is charged for processing all emergency loans. The fee will be subtracted from the loan amount before it is disbursed.
2. The maximum loan amount available is \$1,000.00.

3. Students may apply for only one emergency loan per semester.
4. The Financial Aid Office staff has the authority to approve/deny a Student Emergency Loan.
5. The Emergency Loan will be disbursed as soon as the applicant has fulfilled all of the eligibility requirements including attending a debt counseling session.
6. Student Financial Services will notify the appropriate college officials of the outcome of the loan application.

### **Loan Repayment**

1. Students receiving a UAMS Emergency Loan are required to repay the funds in full by the next scheduled financial aid disbursement, or within ninety (90) days from the date the application is approved, or upon graduation or if he/she ceases to be enrolled, whichever comes first.
2. Delinquent loans will be placed on the State of Arkansas' Debt Setoff Program and with an outside collection agency.
3. The borrower will be responsible for collection fees and/or legal fees if a lawsuit is pursued.
4. If a borrower with a delinquent loan is also an employee of UAMS, collection processing will follow UAMS Administrative Policy 3.1.08.
5. Students with delinquent loans will not be allowed to register for subsequent semesters.
6. Students with delinquent loans will be denied UAMS Network access.
7. Students with delinquent loans will have official records withheld until the loan is paid in full.
8. Approval of emergency loans may be subject to eligibility and availability of funds of the college in which the student is enrolled.

## SECTION 11.0 - AWARDS AND SCHOLARSHIPS

### 11.1 COLLEGE-WIDE SCHOLARSHIPS

#### **Arkansas Hospital Auxiliary Association Scholarship**

The Arkansas Hospital Auxiliary Association scholarship is awarded each year by the Arkansas Hospital Auxiliary Association to one outstanding student in the last year of his or her degree program in the College of Health Professions. The scholarship recipient is selected based on high academic achievement, professionalism, and financial need.

#### **College of Health Professions Scholarships**

The College of Health Professions (CHP) Scholarships are provided by generous donations from the annual CHP Phone-a-Thon campaign. The CHP scholarship awards in two categories – academic excellence or financial need. The number of annual awards is based on the money raised during the phone-a-thon.

#### **College of Health Professions Legacy Scholarship**

The Legacy Scholarship is funded by purchasing a brick for the College of Health Professions Legacy Garden. The Legacy Garden is a permanent part of the UAMS landscape and is centrally located in the College of Health Professions. These bricks honor “Friends of the College” with a permanent tribute.

#### **James O. Wear, Ph.D. Endowed Scholarship**

The James O. Wear, Ph.D. Endowed Scholarship was established in 2011 to honor of Dr. James Wear chairman of the former Biomedical Instrumentation Technology program. The purpose of the scholarship is to award a student who demonstrates high academic achievement and financial need.

#### **Jerry Michael Tuley Endowed Scholarship**

The Jerry Michael Tuley Endowed Scholarship was established in 2016 by Janice M. Heflin, in loving memory of her brother Jerry Michael Tuley. Ms. Heflin’s positive experience with health professions during her brother’s illness and her interest in education inspired this gift. It will be awarded annually to a College of Health Professions’ student who is entering their final year of matriculation.

#### **Neal and Clara Spain Endowed Scholarship**

The Neil and Clara Spain Endowed Scholarship was established in 2007 through a generous bequest from Neal and Clara Spain. Donor wishes state this scholarship is to be used to support students in need who are enrolled in any of the colleges on the UAMS campus.

#### **Ronald H. Winters, Ph.D. Endowed Scholarship**

The Ronald H. Winters, Ph.D. Endowed Scholarship was established in honor of Dean Emeritus Ronald H. Winters, at his retirement in 2011. Dr. Winters was the second longest serving dean of an allied health school in the United States. He served as dean of the College of Health Professions for almost 29 years. The purpose of this scholarship is to reward an Arkansas resident who is enrolled in a baccalaureate or higher-level program in the college and who demonstrates high academic achievement, strong leadership skills, and financial need.

#### **Walter S. Nunnally Scholarship**

The Walter S. Nunnally Scholarship was established in 2014 through a generous donation from Walter S. Nunnally to benefit students in the College of Health Professions at the University of Arkansas for Medical Sciences.

### 11.2 DEPARTMENT SCHOLARSHIPS

#### 11.2.1 Dental Hygiene

##### **Ann Bowers Hurst Endowed Scholarship**

The Ann Bowers Hurst Endowed Scholarship was established in 2012 through the Hot Springs Village Community Foundation by the estate of Mrs. Edith Bowers, in memory of Mrs. Bowers’ daughter, Mrs. Ann Bowers Hurst. A 1973 graduate of the dental hygiene program, Mrs. Hurst served as a dental hygienist in Little Rock for 34 years. She remained dedicated to the dental hygiene profession until her death in 2008.

##### **Alice Marie Kelly Kuntz Endowed Scholarship**

The Alice Marie Kelly Kuntz Endowed scholarship was established in 2007 by the estate of Mrs. Alice Marie Kelly Kuntz, a former dental hygienist who passed away in 2007. Mrs. Kuntz’s sister, Mrs. Irene Mason, was

also a dental hygienist. The scholarship is awarded annually to an outstanding dental hygiene student who demonstrates high academic achievement, financial need, and strong leadership abilities.

#### **Arkansas State Dental Hygienists Association Scholarship**

The Arkansas State Dental Hygienists' Association scholarship was established in 2000. The purpose of this scholarship is to award an exemplary upper-level student in the dental hygiene program.

#### **Delta Dental Plan of Arkansas Endowed Scholarship**

The Delta Dental Plan of Arkansas Endowed Scholarship was established in 2004 by the Delta Dental Plan of Arkansas, Incorporated. The purpose of the scholarship is to award an exceptional upper-level dental hygiene student. The scholarship recipient must demonstrate high academic achievement, financial need, and the qualities indicative of a dedicated healthcare provider.

#### **Virginia Goral Endowed Scholarship**

The Virginia Goral Endowed Scholarship was established in 2008 to honor Dr. Virginia Goral, former chair of the Department of Dental Hygiene, at her retirement. The scholarship was established with support from Dr. Goral's colleagues and former students in recognition of Dr. Goral's many contributions to the department during her 15 years of service to UAMS and 34 years in dental hygiene education.

### **11.2.2 Imaging and Radiation Sciences**

#### **11.2.2.1 Division of Diagnostic Medical Sonography**

##### **Terry J. DuBose Endowed Scholarship**

The Terry J. DuBose Endowed Scholarship was established in 2010 in honor of Mr. Terry J. DuBose, a retired faculty member and Associate Professor Emeritus, and his long-time service to the College of Health Professions. Mr. DuBose developed the first educational program in Arkansas for Diagnostic Medical Sonography in 1996. He was the founding director of the Division of Diagnostic Medical Sonography in the Department of Imaging and Radiation Sciences until his retirement in 2010. Mr. DuBose is recognized nationally and internationally for his contributions to the field of sonography, especially on obstetrical sonography. The scholarship is awarded annually to one outstanding student in the Division of Diagnostic Medical Sonography.

#### **11.2.2.2 Division of Radiologic Imaging Sciences**

##### **Joseph R. Bittengle Memorial Endowed Scholarship**

The Joseph R. Bittengle Memorial Endowed Scholarship was established in 2011 to honor the memory of a man who believed strongly that caring for others was paramount, who valued education and life-long learning, and who serves as a professional mentor to many faculty members and students during his fifteen years at the University of Arkansas for Medical Sciences. Joseph Bittengle embodied professionalism, promotion of academic excellence, and service to others.

##### **Dr. and Mrs. W.R. Brooksher, Jr. Endowed Scholarship**

The Dr. and Mrs. W.R. Brooksher, Jr. Endowed Scholarship was established in 1958 by the Arkansas Medical Society Alliance in honor of Dr. and Mrs. W.R. Brooksher, Jr. for the purpose of aiding students training as medical technologist, x-ray technicians, physical therapists, occupational therapists, and medical social workers. Dr. Brooksher was a pioneer in the use of x-ray technology in Fort Smith, Arkansas. Endowed by the Arkansas Medical Society Alliance in 2009, the scholarship is awarded annually to an outstanding student in Radiologic Imaging Sciences.

##### **Dr. and Mrs. Cyrus P. Klein Scholarship**

The Dr. and Mrs. Cyrus P. Klein Scholarship was established by Dr. and Mrs. Cordell L. Klein to provide financial assistance and recognize high academic achievement by students in the Radiologic Imaging Science program through the University of Arkansas for Medical Sciences.

##### **Jeremy L. Overstreet Memorial Scholarship – NW Arkansas Radiologic Imaging Sciences students only**

The Jeremy L. Overstreet Memorial Scholarship was established in loving memory of Mr. Jeremy L. Overstreet by the Overstreet family in 2011. A dedicated student with unwavering personal strength, Overstreet graduated in 2005 with high honors from the Radiologic Imaging Sciences program at the UAMS Area Health Education Center in Fayetteville. After graduation, he worked at Mercy Health Systems in Rogers until he passed away of cancer in 2011.

### **Kenneth C. Pederson Memorial Scholarship**

Kenneth C. Pederson was a faculty member in the radiologic technology program when an unfortunate accident took his life in 1971. This scholarship was established shortly after Mr. Pederson's untimely death in memory of his dedication, compassion, and excellence to his profession and his students. The scholarship is awarded annually to a student who demonstrates high personal and academic achievement, as well as financial need.

## **11.2.3 Laboratory Sciences**

### **11.2.3.1 Division of Cytotechnology**

#### **Wanda L. Culbreth Endowed Scholarship**

The Wanda L. Culbreth Endowed Scholarship was established in 2006 by Mrs. Culbreth's husband, Reverend Cecil Culbreth, as well as Mrs. Culbreth's colleagues in the Department of Laboratory Sciences in the College of Health Professions and in the Department of Pathology of the UAMS College of Medicine. She was a dedicated cytotechnologist and cytotechnology program director at UAMS. It will be awarded annually to an outstanding cytotechnology student who demonstrates academic achievement, professionalism, and strong leadership abilities.

#### **Eulalia S. Araoz Scholarship for Cytotechnology**

The Eulalia S. Araoz Scholarship for Cytotechnology was established in 2013 by Mrs. Araoz's husband, Dr. Carlos Araoz, MD. She was a dedicated cytotechnologist who modeled professionalism, embodied a diligent work ethic to make patients and families the focus of healthcare, and demonstrated attention to detail. It will be awarded annually to a cytotechnology student who demonstrates a commitment to the field of cytotechnology, exemplifies professionalism, and personifies a strong work ethic.

### **11.2.3.2 Division of Medical Laboratory Sciences**

#### **Bobby Morgan Endowed Scholarship**

The Bobby Morgan Endowed Scholarship, established in 1994, honors Mrs. Bobby K. Morgan, former UAMS Blood Bank Technical Director and Associate Professor in the medical laboratory sciences program. Mrs. Morgan was a valued faculty member in the college for 30 years. The scholarship was established by Mrs. Morgan's husband, Dr. Paul Morgan, and Mrs. Morgan's colleagues. The scholarship is awarded annually to an upper level student for his or her outstanding academic record, professionalism, and community involvement.

#### **Carolyn and Howard Quittner, M.D. and Kelly R. Stewart, M.S. Endowed Scholarship**

The Carolyn and Howard Quittner, M.D. and Kelly R. Stewart, M.S. Endowed Scholarship was established in 2015 by Dr. Howard K. Quittner in loving memory of his son, Kelly R. Stewart, M.S., and in honor of his wife, Carolyn Quittner, a graduate of the college's Medical Laboratory Sciences program. The purpose of this gift is to support students of Laboratory Sciences in the College of Health Professions.

#### **Craig Gilliam Medical Laboratory Sciences Scholarship**

The Craig Gilliam Medical Laboratory Sciences Scholarship was established by Mr. Craig H. Gilliam to help support Medical Laboratory Science students based on financial need as well as academic merit. Mr. Gilliam is an alumnus of the medical laboratory sciences program and serves as a member of the college's advisory board.

#### **Jerry Brummett Endowed Scholarship**

The Jerry Brummett Endowed Scholarship was established in 2005 in honor of Mr. Jerry Brummett, former Chief Technologist and educator in the UAMS Blood Bank. Established by his wife, Mrs. Jan Brummett, and Mr. Brummett's friends and colleagues, the scholarship honors his 40 years of service to UAMS, patients at the UAMS Medical Center, and students in the medical laboratory sciences program. The scholarship is awarded annually to an upper-level student who demonstrates academic excellence and financial need.

#### **M. Gene Hall Endowed Scholarship**

The M. Gene Hall Endowed Scholarship was established in 1989 in honor of Ms. M. Gene Hall, Emeritus Associate Professor in the Department of Laboratory Sciences. Ms. Hall was a beloved faculty member in the medical laboratory sciences program for 32 years. The scholarship was established by Ms. Hall's family, friends, colleagues, and former students. The scholarship is awarded to three students each year on the basis of academic excellence, citizenship, and professionalism.



### **Kathleen M. Mugan Endowed Scholarship**

The Kathleen M. Mugan Endowed Scholarship was established in 2007 in honor of Mrs. Kathleen M. Mugan, former director of the medical laboratory sciences program, at her retirement. Mrs. Mugan was greatly respected and admired by her students and colleagues alike. The scholarship was established at her retirement by her students and colleagues, with generous support from Mrs. Mugan's husband, Mr. Douglas Murray.

### **Paula Peacock Endowed Scholarship**

The Paula Peacock Endowed Scholarship was established in 1998 by Mrs. Paula Peacock's family and friends to recognize her 40 years of service to the college, her students, the medical laboratory sciences profession, and the UAMS community. The former manager of the UAMS Clinical Laboratory, Mrs. Peacock was a role model and friend to many until she passed away in 2012. The scholarship is awarded annually to an upper-level student who displays academic excellence and laboratory skills.

## **11.2.4 Ophthalmic Medical Technology**

### **John Shock, M.D. Endowed Scholarship**

This scholarship was endowed in 2011 in honor of Dr. John Shock, founding director of the UAMS Jones Eye Institute and the inaugural recipient was selected in 2012. The scholarship recipient is an exemplary upper-level student in the ophthalmic medical technologies program who demonstrates high academic achievement, financial need, and demonstrated professionalism/leadership qualities to support this career field.

## **11.2.5 Physician Assistant Studies**

### **Arkansas Medical, Dental, and Pharmacy Association Scholarship**

The Arkansas Medical, Dental, and Pharmacy Association Scholarship (AMDPA) was established in 2013 through a generous donation from the AMDPA to the UAMS Physician Assistant Program. AMDPA is Arkansas' leading minority health provider association. The mission of the AMDPA is to serve as the essential resource for its members and their patients toward ensuring professional excellence, promoting social justice, and realizing health equity in Arkansas. The goals of the association is to: reduce and ultimately eradicate health disparities in Arkansas, increase diversity of the medical/dental/pharmacy workforce in Arkansas, provide relevant and cutting-edge information and services to members and their constituents, advocate for the interests of members and their patients through public policy, outreach and awareness.

### **Dr. Hermann Hammans Endowed Scholarship for Physician Assistants**

The Dr. Hermann Hammans Endowed Scholarship was established in 2015 in memory of Dr. Bart Barlogie's late step-father, Dr. Hermann Hammans and as a salute to Dr. Barlogie's daughter, a recent graduate of the Physician Assistant program. This scholarship will be used to benefit Physician Assistant students in the UAMS College of Health Professions.

### **Ruth M. Allen, Ph.D. Endowed Scholarship**

The Ruth M. Allen, Ph.D. Endowed Scholarship honors Dr. Ruth Allen, former associate dean for academic affairs in the College of Health Professions. Dr. Allen retired from UAMS in 2002 after serving in various academic leadership roles. Once endowed, the inaugural scholarship recipient will be selected.



# PROGRAM INFORMATION

# AUDIOLOGY – DOCTOR OF AUDIOLOGY DEGREE

## Department of Audiology and Speech Pathology

### Audiology Website

#### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Doctor of Audiology (Au.D.) degree program is offered in a consortium with the College of Education and Health Professions at the University of Arkansas at Little Rock. This unique educational consortium combines the academic and clinical resources of a major medical sciences campus with those of a large, comprehensive, metropolitan university. It is a full-time four year program with one cohort of 10-12 students beginning each fall semester, and consists of a total of 11 semesters including three summers. The Au.D. program's mission, goals, and objectives can be found in the Au.D. Academic Handbook located on the program's [website](#).

**Post-Bachelor's Track:** Students must have earned at least a bachelor's degree from a regionally-accredited college or university. This track is designed to be completed in 4 years (including three summers with a common entry point in the fall). Exceptions to these timelines may occur on an individual basis. All work must be completed within 8 calendar years of initial admission. A minimum of 118 semester credit hours are required for completion of the program.

**Post-Master's Track:** Students must have earned a master's degree in audiology, communication sciences and disorders, or the equivalent approved by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA) (at least 36 semester credits of graduate level courses specified by the department). Admission to the post-master's program can occur in any semester. The time to complete the program will vary depending on individual requirements. All work must be completed within eight (8) calendar years of initial admission. A minimum of 118 semester credits are required for graduation (28 credits of clinical practicum will be waived for those who can provide proof of ASHA certification, and up to 30 credits may be transferred from ASHA accredited programs). Proof of current state licensure in audiology and/or national certification in audiology (CCC-A or ABA) must be provided at the time of application.

Successful completion of all program requirements qualifies the student to take national examinations required for licensure and/or certification. Graduates of the program will be eligible to apply to the Arkansas Board of Examiners in Speech Pathology and Audiology for a license to practice audiology in the state. Graduates will also be eligible to apply for national certification. Successful completion of the program does not itself ensure licensure and/or certification. It is the student's responsibility to be familiar with state licensure and national certification requirements.

## ACCREDITATION

The program is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850. Telephone: (800) 498-2071 or (301) 296-5700. Website: [www.asha.org](http://www.asha.org)

## APPLICATION PROCEDURES

The deadline for applications is **January 15**. Applications not completed by this date or incomplete applications will not be considered in the application process. The application process for the Doctor of Audiology (Au.D.) program is a two-step process: 1) an application must be completed through the Communication Sciences and Disorders Centralized Application System (CSDCAS) and 2) an online application to the college also must be completed. Applicants should begin the process the previous fall. Applicants who wait until January to begin the process often do not meet the **January 15** deadline.

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Communication Sciences and Disorders Centralized Application System (CSDCAS) Application:** Applicants must apply through CSDCAS at <https://csdcas.liasoncas.com/applicant-ux/#/login>. Create your application in this portal, pay your application fee, and monitor your application status. You will need to upload and submit a number of documents via CSDCAS. Before starting the Central Program Application process please carefully read all Frequently Asked Questions (FAQs) and Instructions to better understand how the process works and what to expect. If you are reapplying, please review these again as this information may be updated. CSDCAS Customer Service is available Monday through Friday, 9:00 AM to 5:00 PM EST. Phone: 617-612-2030; Email: [csdcasinfo@csdcas.org](mailto:csdcasinfo@csdcas.org).
  - a. **CAPCSD Application**
  - b. **CAPCSD Application Fee**
  - c. **Official Transcripts:** Official transcripts from each college from which you received course credit even if past course work appears on a later transcript. Download the CSDCAS transcript request form and send that to each school's registrar. Send all transcripts for the program application to the following address:  
 CSDCAS  
 P.O. Box 9113  
 Watertown, MA 02471  
 Note: If you are admitted to the Doctor of Audiology (Au.D.) program you will also need to provide official transcripts from all colleges where courses were still in-progress at the time of the CSDCAS verification deadline.
  - d. **Graduate Record Examination (GRE) Scores:** The Graduate Record Examination (verbal, quantitative, and analytical writing) is required. The GRE must be completed within the last five years at the time of application and include verbal, quantitative, and analytical writing scores. A combination of scores from separate exam dates may not be utilized. To submit your GRE score, provide ETS with the **Institution Code: 7504**.
  - e. **Three Letters of Recommendation:** Request letters of recommendation from previous faculty members familiar with your academic performance. Two of the three should be from faculty members familiar with your course work in the major. Letters of recommendation should be completed within the CSDCAS system.
  - f. **Application Letter.** Submit a letter (business format, 12 pt font, and < 2 pages) to the Audiology Admissions Committee via CSDCAS that includes:
    - i. An explanation of your interest in audiology.
    - ii. Your long-term and short-term goals.
    - iii. Other information you deem relevant to the committee's decision-making process.
  - g. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of this catalog.

**Optional:** A limited number of graduate assistant positions are available in the department and with our clinical partners. Decisions about graduate assistantship awards are not made until after an admissions offer is accepted. The graduate assistantship application is posted on the program [website](#). To apply for a graduate assistantship, an application and the required written essay must be submitted to:

Audiology Graduate Assistantship Committee  
 UALR - Audiology and Speech Pathology  
 2801 S. University Ave., Suite 600 UP  
 Little Rock, AR 72204

## ADMISSION FACTORS

Admission to the program is competitive and based on the following factors:

- Academic achievement
- Academic aptitude
- Leadership and professionalism
- Written and oral communication

## PREREQUISITES

Undergraduate course work in mathematics (college algebra or higher) and in biological, physical, and behavioral sciences is required. A course in statistics is required. Although there are no prerequisite courses in audiology or speech pathology, the program does require that all students have one course in phonetics and one in language acquisition. If these courses are not completed prior to admission, they must be completed during the first year of study in the program.

## TECHNICAL STANDARDS

Please visit the program [website](#) to see the technical standards.

## CURRICULUM

A minimum of 118 semester credits (SC) are required in the program. The following sample degree plan demonstrates a program that meets the credit minimum.

Course #	Title	Semester Credit
<b>Year 1</b>		
<i>Fall</i>		
AUDI 5023	Basic Diagnostic Audiology	3
AUDI 5043	Anatomy and Physiology of the Auditory and Vestibular Systems I	3
AUDI 5053	Acoustics and Psychoacoustics	3
AUDI 5113	Instrumentation in Audiology and Speech Pathology	3
AUDI 5401	Audiology Practicum	1
AUDI 5041	Clinical Laboratory	<u>1</u>
		14
<i>Spring</i>		
AUDI 5073	Advanced Diagnostic Audiology	3
AUDI 5193	Anatomy and Physiology of the Auditory and Vestibular Systems II	3
AUDI 5183	Outcomes Research and Evidence-Based Practice	3
AUDI 5223	Amplification	3
AUDI 5401	Audiology Practicum	1
AUDI 5041	Clinical Laboratory	<u>1</u>
		14
<i>Summer</i>		
AUDI 5162	Genetics of Hearing Loss	2
AUDI 5222	Professional Issues in Audiology and Speech Pathology	2
AUDI 5063	Auditory Processing	2
AUDI 5401	Audiology Practicum	1
AUDI 5041	Clinical Laboratory	<u>1</u>
		8
<b>Year 2</b>		
<i>Fall</i>		
AUDI 5153	Pediatric Audiology	3
AUDI 5083	Clinical Electrophysiology	3
AUDI 5013	Research Methods in Communication Disorders	3
AUDI 5253	Amplification II	3
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		15
<i>Spring</i>		
AUDI 5233	Pediatric Amplification and Intervention	3
AUDI 5103	Medical Audiology	3
AUDI 5243	Audiologic Rehabilitation: Adult	3
AUDI 5263	Evaluation and Treatment of the Balance System	3

AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		15
<b><i>Summer</i></b>		
AUDI 5232	Audiology: Practice Management	2
AUDI 5361	Directed Research	2
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		7
<b><u>Year 3</u></b>		
<b><i>Fall</i></b>		
AUDI 5283	Gerontology in Audiology	3
AUDI 5033	Educational Audiology	3
AUDI 5273	Implant Device Technology	3
AUDI 5361	Directed Research	2
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		14
<b><i>Spring</i></b>		
AUDI 5192	Cultural Competence in Audiology	2
AUDI 5212	Hearing Conservation	2
AUDI 5173	Counseling in Communication Disorders	3
AUDI 5361	Directed Research	2
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		12
<b><i>Summer</i></b>		
AUDI 5361	Directed Research (if not complete)*	(1)
AUDI 5461	Clinical Externship (Practicum)	4
AUDI 5041	Clinical Laboratory	<u>1</u>
		5
<b><u>Year 4</u></b>		
<b><i>Fall</i></b>		
AUDI 5361	Directed Research (if not complete)*	(1)
AUDI 5461	Clinical Externship (Practicum)	6
AUDI 5041	Clinical Laboratory	<u>1</u>
		7
<b><i>Spring</i></b>		
AUDI 5361	Directed Research (if not complete)*	(1)
AUDI 5461	Clinical Externship (Practicum)	6
AUDI 5041	Clinical Laboratory	<u>1</u>
		7
<b>TOTAL</b>		<b>118</b>

\*These directed research credits are not included in total.

Students will excel academically earning grades of "C" or better and at a minimum maintain an overall grade point average of 3.0 to remain in good academic standing. Consequences for not meeting these requirements are on a case-by-case basis as reviewed by the academic and clinical faculty, which may include repeating courses, academic probation and remediation, or dismissal from the program. The Au.D. academic handbook should be consulted for more specific information. A minimum GPA of 3.0 is required to earn the degree.

This course work represents a minimum of 72 credits of classroom courses, 6 credits in directed research with successful completion of a research project, 11 credits of clinical laboratory, 13 credits of practicum, and 16 credits of clinical externship during the final academic year.

## AU.D./PH.D. DUAL DEGREE OPTION

The Au.D./Ph.D. dual degree prepares individuals to conduct research, teach, and/or to participate in leadership roles in prevention, assessment, and non-medical management of auditory and balance system disorders.

Audiology clinical researchers and researchers with clinical expertise provide value in translating the advances in basic research to clinical practice and vice versa. Because of their in-depth clinical training, combined with extensive academic research/scholar training, Au.D./Ph.D. students offer unique perspectives with which to view hearing and balance problems. Strengths include facilitation of inter-professional training opportunities, participation on translational research teams, and introduction of new and innovative diagnostic and intervention techniques and strategies. Specialized training in hearing and balance issues coupled with the rigor of an interdisciplinary academic research/scholar program prepares students for the highly rewarding field of clinical research in a wide variety of settings.

Students applying for admission to the Au.D./Ph.D. dual option are required to have completed two semesters of study in the Doctor of Audiology program prior to application. Au.D. students interested in pursuing a dual degree should consult with their advisor and/or the Ph.D. and Au.D. program directors prior to application. The student, Au.D. advisor, and Ph.D. advisory committee will develop a program of study designed to meet the individual needs of the student.

## INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## PROGRAM POLICIES

The following program specific policies and procedures can be found in the student handbook on the program [website](#).

- Attendance
- Class and Clinic Hours
- Computer Usage and Access
- Expected Student Performance and Progression
- Official Correspondence
- Outside Employment
- Professionalism
- Social Networking
- Supervision in Clinics and Laboratories
- Student Responsibilities
- Student Transportation

## PROGRAM COSTS

The total cost of the eleven semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).



# AUDITORY-BASED INTERVENTION – POST-BACHELOR’S CERTIFICATE

## Department of Audiology and Speech Pathology

Auditory-Based Intervention [Website](#):

**CHP Office of Admissions**

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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**NOTICE:** The Auditory-based Intervention program is no longer accepting applications and will be closed once all currently enrolled students complete the program. For more information, please contact the CHP Office of Admissions.

### THE PROGRAM

The specialty program in Auditory-Based Intervention (ABI) is offered by the University of Arkansas for Medical Sciences to supplement the preparation of Audiology and Speech-Language Pathology professionals seeking to provide services to individuals who are deaf or hard of hearing with a listening and spoken language emphasis in intervention.

The ABI track is a 15 credit hour program currently offered to full-time students in either Audiology or Speech-Language Pathology (Au.D. or M.S.) as an enhancement to the degree programs to which they have been accepted. Professionals who hold a Bachelor’s or Master’s degree may also apply for admission as a non-certificate/non-degree seeking student.

The purpose of this specialty program is to provide a strong foundation for the aspiring professional who wishes to offer listening and spoken language services to individuals who are deaf or hard of hearing. As part of the academic coursework, candidates will also participate in a minimum of 30 hours of field experience to engage with practicing (re)habilitation professionals in a variety of medical and educational settings. The ABI specialty track contributes to the knowledge and skills required for the American Speech-Language-Hearing Association Certificate of Clinical Competence (CCC) in Speech-Language Pathology, AG Bell Academy for Listening and Spoken Language Specialists certification (LSLS Cert AVT® or LSLS Cert. AVEd®), as well as the American Board of Audiology Cochlear Implant Specialty (CISC®) and Pediatric Audiology Specialty (PASC®) certifications.

### TECHNICAL STANDARDS

Please visit the program [website](#) to see the technical standards.

### CURRICULUM

A minimum of 15 Semester Credits (SC) is required to complete the ABI specialty program. The following sample plan provides a suggested sequence for coursework:

Course#	Title	Semester Credit
<b>Year 1</b>		
<i>Fall</i>		
CSDM 5163	Auditory-based Speech/Language Intervention	$\frac{3}{3}$
<i>Spring</i>		
ABIN 5103	Listening for Language, Learning and Literacy	$\frac{3}{3}$

***Summer***

ABIN 5101	Guided Observation of Listening and Spoken Language Practice	<u>1</u> 1
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**Year 2**

***Fall***

AUDI 5033	Educational Audiology	3
ABIN 5111	Effective Communication for Inter-Professional Collaboration	<u>1</u> 4

***Spring***

ABIN 5113	Family-Centered Intervention for Children who are Deaf/Hard of Hearing	2
ABIN 5131	Telepractice for Families with Children who are Deaf/Hard of Hearing	1
ABIN 5401	Grand Rounds and Professional Practice	<u>1</u> <u>4</u> <b>15</b>

**TOTAL**

Students should refer to the section for their main program (Audiology or Communication Sciences and Disorders) for the policy about the minimum grades required for progression through the program. A grade of "C" or better is required to earn course credit.

This course work represents a minimum of 14 credits of classroom courses and 1 credit of clinical field experience.

# CLINICAL NUTRITION – MASTER OF SCIENCE DEGREE

## Department of Dietetics and Nutrition

Clinical Nutrition Website:

### UAMS Graduate School

University of Arkansas for Medical Sciences  
4301 West Markham Street, #601  
Little Rock, AR 72205

Telephone: (501) 686-5454

Email: [graduateschool@uams.edu](mailto:graduateschool@uams.edu)

Website: <http://gradschool.uams.edu/>

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## THE PROGRAM

The Department of Dietetics and Nutrition offers a Master of Science in Clinical Nutrition through the UAMS Graduate School. The program includes both full-time and part-time enrollment options. The program has a thesis and a non-thesis option, both of which require completion of 36 semester credits.

The program is administered through the UAMS Graduate School. Accordingly, the Graduate School Catalog is considered the primary catalog for all students in this program. All provisions (including grievance procedures) in the Graduate School Catalog and the Graduate School Handbook are the authority applicable to students pursuing the Master of Science in Clinical Nutrition. Please visit the Graduate School website for more information.

## APPLICATION PROCEDURES

Please refer to the Graduate School Catalog on the Graduate School website for application procedures.

Master of Science students seeking admission to the dietetic internship program must use the dietetic internship application process. Acceptance to the Master of Science program does not ensure admission to the dietetic internship program.

## PROGRAM POLICIES

Program specific policies and procedures can be found in the student handbook, which is available from the department upon request.

## PROGRAM COSTS

The total cost of the four semester program can be found on the college website.

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center website.

# COMMUNICATION SCIENCES AND DISORDERS – MASTER OF SCIENCE DEGREE

## Department of Audiology and Speech Pathology

Communication Sciences and Disorders [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730

Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Master of Science (M.S.) degree program in Communication Sciences and Disorders is offered in a consortium with the College of Education and Health Professions at the University of Arkansas Little Rock. This unique educational consortium combines the academic and clinical resources of a major medical sciences campus with a large, comprehensive, urban university. It is a full-time two year program with one cohort of 20-22 students beginning each fall semester, and it consists of a total of five (5) semesters including one (1) summer. The program's mission, goals, and objectives can be found on the [program website](#).

Students must have earned at least a bachelor's degree from a regionally-accredited college or university. If the bachelor's degree is not in Communication Sciences and Disorders, the applicant will be required to take additional prerequisite coursework. The program is designed to be completed in 2 years (including one summer with a common entry point in the fall). Exceptions to these timelines may occur on an individual basis. All work must be completed within 8 calendar years of initial admission. A minimum of 52 semester credit hours are required for completion of the program.

Successful completion of all program requirements qualifies the student to take national examinations required for licensure and/or certification. Graduates of this program are eligible to apply to the Arkansas Board of Examiners in Speech Pathology and Audiology for a license to practice speech-language pathology in the state. Graduates will also be eligible to apply for national certification. It is the student's responsibility to be familiar with state licensure and national certification requirements.

## ACCREDITATION

The program is accredited by the Council of Academic Accreditation of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850. Telephone: (800) 498-2071 or (301) 296-5700. Website: [www.asha.org](http://www.asha.org).

## APPLICATION PROCEDURES

Before starting the CSDCAS process, carefully read all Frequently Asked Questions (FAQs) and Instructions to better understand how the process works and what to expect. If you are reapplying, please review these again as this information may have changed. The deadline for application is **February 15**. Late applications may not be reviewed after this date. Early application is strongly recommended. Official transcripts must be received by CSDCAS before **January 15** to ensure verification. The application process for the Master of Science in Communication Sciences and Disorders at the University of Arkansas for Medical Sciences is a two-step process. Applicants should begin the process the previous October. Applicants who wait until January to begin the process often do not meet the **February 15** deadline.

1. By **February 15**, complete the online application located on the UAMS CHP [website](#).
2. By **January 15**, applications in CSDCAS must be completed (e-submitted, payment received, and transcripts received).

To access this system log on at: <http://portal.csdcas.org>; create your application, and monitor your application status. You will need to submit the following documents via the Communication Sciences and Disorders Centralized Application System (CSDCAS) to complete your application:

### 1. **Transcripts (By January 15)**

- a. Download the CSDCAS transcript request form and send that to each school's registrar. Send all transcripts for the program application to the following address:  
CSDCAS  
P.O. Box 9113  
Watertown, MA 02471
- b. Submit an official transcript via CSDCAS from each college from which you received course credit even if past course work appears on a later transcript.
- c. Transcripts and CSDCAS fees must be received by January 15 in order to be verified by the February 15 deadline. All other application materials (letters of recommendation, personal essay, resume, GRE scores, and TOEFL scores must be submitted by February 15.

**Note:** If you are admitted to the M.S. Communication Sciences & Disorders program you will also need to provide official transcripts from all colleges where courses were still in-progress at the time of the CSDCAS verification deadline.

### **Additional Requirements (By February 15)**

#### **Submit via CSDCAS:**

2. **Three Letters of Recommendation.** At least two of these recommendations should be from academic faculty members who are familiar with your course work in the major.
3. **GRE Scores:** You must give ETS both of the following codes when taking the GRE: **CHP is 6146** and **CSDCAS is 7504**. If you do not do this, you will be charged additional fees from ETS to have your scores sent to either CHP or CSDCAS.
4. **Personal Essay:** Submit a one page essay (12 pt. font) to the Speech-Language Pathology Admissions Committee addressing the following items:
  - a. Why do you want to be a speech-language pathologist?
  - b. Tell us your motivations, inspirations, and challenges you have overcome.
  - c. What are your long-term and short-term goals?
5. **Resume:** Submit a one page resume (12 pt. font). Tell us what you have done outside your classes, such as:
  - Community Service
  - Relevant Work Experience
  - Research and Clinical Interests
  - Awards and Scholarships
6. **TOEFL scores** as applicable. See International Applicants in the Admissions/Academic Information section of this catalog

#### **Submit via UAMS Online Admissions Application (OAA):**

By February 15, complete a UAMS Online Admissions Application located on the UAMS [website](#). Be sure to choose the "Communication Sciences and Disorders (Master of Science)" program. You must "submit" this application and pay the \$40.00 fee by February 15 to be considered for admission. Note: This is a separate application and fee in addition to CSDCAS. You will be asked to provide your UAMS Online Admissions Application number in order to complete the CSDCAS application.

### **Application Process Summary**

1. By January 15, submit all transcripts to CSDCAS and pay the fee.
2. By February 15, submit to CSDCAS: (a) letters of recommendation, (b) GRE and TOEFL Scores, (c) Personal Essay, and (d) Resume.
3. By February 15, submit the OAA application and pay the fee.
4. The OAA application must be submitted and the CSDCAS application must be verified by February 15 in order to be considered for admissions. Applications not completed/verified by this date will not be considered in the application process.

**Note:** Although this is a consortium program between UA Little Rock and UAMS, all applications are submitted through UAMS CHP. DO NOT send any application materials to the UA Little Rock Graduate School.

**Graduate Assistantship Application:** If you are interested in being considered for a graduate assistantship, complete an application and the required written essay. Mail to: Speech-Language Pathology Admissions Committee, Department of Audiology and Speech Pathology, 2801 S. University Ave., Suite 600 UP, Little Rock, AR 72204. The graduate assistantship application is posted on the [program website](#).

CSDCAS Customer Service is available Monday through Friday, 9:00 AM to 5:00 PM EST. Phone: 617-612-2030; Email: [csdcasin@csdcas.org](mailto:csdcasin@csdcas.org).

Students whose undergraduate degrees are not in Communication Sciences and Disorders or Speech-Language Pathology must complete a sequence of ten pre-professional courses in communication disorders, prior to admission into the program. Contact the Department of Audiology and Speech Pathology for more information.

## ADMISSION FACTORS

Admission to the Master of Science degree program is competitive and based on the following factors:

- Academic achievement
- Academic aptitude
- Leadership and professionalism
- Written and oral communication

## PREQUISITES

Undergraduate course work in mathematics (college algebra or higher) and in biological, physical, and behavioral sciences is required. A course in statistics is required. If you do not have a bachelor's degree in Communication Sciences and Disorders, ten pre-professional courses must be taken prior to admission into the program.

## TECHNICAL STANDARDS

Please visit the program [website](#) to see the technical standards.

## CURRICULUM

A minimum of 54 semester credits (SC) are required in the program. The following sample degree plan demonstrates a program that meets the credit minimum:

Course (UAMS/UALR)	Title	Credits
<b>Year 1</b>		
<i>Fall</i>		
CSDM 5051	Practicum	1
CSDM 5093	Neurogenic Language Disorders	3
CSDM 5133	Infant-Toddler Communication	3
CSDM 5163	Auditory Based Speech/Language Intervention	3
CSDM 5183	Advanced Articulation Disorders	<u>3</u>
		13
<i>Spring</i>		
CSDM 5051	Practicum	1
CSDM XXXX	Autism Spectrum Disorder	3
CSDM 5192	Neurogenic Speech Disorders	2
CSDM 5213	Dysphagia	3
CSDM 5273	Advanced Differential Diagnosis of Speech and Language Disorders	2
CSDM 5282	Assessment and Treatment of Literacy Disorders	<u>2</u>
		13
<i>Summer</i>		
CSDM 5013	Research Methods in Communication Disorders	3

CSDM 5051	Practicum	1
CSDM 5293	Multicultural Issues	3
CSDM 5201/5363	Thesis -- <b>OR</b> -- Independent Research	<u>1</u>
		8

## Year 2

### *Fall*

CSDM 5051	Practicum	1
CSDM 5113	Language Assessment & Therapy	3
CSDM 5114	Cognitive Communication Disorders	3
CSDM 5122	Fluency Disorders	2
CSDM 5201	Thesis -- <b>OR</b> --	(2)
CSDM 5363	Independent Research	(1)
Total hours dependent upon choice of Thesis (T) or Research (R) track		10 (R) - 11 (T)

### *Spring*

CSDM 5042	Augmentative and Alternative Communication	2
CSDM 5051	Practicum	1
CSDM 5152	Organization and Administration of Clinical Programs	2
CSDM 5353	Voice Disorders	2
CSDM 5201	Thesis -- <b>OR</b> --	(3)
CSDM 5363	Independent Research	(1)
	Elective Choice (see below)	<u>2-3</u>
Total hours dependent upon choice of Thesis (T) or Research (R) track		10 (R or T) - 11 (R)

### **Additional requirements:**

All students not enrolled in thesis will choose one electives from the following courses:

CSDM 5202	Topics in Speech Pathology	2-3
CSDM 5142	Sociolinguistics	2
CSDM 5173	Counseling in Communication Disorders	3
CSDM 5262	Craniofacial Speech Disorders	2
CSDM 5304	Independent Study	1-3
CSDM 5201	Thesis	<u>3</u>

**TOTAL** **54-55**

Students will excel academically earning grades of "C" or better and at a minimum maintain an overall grade point average of 3.0 to remain in good academic standing. Consequences for not meeting these requirements are on a case-by-case basis as reviewed by the academic and clinical faculty, which may include repeating courses, academic probation and remediation, or dismissal from the program. The M.S. program academic handbook should be consulted for more specific information. A minimum GPA of 3.0 is required to earn the degree.

The course work represents a minimum of 49 credits of classroom courses, 5 credits of practicum, and either 3 credits of independent research or 6 credits of thesis. A minimum of 54 SC are required for graduation.

## **INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## **PROGRAM POLICIES**

The following program specific policies and procedures can be found in the student handbook on the program [website](#):

- Attendance
- Class and Clinic Hours
- Computer Usage and Access
- Expected Student Performance and Progression
- Official Correspondence
- Outside Employment
- Professionalism

- Social Networking
- Supervision in Clinics and Laboratories
- Student Responsibilities
- Student Transportation

## **PROGRAM COSTS**

The total cost of the five semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).



# COMMUNICATION SCIENCES AND DISORDERS – DOCTOR OF PHILOSOPHY DEGREE

## Department of Audiology and Speech Pathology

Communication Sciences and Disorders [Website](#)

### UAMS Graduate School

University of Arkansas for Medical Sciences  
4301 West Markham Street, #601  
Little Rock, AR 72205

Telephone: (501) 686-5454

Email: [graduateschool@uams.edu](mailto:graduateschool@uams.edu)

Website: <http://gradschool.uams.edu/>

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## THE PROGRAM

The Department of Audiology and Speech Pathology offers the Doctor of Philosophy degree in a consortium with the College of Health Professions at the University of Arkansas for Medical Sciences, the College of Education and Health Professions at the University of Arkansas Little Rock, and the College of Health and Applied Sciences at the University of Central Arkansas. This consortium combines the academic and clinical resources of a major medical sciences campus with those of two large, comprehensive universities. The curriculum is designed to emphasize the science of speech, language, and hearing, the acquisition of knowledge through research about human communicative disorders, and the advanced study and practice of methods for evaluation and treatment of those disorders. The curriculum follows a teacher/scholar model which recognizes the importance of teaching and supervision pedagogy consistent with best practices.

The consortium accepts applications for admission to the program for both full- and part-time students. Students may apply and be admitted to the Ph.D. program each semester but fall application is encouraged. Students enrolled in the consortium program full-time must enroll in at least 9 semester credit hours during the fall or spring semesters. Full time requirements for summer vary depending upon financial aid status. Part-time students must enroll in a minimum of 5 semester credit hours each semester.

The program is administered through the UAMS Graduate School. Accordingly, the Graduate School Catalog is considered the primary catalog for all students in this program. All provisions (including grievance procedures) in the Graduate School Catalog and the Graduate School Handbook are the authority applicable to students pursuing the Doctor of Philosophy degree in Communication Sciences and Disorders. Please visit the Graduate School [website](#) for more information.

## APPLICATION PROCEDURES

Please refer to the Graduate School Catalog on the Graduate School [website](#) for application procedures.

## TECHNICAL STANDARDS

Please visit the program [website](#) to see the technical standards.

## PROGRAM POLICIES

The following program specific policies and procedures can be found in the Ph.D. Program Handbook on the program [website](#):

- Full-Time/Part-Time Status
- Leave of Absence Policy
- Retention/Probation Policy
- Transfer Credit Policy

## PH.D./AU.D. DUAL DEGREE OPTION

The Ph.D./Au.D. dual degree prepares individuals to conduct research, teach, and/or to participate in leadership roles in prevention, assessment, and non-medical management of auditory and balance system disorders.

It is anticipated that potential students seeking a joint Ph.D./Au.D. degree will be practicing audiologists with an earned Master's degree. Audiology clinical researchers and researchers with clinical expertise provide value in translating the advances in basic research to clinical practice and vice versa. Because of their in-depth clinical training, combined with extensive academic research/scholar training, Ph.D./Au.D. students offer unique perspectives with which to view hearing and balance problems. Strengths include facilitation of inter-professional training opportunities, participation on translational research teams, and introduction of new and innovative diagnostic and intervention techniques and strategies. Specialized training in hearing and balance issues coupled with the rigor of an interdisciplinary academic research/scholar program prepares students for the highly rewarding field of clinical research in a wide variety of settings.

Students applying for admission to the Ph.D./Au.D. dual option are required to have completed one semester of study in the Communication Sciences and Disorders Consortium Ph.D. program prior to application. Ph.D. students interested in pursuing a dual degree should consult with their research mentor, program committee and/or the Ph.D. and Au.D. program directors prior to application. The student, Ph.D. mentor, and advisory committee will develop a program of study designed to meet the individual needs of the student.

## PROGRAM COSTS

Tuition and fees for specific courses are assessed by where the course is taken and where the faculty member who teaches the course is employed. For instance, for all Consortium Program courses, if the course is taught by a UALR/UAMS faculty member in Little Rock, the UAMS tuition and fees apply. If a course is taught by a UCA faculty member, the UCA tuition and fees apply. In instances where a student enrolls in a non-program course (statistics or collaterals), the tuition and fees will be assessed from the institution where the course is taught.

The processes for paying tuition and fees to the consortium institutions vary depending upon if students have external or internal funding, have applied for federal student loans, and for those not funded. Please contact Dr. Betholyn Gentry at [gentrybetholyn@uams.edu](mailto:gentrybetholyn@uams.edu) for instructions on how your tuition and fees should be paid each semester.

For information about current tuition and fees per institution please see:

### **UAMS Tuition and Fees:**

<http://gradschool.uams.edu/students/tuition-and-fees/>

### **UALR Tuition and Fees:**

<http://ualr.edu/bursar/home/tuitionandfees/graduatetuitionfees/>

### **UCA Tuition and Fees:**

<https://uca.edu/studentaccounts/tuition-and-fees-calculator/>

# CYTOTECHNOLOGY – BACHELOR OF SCIENCE DEGREE

## Department of Laboratory Sciences

### Cytotechnology Website

#### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

Cytotechnology is a full-time, day program with one cohort of up to 8 students beginning each fall semester. It is a 12 month program that requires completion of three semesters (fall, spring, summer) upon which a Bachelor of Science in Cytotechnology is awarded. Graduates of the cytotechnology program are eligible to apply for the certification examination in cytotechnology given by the American Society of Clinical Pathology Board of Certification. The program's mission, goals, and competencies can be found on the department website.

The Bachelor of Science in Cytotechnology consists of 80 semester credits of prerequisite course work and 40 semester credits in the cytotechnology program for a total of 120 credits.

## ACCREDITATION

The cytotechnology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756. Telephone: (727) 210-2350. Website: [www.caahep.org](http://www.caahep.org).

## APPLICATION PROCEDURES

All application materials should be received by **April 15** to be considered for admission. Send all requested materials to the CHP Office of Admissions. Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum cumulative GPA and biological science GPA of 2.50 is required to be considered for admission.
3. **Interview:** Qualified applicants are contacted to arrange an interview to be conducted in small groups.
4. **TOEFL scores** as applicable. See International Applicants in the Admissions/Academic Information section of this catalog.

## ADMISSION FACTORS

Admission is competitive and based on the following factors:

- Academic achievement
- Leadership and professionalism
- Written and oral communication

## PREREQUISITES

The following 80 credits are required for admission. These credits may be completed at any regionally accredited college or university, and must fulfill all College requirements regarding acceptance of transfer credit.

<b>Area/Typical Course Title</b>	<b>Minimum Credits</b>
<b>ENGLISH/COMMUNICATION</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication	3
<b>MATHEMATICS</b>	
College Algebra (or higher level Mathematics)	3
<b>SCIENCE</b>	
<b>Biology</b>	
Biological Science (Recommended: General Biology, Cell Biology, Genetics, Microbiology, Anatomy & Physiology, and Histology) with laboratories	20
<b>Chemistry</b>	
Two-semester sequence of Chemistry with laboratories*	8
*Fundamental Chemistry I & II, College/General Chemistry I & II, or Organic Chemistry I & II are preferred. Contact the CHP Office of Admissions if you have any questions about the preferred Chemistry courses.	
<b>FINE ARTS/HUMANITIES</b>	
<b>Fine Arts</b>	
Music, Art, Theater	3
<b>Humanities</b>	
Philosophy, Political Science, Literature, or Humanities	3
<b>SOCIAL SCIENCES</b>	
<b>History</b>	
History of the United States or National Government	3
<b>Social Sciences</b>	
Other Social Sciences (Recommended: Psychology, Sociology, Anthropology, Economics or Geography)	6
<b>ELECTIVES</b>	<u>25</u>
<b>TOTAL</b>	<b>80</b>

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 40 SC are required in the program:

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
<i>Fall</i>		
CYTO 4411	Introduction to Cytotechnology	4
CYTO 4412	Gynecological Cytopathology I	4
CYTO 4313	Gynecological Cytopathology II	3
CYTO 4614	Non-Gynecological Cytopathology I	<u>6</u>
		17

***Spring***

CYTO 4126	Molecular Diagnostics Laboratory	1
CYTO 4221	Laboratory Operations	2
CYTO 4225	Molecular Diagnostics	2
CYTO 4424	Cytology Internship I	4
CYTO 4623	Non-Gynecological Cytopathology II	<u>6</u>
		15

***Summer***

CYTO 4331	Comprehensive Cytotechnology	3
CYTO 4531	Cytology Internship II	<u>5</u>
		8
<b>TOTAL</b>		<b>40</b>

A letter grade of "C" or better is required for the student to progress in the program. A minimum GPA of 2.0 is required to earn the degree.

**INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

**PROGRAM COSTS**

The total cost of the three semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# DENTAL– GENERAL PRACTICE RESIDENCY

## Center for Dental Education

### General Practice Residency Website

#### Center for Dental Education

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #624  
Little Rock, AR 72205

Telephone: (501) 686-8089  
Email: [DentalEducation@uams.edu](mailto:DentalEducation@uams.edu)  
Website: <http://dentaleducation.uams.edu/>

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## THE PROGRAM

The General Practice Residency (GPR) program is an intensive, full-time, post-graduate training program with one cohort of up to five residents beginning each July. It consists of 12 months of advanced dental education in clinical dentistry and is conducted primarily within a hospital environment.

The GPR is a postdoctoral educational program designed to provide essential skills, attitudes and abilities related to the contemporary practice of advanced general dentistry, with emphasis on total patient-centered care. The program provides the resident the opportunity to augment his/her knowledge of oral disease and his/her diagnostic and therapeutic skills in dentistry. Treatment of oral disease in the medically complex patient and/or hospitalized patient is emphasized. A private practice environment is maintained throughout the program to assist the recent dental school graduate in the transition from academics to “real world dentistry.”

The didactic portion of the program includes a lecture series occurring every Friday afternoon covering various disciplines in both dental and medical subjects. The clinical curriculum includes two-week clinical rotations through anesthesia, emergency medicine, and otolaryngology. Each resident also participates in a two-week rotation at Arkansas Children’s Hospital (ACH) with focus on pediatric and special needs dentistry. A two-week oral surgery rotation consists of the resident assisting and providing treatment with the faculty oral surgeon at ACH. An endodontic course, taught by an endodontist, focuses on molar and premolar teeth and includes didactic as well as hands-on clinical content. A periodontist instructs a periodontal course and the course is offered through the residency year. This course focuses on periodontal surgeries and therapies including didactic and hands-on clinical content. Each resident spends time at the UAMS 12th Street Health and Wellness Center. Please refer to the curriculum section for a comprehensive list of program topics.

Successful completion of all program requirements qualifies the resident to receive a Certificate of Completion. The program’s mission, goals, and competencies/learning outcomes can be found on the program website.

## ACCREDITATION

This program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Suite 1900, Chicago, Illinois 60611. Telephone: (312) 440-2500.  
Website: [www.ada.org/en/coda](http://www.ada.org/en/coda)

## APPLICATION PROCEDURES

Applicants must be a graduate of a four year fully-accredited North American dental school program. Successful completion of the National Boards Part I is required. The Advanced Dental Admissions Test is not required.

All applicants must apply through the American Dental Education Association’s Postdoctoral Application Support Service (PASS) program. The deadline to have all documents submitted is **September 15, 2018**. Late applications may not be reviewed. Application materials can be obtained from your dental school or by writing:

ADEA PASS  
1625 Massachusetts Avenue N.W., Suite 600  
Washington, D.C. 20036-2212  
Telephone: (202) 332-8795  
<http://www.adea.org/PASSapp>

## CURRICULUM

The didactic portion of the curriculum includes lectures, patient care conferences, and journal club. Topics include, but are not limited to:

- ACLS
- Advanced Dental Therapeutics
- AHA/EKG: Review and Competency Test
- Anesthesia
- Behavior Management for the Pediatric Patient
- Dental Emergencies
- Dental Implants
- Dental Management of Special Needs Patients
- Dental Management of the Medically Compromised Patient
- Dental Restorations: Techniques, Pearls, Decisions
- Dental Sleep Medicine
- Emergency Medicine
- Endodontics
- Ethics and Patient-Focused Care
- Full Mouth Reconstruction
- Geriatric Patient Care
- Interpretations of Lab Studies
- Laboratory & Materials
- Management of Traumatic Dental Injuries
- Oral Pathology
- Oral Surgery
- Orofacial Pain
- Orthodontics
- Pain and Anxiety Control
- Pediatric Dentistry
- Periodontics
- Pharmacology
- Principles of Practice Management/Jurisprudence
- Psychology
- Radiation Oncology: The Cancer Patient
- Removable Prosthodontics
- Social Media Risks
- Treatment of TMD
- Treatment Planning

The program's clinical curriculum includes rotations in emergency medicine, oral surgery, otolaryngology, anesthesia, and pediatric and special needs dentistry. There is an endodontic and periodontal course.

## PROGRAM POLICIES

Program specific policies and procedures can be found in the resident handbook on the program [website](#). The Prospectus includes information such as program goals, rotations, facilities, application processes, and financial information. The Prospectus information can be found on the program [website](#).

## PROGRAM COSTS

Trajecsyst, which is procedure log computer software, is \$100.00 per year.

# DENTAL HYGIENE – BACHELOR OF SCIENCE DEGREE

## Department of Dental Hygiene

### Dental Hygiene Website

#### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Dental Hygiene program is a full-time, day program with one cohort of 34 students beginning each fall semester. It consists of four fall/spring semesters with one intervening summer session. The program's mission, goals, and clinical competencies/learning outcomes can be found on the department website.

Successful completion of all program requirements qualifies the student to apply for state, regional, and national examinations required for licensure. Successful completion of the program does not ensure licensure.

The Bachelor of Science in Dental Hygiene consists of 51 semester credits of prerequisite course work and 69 credits in the dental hygiene curriculum, for a total of 120 credits.

**NOTE: Beginning with the 2020 application cycle, students anticipating entering the program in the fall of 2020, Anatomy and Physiology I and II (3 semester credits each) will be required prerequisite courses. Labs for A & P are not required. The 6 SC upper level electives will no longer be prerequisites. These 6 semester credit hours will be included in the dental hygiene program curriculum.**

## ACCREDITATION

The program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Suite 1900, Chicago, Illinois 60611.

Telephone: (312) 440-2500.

Website: [www.ada.org/100.aspx](http://www.ada.org/100.aspx).

## APPLICATION PROCEDURES

For first consideration, all requirements must be completed and all application materials should be received by **March 1**. All application materials should be received by **June 1** to be considered for the regular admission cycle. Late applications may not be reviewed after this date. Send all requested material to the CHP Office of Admissions. Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum cumulative and prerequisite GPA of 2.75 is required to apply for admission. Additionally, applicants must have completed all of the prerequisite course work prior to the application deadline.
3. **Official ACT Scores:** Official ACT scores documented on official high school transcripts are acceptable. The ACT must have been taken within the last 7 years.
4. **Professional Observation Form:** A professional observation form signed by a dentist or a dental hygienist that documents at least 20 observation hours in a dental office must be submitted before the deadline. The professional observation form is available on the program [website](#).
5. **Interview:** The most qualified applicants will be contacted after the admissions deadline to arrange an interview to be conducted in small groups.
6. **TOEFL scores** as applicable. See International Applicants in the Admissions/Academic Information section of this catalog.



## ADMISSION FACTORS

Admission to the dental hygiene program is competitive and based on the following factors:

- Academic achievement
- Academic aptitude
- Leadership and professionalism
- Written and oral communication

## PREREQUISITES AND DEGREE REQUIREMENTS

The following 51 credits are required for admission. All listed courses are required from a regionally accredited post-secondary academic institution, and must fulfill all College requirements regarding acceptance of transfer credit. If in doubt of the suitability of the following prerequisite courses, please contact the CHP Office of Admissions.

Area/Typical Course Title	Minimum Credits
<b>ENGLISH/COMMUNICATION</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication*	3
<b>MATHEMATICS</b>	
College Algebra (or higher level Mathematics)	3
<b>SCIENCE</b>	
<b>Chemistry</b>	
Principles of chemistry course with laboratory	4
<b>Biology</b>	
Principles of biology course with laboratory (A Zoology course is also acceptable.)	4
<b>Microbiology</b>	
Microbiology with laboratory	4
<b>FINE ARTS/HUMANITIES</b>	
<b>Fine Arts</b>	
Music, Art, Theater	3
<b>Humanities</b>	
Philosophy, Political Science, Literature, or Humanities	3
<b>SOCIAL SCIENCES</b>	
<b>History</b>	
History of the United States or National Government	3
<b>Psychology</b>	
General Psychology	3
<b>Sociology</b>	
Introduction to Sociology	3
Lower Level Electives	6
Upper Level Electives	<u>6</u>
<b>TOTAL</b>	<b>51</b>

\*Due to rules set forth by the Commission on Dental Accreditation of the American Dental Association, Speech Communication is a required prerequisite and cannot be substituted by an additional Fine Arts/Humanities course.

Chemistry, biology, and microbiology courses must include laboratory sections and must have been completed not more than seven years prior to entry into the program. Credit by examination will not be given for science courses. A course grade of "C" or higher must be achieved to satisfy program prerequisite and core curriculum requirements.

Proof of successful completion of course work taken in a semester immediately preceding entry into the professional curriculum must be presented before registration.

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 69 credits are required:

Course #	Title	Credits
<b>Year 1</b>		
<i>Fall</i>		
DHYG 2116	Oral Embryology and Histology	1
DHYG 2119	Dental Hygiene Seminar I	1
DHYG 2215	Oral Anatomy	2
DHYG 2217	Dental Radiography I	2
DHYG 2312	Dental Hygiene Theory and Instrumentation	4
DHYG 2314	Human Anatomy and Physiology I	3
DHYG 2513	Dental Hygiene Pre-clinic	<u>4</u>
		17
<i>Spring</i>		
DHYG 2119	Dental Hygiene Seminar I (continued)	
DHYG 2223	Dental Radiography II	2
DHYG 2425	Human Anatomy and Physiology II	4
DHYG 2521	Dental Hygiene Clinic I	5
DHYG 3434	Pathology	<u>4</u>
		15
<i>Summer</i>		
DHYG 3245	Dental Hygiene Clinic—Summer	2
DHYG 3246	Local Anesthesia	2
CHPI 4133	Patient and Family Centered Care	<u>1</u>
		5
<b>Year 2</b>		
<i>Fall</i>		
DHYG 2327	Dental Materials	3
DHYG 3119	Dental Hygiene Seminar II	1
DHYG 3332	Pharmacology	3
DHYG 3335	Periodontology	3
DHYG 3344	Community Dentistry I	3
DHYG 3531	Dental Hygiene Clinic II	<u>5</u>
		18
<i>Spring</i>		
DHYG 3119	Dental Hygiene Seminar II (continued)	
DHYG 3244	Community Dentistry II	2
DHYG 3333	Nutrition	3
DHYG 3242	Management of Patients with Special Needs	2
DHYG 3243	Ethics, Jurisprudence and Practice Management	2
DHYG 3541	Dental Hygiene Clinic III	<u>5</u>
		14
<b>TOTAL</b>		<b>69</b>

A grade of "F" or a mark of "U" or "NC" is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A grade of "D" in the following professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program: Dental Hygiene Theory (DHYG 2312), Dental Hygiene Preclinic (DHYG 2513), Dental Radiography I (DHYG 2217), Dental Hygiene Clinic I (DHYG 2521), Dental Radiography II (DHYG 2223), Local Anesthesia (DHYG 3246), Dental Hygiene Clinic II (DHYG 3531), Dental Hygiene Clinic III (DHYG 3541), Dental Hygiene Clinic—Summer (DHYG 3245), Dental Hygiene Seminar I (DHYG 2119), Dental Hygiene Seminar II (DHYG 3119). A minimum GPA of 2.0 is required to earn the degree.

## INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## PROGRAM POLICIES

The following program specific policies and procedures can be found in the student handbook on the department [website](#).

- Acceptable Grades for Progression
- Attendance Policy
- Computer Usage
- CPR Certification
- E-mail
- Examination Protocol
- Grading Scales
- Requesting Extra Clinic Time
- Responsibilities as a UAMS Dental Hygiene Student
- Social Networking
- Student Behavior and Dress
- Student Supervision in the Clinic and Laboratory
- Student Transportation, Parking, and Clinic Rotation Hours

## PROGRAM COSTS

The total cost of the five semester program can be found on the college [website](#). Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# DIAGNOSTIC MEDICAL SONOGRAPHY – BACHELOR OF SCIENCE DEGREE

## Department of Imaging and Radiation Sciences

Diagnostic Medical Sonography [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Diagnostic Medical Sonography program is a full-time program with a cohort of 12 students beginning each fall semester. It consists of four fall/spring semesters with one intervening summer session. The program's mission, goals, and competencies/learning outcomes can be found on the department website.

The program requires successful completion of 47 semester credits of prerequisite courses and 73 credits of program course work for a total of 120 credits.

The program also has an online Bachelor of Science Degree Completion track for ARDMS-certified sonographers who want to pursue a bachelor's degree. No additional clinical education is required.

Successful completion of all program requirements qualifies the student to apply for state, regional, and national examinations for licensure.

To earn these credentials, candidates must pass the following American Registry for Diagnostic Medical Sonography (ARDMS) examinations:

- **Registered Diagnostic Medical Sonographer (RDMS):** Sonography Principles and Instrumentation AND Abdomen, OR Obstetrics & Gynecology.
- **Registered Vascular Technologist (RVT):** Sonography Principles and Instrumentation AND Vascular Technology.
- **Registered Diagnostic Cardiac Sonographer (RDCS):** Sonography Principles and Instrumentation AND Adult Echocardiography

Successful completion of the program does not ensure registration. Each student is responsible for familiarizing himself/herself with the applicable registration requirements. See: [www.ARDMS.org](http://www.ARDMS.org).

## TWO TRACKS

There are two entry points for applicants to the DMS program.

1. **Traditional Program:** Applicants may be accepted if they have completed all 47 credits of prerequisite course work. Senior students will select one of two areas of concentrations in either vascular sonography or adult echocardiography. The 47 credits of prerequisite courses plus the 73 credits of professional courses equals the 120 credits requirement for a Bachelor of Science degree in Diagnostic Medical Sonography.
2. **B.S. Degree Completion:** Applicants who are certified by the American Registry for Diagnostic Medical Sonography (ARDMS) may be accepted into the online B.S. Degree Completion track if they have completed all 88 credits of prerequisite course work. A minimum of one visit to the UAMS campus is required during the first year in the program.
  - a. ARDMS certification.
  - b. 88 prerequisite credits transferred from any regionally accredited college or university, including:
    - i. A minimum of 47 credits of specific liberal arts and science courses.
    - ii. 41 credits of electives; 13 credits of which must be upper level (3000 or 4000) electives. The upper level electives may be completed concurrently at UAMS or transferred from any 4-year regionally accredited college or university.

- c. The 88 prerequisite credits plus 32 credits in the B.S. Degree Completion track equals a total of 120 credits required for a Bachelor of Science degree in Diagnostic Medical Sonography. Of the 120 credits, a minimum of 40 credits must be upper level (3000 and 4000) courses.

## ACCREDITATION

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in general, cardiac, and vascular imaging. The contact information is 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763. Telephone: (727) 210-2350. Website: [www.caahep.org](http://www.caahep.org).

## APPLICATION PROCEDURES

**Traditional Program:** Application materials should be received by **March 1** to be considered for admission. Late applications may not be reviewed after this date. Send all materials to the CHP Office of Admissions unless otherwise instructed. Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum cumulative GPA of 2.5 or higher for all undergraduate courses is required.
3. **Professional Observation:** Applicants are required to gain an understanding of the responsibilities and duties of the diagnostic medical sonographer through direct observation of an ARDMS Registered Sonographer in a hospital department where sonography is practiced and through discussion with current sonographers in the field. Details of the observation and a verification form are available at the program's [website](#). The form must be received before the **March 1** deadline.
4. **Counseling:** Qualified applicants must present themselves in person for academic counseling in the division. This counseling session will be scheduled by the program.
5. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of this catalog.

**B.S. Degree Completion:** Application materials should be received by **May 15** for the Fall semester, by **September 30** for the Spring semester, and by **March 1** for the Summer semester. Late applications may not be reviewed after these dates. Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum cumulative GPA of 2.5 or higher for all undergraduate courses is required.
3. **Proof of ARDMS Certification:** Upload a copy of your ARDMS certification card to the "Upload Documents" section of the application.
4. **Essay:** Submit an essay of 450-550 words describing your personal history in sonography and why you want to pursue a Bachelor of Science degree in Diagnostic Medical Sonography online. This essay must be submitted online in the "Upload Documents" section of the application.
5. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of this catalog.

## ADMISSION FACTORS

Admission to the diagnostic medical sonography program is competitive and based on the following factors:

- Academic achievement
- Leadership and professionalism
- Written and oral communication

## PREREQUISITES

Applicants must have completed, or be currently enrolled in, Introductory College Physics, College Algebra, and Anatomy and Physiology II before the **March 1** application deadline. Applicants may not have more than nine credits of remaining prerequisite courses that will be completed during the summer semester prior to enrollment in the fall.

The following 47 credits are required from an accredited college or university and must fulfill all College requirements regarding acceptance of transfer credit:

Area/Typical Course Title	Minimum Credits
<b>ENGLISH/COMMUNICATION</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication*	3
<b>MATHEMATICS</b>	
College Algebra (or higher level Mathematics)	3
<b>SCIENCE</b>	
<b>Biology</b>	
Two-semester sequence of Anatomy and Physiology with laboratory	8
<b>Physics</b>	
Introductory College Physics**	3
<b>FINE ARTS/HUMANITIES</b>	
<b>Fine Arts</b>	
Music, Art, Theater	3
<b>Humanities</b>	
Philosophy, Political Science, Literature, or Humanities	3
<b>SOCIAL SCIENCES</b>	
<b>Psychology</b>	
General Psychology	3
<b>Sociology</b>	
Introduction to Sociology	3
<b>History</b>	
American History or National Government	3
Two-semester sequence of History of Civilization or World History	6
<b>COMPUTER SCIENCE</b>	
Computer Fundamentals/Applications	3
<b>TOTAL</b>	<b>47</b>

\*Due to rules set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Speech Communication is a required prerequisite and cannot be substituted by an additional Fine Arts/Humanities course.

\*\*Introductory College Physics must cover acoustics, wave motion, heat, electricity, force, and energy. Two courses may be required to cover all topics. Refer to the website to determine acceptable Physics courses. If your school is not listed, please contact the CHP Office of Admissions for assistance.

To be considered for acceptance into the program, the applicant must have earned a cumulative GPA of 2.5 or higher at the time of application. In addition, only grades of "C" or higher are accepted in all course work.

Actual course titles may vary among institutions. Consult the Division Director for preprofessional counseling.

Fulfillment of the Diagnostic Medical Sonography preprofessional curriculum does not assure admittance into the professional program (please see Application Procedures and Deadlines).

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 73 credits are required in the program.

Course #	Title	Credits
<b>Year 1</b>		
<i>Fall</i>		
DMSO 2310	Basic Patient Care	3
DMSO 3211	Sectional Anatomy	2
DMSO 3221	Gynecologic Sonography	2
DMSO 3312	Introductory Physics	3
DMSO 3313	Abdominal Sonography	3
DMSO 3514	Clinical Practicum I	<u>5</u>
		18
<i>Spring</i>		
DMSO 3222	Advanced Physics	2
DMSO 3321	Sonographic Applications: Obstetrics	3
DMSO 3824	Clinical Practicum II	8
DMSO 4242	Sonographic Conference	<u>2</u>
		15
<i>Summer</i>		
DMSO 3541	Clinical Practicum III	5
DMSO 4342	Introductory Cardiac & Vascular Sonography	<u>3</u>
		8
<b>Year 2</b>		
<i>Fall</i>		
CHPI 4301	Health Care Systems in America	3
DMSO 4352	Doppler Sonography & Advanced Hemodynamics	3
DMSO 4353	Intermediate Vascular Sonography, <b>-OR-</b>	
DMSO 4354	Intermediate Cardiac Sonography	3
DMSO 4843	Clinical Practicum IV	<u>8</u>
		17
<i>Spring</i>		
DMSO 4251	Cardiovascular Pathophysiology	2
DMSO 4261	Current Issues in Health Care	2
DMSO 4363	Advanced Vascular Sonography <b>-OR-</b>	
DMSO 4364	Advanced Cardiac Sonography	3
DMSO 4854	Clinical Practicum V	<u>8</u>
		15
<b>TOTAL</b>		<b>73</b>

All professional courses must be completed with a grade of "C" or higher for progression to the next semester and for graduation. A minimum GPA of 2.0 is required to earn the degree.

## INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## PROGRAM POLICIES

The following program specific policies and procedures can be found in the student handbook on the program [website](#):

- Attendance, Absenteeism
- Infractions of Departmental Policy and Procedure
- Policy on Pregnancy
- Professional Responsibilities
- Student Awards and Honors
- Student Responsibilities in the Classroom and Laboratory

- Student Responsibilities in the Clinical Area

## **PROGRAM COSTS**

The total cost of the five semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).



# DIETETIC INTERNSHIP – POST-BACHELOR’S CERTIFICATE

## Department of Dietetics and Nutrition

### Dietetics and Nutrition Website

#### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Dietetic Internship program consists of a 40-week, full-time, experience with a minimum of 40 hours scheduled per week. Interns are required to enroll in 12 hours of graduate course work that includes clinical and administrative supervised practice experiences. Fourteen students are accepted into the internship program each year.

The program is jointly sponsored by the University of Arkansas for Medical Sciences and the Central Arkansas Veterans Healthcare System. Affiliations with a number of hospitals, school food services, and clinics in the central Arkansas area provide experiences that supplement and complement those received at the primary training sites.

Successful completion of the program requirements qualifies the graduate to apply for the national registration examination through The Commission on Dietetic Registration. Upon successful completion of the examination, the graduates become Registered Dietitians (RD) and eligible for state licensure. Successful completion of the program does not itself ensure registration or licensure. Each student is responsible for familiarizing himself/herself with the applicable registration and licensure requirements.

The following are required for an applicant to be considered for the program: 1) bachelor’s degree from an accredited university, 2) successful completion of an ACEND-accredited Didactic Program in Dietetics academic program, 3) cumulative GPA  $\geq 2.7$ , 4) math/science GPA  $\geq 2.0$ , and 5) nutrition/dietetics GPA  $\geq 3.0$ . Preference will be given to students with an overall GPA  $\geq 3.0$  and math/science GPA  $\geq 2.5$ .

## ACCREDITATION

The dietetic internship program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606. Telephone: (800) 877-1600, ext. 5400 or (312) 899-0040. Website: [www.eatright.org](http://www.eatright.org).

## APPLICATION PROCEDURES

All application materials should be postmarked by **February 15, 2019** to be considered for admission. Late applications will not be reviewed after this date. Applicants must provide:

1. **DICAS Application for Admission:** The program participates in the online Dietetic Internship Centralized Application System (DICAS) process. More information including submission deadlines and fees can be found at <http://portal.dicas.org>.
2. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). The deadline for this application is the same as the DICAS deadline. A \$40.00 non-refundable application fee is required and must accompany the OAA application.
3. **Official Transcripts:** Official transcript(s) of all college work must be submitted to DICAS. Note: If you are admitted to the Dietetic Internship program, you will also need to provide official transcripts to UAMS reflecting completion of your degree and any courses that were in-progress at the time of the DICAS verification deadline.
4. **Official GRE Score Report:** Use institutional code number 6146 to have scores sent directly to the College of Health Professions.
5. **Official Verification or Intent to Complete Statement:** An official verification or intent to complete statement from the program director of the applicant’s Didactic Program in Dietetics must be submitted to DICAS.

6. **TOEFL scores, if applicable.** See International Applicants in the Admission/Academic Information section of the catalog.
7. **References:** Three letters of reference must be submitted to the DICAS System. An e-mail message will be sent to the references requesting them to complete an online form. At least one reference letter should come from a college professor or major advisor. Other references may include employers and/or other professional references.
8. **One-Page Resume:** Resumes must be uploaded to the DICAS System. Include paid and volunteer work experience. Experience in hospital dietetics is desirable but not required. Include extracurricular activities, honors, and awards indicative of a well-rounded lifestyle.
9. **Personal Statement:** Applicants must enter a personal statement of 1,000 words or less into the DICAS System. The following items should be addressed:
  - Why you want to enter the dietetic profession
  - The areas in your previous experiences that have helped prepare you for a career in dietetics
  - Your short and long-term career goals
  - Your strengths and/or areas for improvement
  - Other information you consider relevant to the selection committee's decision making.
10. **National Computer Matching Program:** The Internship program participates in the national computer matching of dietetic interns. Applicants must complete the online registration through D & D Digital to participate in the computer matching process. Information may be obtained from the applicant's undergraduate dietetic advisor or directly from **D & D Digital Company, 304 Main Street, Suite 301, Ames, IA 50010-6140. Telephone: (515) 292-0490, Fax: (515) 663-9427, <http://www.dnndigital.com/>.**

Master of Science students seeking admission to the Dietetic Internship program must use the Dietetic Internship application process. That is, acceptance to the Master of Science program does not ensure admission to the Dietetic Internship program.

## ADMISSION FACTORS

Admission to the program is competitive and based on the following factors:

- Academic achievement
- Academic aptitude
- Dietetics achievement
- Math and science achievement
- Personal and professional endorsement
- Work and volunteer experience
- Written communication

## CURRICULUM

During the internship, development of competencies in general dietetics is emphasized including clinical dietetics, food service administration, and community nutrition. The program's concentration is medical nutrition therapy and management in dietetics practice. Supervised practice through establishment of a working relationship with registered dietitians is emphasized. Seminars, lectures, and classes complement the student's practical experiences.

The following credits are required in the program:

Course #	Title	Credits
DIET 5073	Practicum in Clinical Dietetics	3
DIET 5083	Practicum in Administrative Dietetics	3
DIET 5112	Nutrition Counseling	2
DIET 5161	Advanced Nutrition Seminar	1
DIET 5333	Advanced Clinical Dietetics	<u>3</u>
<b>TOTAL</b>		<b>12</b>

A minimum grade of "B" must be achieved in all courses. A minimum GPA of 3.0 is required to earn the degree. Please see the program's Policy and Procedures handbook for more information.

## **PROGRAM POLICIES**

Program specific policies and procedures can be found in the dietetic internship policy and procedure manual or are available upon request.

## **PROGRAM COSTS**

The total cost of the two semester program can be found on the college [website](#).

Health Insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#)

# EMERGENCY MEDICAL SCIENCES – CERTIFICATE AND ASSOCIATE OF SCIENCE DEGREE

## Department of Emergency Medical Sciences

Emergency Medical Sciences [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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**NOTICE:** Planning is in-progress to transfer the Emergency Medical Technician (EMT) and the Paramedic programs from UAMS to University of Arkansas – Pulaski Technical College in North Little Rock. Transfer is scheduled to take effect spring 2019. For more information, please contact the CHP Office of Admissions.

## THE PROGRAMS

The department offers the Emergency Medical Technician and Paramedic programs.

The **Emergency Medical Technician (EMT)** program consists of 6 semester credits of course work in EMSC 1602 - Introduction to Emergency Medical Technology. Historically, those enrolled in this course are interested in working as a licensed EMT, fulfilling the primary prerequisite for the paramedic program, embarking on a fire service career, or establishing patient care skills in another health profession such as physician assistant or medicine. Students who successfully complete the course may be eligible to challenge the EMT credentialing examinations offered by the National Registry of EMTs (NREMT). Classes begin in January and are held two days per week.

The **Paramedic program** has two degree options: Certificate or Associate's degree. The certificate program requires 43 hours of professional coursework, while the associate's degree program requires 35 hours of Core Curriculum coursework in addition to the 43 hours of professional coursework. Successful program completion of both options satisfies the eligibility requirements to apply for the paramedic credentialing examinations offered by the National Registry of Emergency Medical Technicians (NREMT). Graduates who complete the certificate program are eligible to complete the associate's degree at a later time as long as all requirements of the degree plan are met.

Students accepted into the paramedic program can choose a fall or spring entry. Approximately 40% of the paramedic program course work is delivered online. Classes are held one or two days per week. Students may schedule their clinical time within program guidelines including weekends and weekdays.

## ACCREDITATION

The UAMS Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

## APPLICATION PROCEDURES AND DEADLINES

For applicants to the spring 2019 semester, applications should go to the University of Arkansas – Pulaski Technical College in North Little Rock, AR. Applicants should follow the steps for admission to UA-PTC.

## PROGRAM REQUIREMENTS

All students are required to have a thorough medical examination by a physician upon acceptance for admission and prior to registration for classes. Students are required to complete a hepatitis B vaccination series if one has not been completed.

## TECHNICAL STANDARDS – PARAMEDIC PROGRAM

Technical Standards can be found on the program [website](#).

### CURRICULUM – EMT

Course #	Title	Credits
EMSC 1602	Introduction to Emergency Medical Technology	6

### CURRICULUM – PARAMEDIC CERTIFICATE

In addition to completing EMSC 1602 - Introduction to EMT, the following 43 credits are required in the paramedic certificate and Associate's degree programs:

Course #	Title	Credits
<b>Fall Entry</b>		
<b>Year 1</b>		
<i>Fall</i>		
EMSC 1122	EKG Interpretation	1
EMSC 1210	Clinical Preparation	2
EMSC 1320	Pharmacology	3
EMSC 2210	Foundations of the Paramedic	2
EMSC 2220	Pathophysiology	<u>2</u>
		10
<i>Spring</i>		
EMSC 1201	Patient Assessment	2
EMSC 1211	Clinical Practicum I	2
EMSC 1222	Clinical Practicum II	2
EMSC 1340	Trauma Management	3
EMSC 2501	Cardiovascular Care	<u>5</u>
		14
<i>Summer</i>		
EMSC 1233	Clinical Practicum III	2
EMSC 1410	Medical Emergencies I	<u>4</u>
		6
<b>Year 2</b>		
<i>Fall</i>		
EMSC 1334	Life Span Development	3
EMSC 2159	Paramedic Competencies	1
EMSC 2250	Assessment Based Management	2
EMSC 2310	Medical Emergencies II	3
EMSC 2431	Paramedic Field Internship	<u>4</u>
		13
<b>TOTAL</b>		<b>43</b>
<b>Spring Entry</b>		
<b>Year 1</b>		
<i>Spring</i>		
EMSC 1122	EKG Interpretation	1
EMSC 1201	Patient Assessment	2
EMSC 1210	Clinical Preparation	2
EMSC 1320	Pharmacology	3
EMSC 2501	Cardiovascular Care	<u>5</u>
		13
<i>Summer</i>		
EMSC 1211	Clinical Practicum I	2
EMSC 1410	Medical Emergencies I	<u>4</u>
		6

***Fall***

EMSC 1222	Clinical Practicum II	2
EMSC 1334	Life Span Development	3
EMSC 2210	Foundations of the Paramedic	2
EMSC 2220	Pathophysiology	2
EMSC 2250	Assessment Based Management	2
EMSC 2310	Medical Emergencies II	<u>3</u>
		14

**Year 2**

***Spring***

EMSC 1233	Clinical Practicum III	2
EMSC 1340	Trauma Management	3
EMSC 2159	Paramedic Competencies	1
EMSC 2431	Paramedic Field Internship	<u>4</u>
		10

**TOTAL**

**43**

A grade of "D", "F", or a mark of "U" or "NC" is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. Successful completion of the American Heart Association Advanced Cardiac Life Support course is required for the student to progress to Paramedic Field Internship (EMSC 2431). The didactic portion of ACLS is taught during Cardiovascular Care (EMSC 2501). A minimum GPA of 2.0 is required to earn the degree.

## PROGRAM POLICIES

The Paramedic Policy Manual can be found on the department [website](#).

## PROGRAM COSTS

The total cost of the EMS programs can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# GENETIC COUNSELING – MASTER OF SCIENCE DEGREE

## Department of Genetic Counseling

### Genetic Counseling Website

#### CHP Office of Admissions

University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730

Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

Website: <http://healthprofessions.uams.edu/>

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## THE PROGRAM

The Genetic Counseling program offers a Master of Science degree in Genetic Counseling. The program is a full-time, day program with one cohort of 8 students beginning each fall semester. It consists of four, fall/spring semesters with one intervening summer semester session. The program curriculum consists of 60 semester credits. Students who successfully complete the program will be eligible for the American Board of Genetic Counseling (ABGC) certification examination. Graduates are responsible for preparing for the examination, as completion of the program alone does not ensure certification. Graduates are responsible for familiarizing themselves with the applicable certification and licensing requirements for the state in which they wish to work.

## ACCREDITATION

The program is accredited by the Accreditation Council for Genetic Counseling, 4400 College Blvd., Ste. 220, Overland Park, KS 66211. Telephone: (913) 222-8668.

## APPLICATION PROCEDURES

Applications and all supporting documents should be received by **December 15** to be considered for admission. Applicants must provide:

1. **UAMS Online Admissions Application:** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **National Matching Services:** The University of Arkansas for Medical Science (UAMS) Genetic Counseling Graduate Program is participating in the Genetic Counseling Admissions Match through National Matching Services (NMS) for the fall 2019 admissions cycle. The GC Admissions Match has been established to enhance the process of placing applicants into positions in masters-level genetic counseling programs that are accredited by the Accreditation Council for Genetic Counseling (ACGC). The Match uses a process that takes into account both applicants' and programs' preferences. All applicants must first register for the Match with NMS before applying to participating genetic counseling graduate programs. At the conclusion of all program interviews, both applicants and programs will submit ranked lists of preferred placements to NMS according to deadlines posted on the NMS website. The binding results of the Match will be released to both applicants and programs simultaneously in late April. Please visit the NMS website (<https://natmatch.com/gcadmissions>) to register for the match, review detailed information about the matching process, and to view a demonstration of how the matching algorithm works.
3. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. Must have a minimum undergraduate cumulative GPA of at least 2.85 on a 4.0 scale. In special circumstances, the GPA in the major for the last two years, or the GPA for a graduate degree (in a related field) may be considered in lieu of the cumulative undergraduate GPA. However, each required prerequisite course (see Prerequisites) must be completed with letter grade of "C" or above.
4. **GRE Scores:** Submission of official GRE scores to the CHP Office of Admissions, 4301 West Markham, #619, Little Rock, AR 72205. Must be taken within 5 years of application for admission. No advanced subject score required. Institution code: 6146.

5. **Documentation of Genetic Counseling Observation:** Applicants should job shadow with a genetic counselor on at least one occasion before applying.\* Applicants may provide evidence of this shadowing experience by submitting one of the following for each shadowing experience:
  - a. the Genetic Counseling Observation Form (available on the program website);
  - b. a letter or email from the genetic counselor to the UAMS genetic counseling program that includes the following information: clinic name, date observed, hours observed, and comments on the applicant’s professionalism, communication skills, and interpersonal skills; or
  - c. a letter of recommendation from a genetic counselor (often only possible for applicants who have spent a significant amount of time with a genetic counselor).

\*Applicants who were unable to shadow a genetic counselor prior to submitting an application must submit a written explanation as to why this was not possible and steps taken by the applicant to learn about the genetic counseling profession.
6. **Interview:** The most qualified applicants will be contacted after the admissions deadline to arrange an onsite interview.
7. **Essay:** An 800-word statement that addresses one’s personal goals and professional career vision to be submitted by uploading it to the “Upload Documents” section of the online application.
8. **Letters of Recommendation:** Three letters of recommendation are required. Applicants will be required to enter the reference name and email address on the online application. That information will automatically generate an email to the reference with instructions for completing and submitting the letter.
9. **Resume:** A current curriculum vitae or resume is to be submitted by uploading it to the “Upload Documents” section of the online application.
10. **Summary Form:** Applicants must complete and submit this form. NOTE: The Admissions Office makes final determination on prerequisites met. The Summary Form is available on the program website. Submit this form by uploading it to the “Upload Documents” section of the online application.
11. **TOEFL Scores,** as applicable. See International Applicants in the Admissions/Academic Information section of this catalog.

## ADMISSION FACTORS

Admission to the program is competitive and based on the following factors:

- Academic achievement
- Academic aptitude
- Leadership and professionalism
- Written and oral communication
- Knowledge of the profession
- Interpersonal skills

## PREREQUISITES

Applicants must have earned a bachelor’s degree from a regionally accredited college or university or equivalent. Preferred degrees are in biology, genetics, chemistry, and/or psychology, nursing, or related fields. All listed courses must have been completed at a regionally accredited post-secondary academic institution and must fulfill all college requirements regarding acceptance of transfer credit. Applicant must earn a grade of “C” or better in all required coursework.

### REQUIRED COURSEWORK

A minimum of two quarters or one semester in each of the following subject areas:

- Biology
- Chemistry
- Psychology
- Genetics (should include coverage of Mendelian and molecular genetics)
- Cell or Molecular Biology
- Biochemistry
- Statistics
- Laboratory Course (Biology, Chemistry or Biochemistry)



## RECOMMENDED COURSEWORK

Abnormal Psychology  
Research Methods  
Human Anatomy  
Human or Vertebrate Physiology  
Human Genetics  
Child Development  
Medical Terminology; Greek and Latin usage in English language  
Technical Writing

### A competitive applicant will possess:

- An understanding of the profession obtained through, but not limited to: internship, job shadowing, reading, and interviewing genetics counselors.
- Training and experience (paid or volunteer) in counseling (examples given are not all-inclusive. If you have questions about a setting, population, or your role, contact the program):
  1. Crisis Counseling: crisis/suicide hotline, domestic violence center, advocate for victims of sexual violence, crisis pregnancy center, resource and referral service;
  2. Peer counseling: resident assistant, camp counselor, etc...;
- Training and experience (paid or volunteer) in one of more of the following three areas (again, examples given are not all-inclusive. Contact the program if you have questions.)
  1. Direct client/patient care: center or program for people with genetic disorders, disabilities, mental illness or behavioral problems and medically fragile in outreach, community, treatment, rehabilitation, or chronic care facilities;
  2. Educating: children to adult students, special needs populations, community groups; and
  3. Advocating: patient advocate in a hospital or community program, non-profit agencies or state programs serving individuals and/or families with genetic disorders, disabilities, or chronic medical conditions.

**Special considerations:** Qualified applicants who are also Arkansas residents will be given priority.

## CURRICULUM

The following 60 credits are required in the program:

Course #	Title	Credit
<b>Year 1</b>		
<i>Fall</i>		
GENC 5004	Intro Molecular Genetics and Genomics	4
GENC 5013	Counseling Theory and Skills for Genetic Counselors	3
GENC 5022	Professional Issues in Genetic Counseling I	2
GENC 5043	Medical Genetics I	3
GENC 5052	Writing and Critical Analysis	2
GENC 5011	Clinical Observation I	1
GENC 5140	Research I	1
GENC 5251	Genetic Counseling Ethics I	<u>1</u>
		17
<i>Spring</i>		
GENC 5108	Human Embryology and Dysmorphology	3
GENC 5141	Research II	1
GENC 5153	Counseling and Interviewing	3
GENC 5172	Prenatal Diagnosis	2
GENC 5242	Cancer Genetics	3
GENC 5021	Clinical Observation II	1
GENC 5142	Human Cytogenetics	<u>2</u>
		15

### *Summer*

GENC 5513	Novice Clinical Clerkship	<u>3</u>
		3

### Year 2

#### *Fall*

GENC 5162	Population Genetics	2
GENC 5351	Genetic Counseling Ethics II	1
GENC 5183	System Disorders for the Genetic Counselor	3
GENC 5312	Public Health Genomics	1
GENC 5181	Teratology	1
GENC 5613	Intermediate Clinical Clerkship	3
GENC 5700	Thesis in Genetic Counseling	<u>3</u>
		14

#### *Spring*

GENC 5262	Metabolic Genetics	2
GENC 5232	Professional Issues in Genetic Counseling II	1
GENC 5322	Medical Genetics II	2
GENC 5713	Advanced Clinical Clerkship	3
GENC 5700	Thesis in Genetic Counseling	<u>3</u>
		11

### **TOTAL**

**60**

A letter grade of "B" or better is required for the student to progress in the program. A minimum GPA of 3.0 is required to earn the degree.

## **PROGRAM COMPLETION REQUIREMENTS**

### **Deadline for Submission of Thesis**

The original should be submitted to the UAMS Library Administrative Office for checking no later than ten business days before the degree is to be granted (see Academic Calendar for due dates). One additional copy must be submitted to the UAMS Library Administrative Office before the date the degree is to be granted. Both copies must be printed on thesis-quality 100% cotton paper, be unbound, and have original signatures.

## **INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## **PROGRAM POLICIES**

The following program specific policies and procedures can be found in the program handbook on the department [website](#).

- Academic Progression
- Clinical Training
- Program Completion Requirements
- Research Requirements

## **PROGRAM COSTS**

The total cost of the program is provided on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# HEALTH INFORMATION ADMINISTRATION – BACHELOR OF SCIENCE DEGREE

## Department of Health Information Management

Health Information Management [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Department of Health Information Management offers a Bachelor of Science degree in Health Information Administration. It is a part-time program that is year-round with admission offered in the fall and spring.

The classes are on-line with the exception of professional practice rotations which are obtained in hospitals and other health care related agencies. Some travel is required. These rotations are scheduled according to the healthcare facilities' policies and may necessitate participation during regular work hours.

This degree must be completed within four years from the first enrollment date into the program.

## ACCREDITATION

This program is in inactive status and is not seeking accreditation.

## APPLICATION PROCEDURES

The UAMS College of Health Professions is no longer accepting applications for the Health Information Administration B.S. program.

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 43 credits are required in the program:

<b>Fall Entry</b>			
<b>Course #</b>	<b>Title</b>		<b>Credits</b>
<b>Year 1</b>			
<i>Fall</i>			
HIMA 3301	Reimbursement Methodology & Revenue Cycle		3
HIMA 3304	Management of Information Systems		<u>3</u>
			6
<i>Spring</i>			
HIMA 3305	Regulatory Standards & Accreditation		3
HIMA 3306	Statistics		<u>3</u>
			6
<i>Summer</i>			
HIMA 3302	Health Data Management		3
HIMA 4301	Advanced Legal		<u>3</u>
			6

**Year 2*****Fall***

HIMA 3303	Epidemiology	3
HIMA 4302	Quality Management & Outcomes Assessment	<u>3</u>
		6

***Spring***

HIMA 3308	Human Resource Management	3
HIMA 3310	Research & Evaluation*	<u>3</u>
		6

***Summer***

HIMA 3307	Networking & Security	3
HIMA 4303	Internship with Current Trends in Healthcare*	<u>3</u>
		6

**Year 3*****Spring***

HIMA 3309	Finance & Fiscal Management	3
HIMA 4401	Capstone Project*	<u>4</u>
		7

**TOTAL** **43**

**Spring Entry**

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
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**Year 1*****Spring***

HIMA 3301	Reimbursement Methodology & Revenue Cycle	3
HIMA 3305	Regulatory Standards & Accreditation	3
HIMA 3306	Statistics	<u>3</u>
		9

***Summer***

HIMA 3302	Health Data Management	3
HIMA 4301	Advanced Legal	<u>3</u>
		6

***Fall***

HIMA 3303	Epidemiology	3
HIMA 3304	Management of Information Systems	3
HIMA 4302	Quality Management & Outcomes Assessment	<u>3</u>
		9

**Year 2*****Spring***

HIMA 3308	Human Resource Management	3
HIMA 3310	Research & Evaluation*	<u>3</u>
		6

***Summer***

HIMA 3307	Networking & Security	3
HIMA 4303	Internship with Current Trends in Healthcare*	<u>3</u>
		6

***Fall***

HIMA 3309	Finance & Fiscal Management	3
HIMA 4401	Capstone Project*	<u>4</u>
		7

**TOTAL** **43**

\*Courses must be taken sequentially. For HIMA 4401 Capstone Project, the HIA student will use the framework from HIMA 3310 Research & Evaluation and the data collected in the HIMA 4303 Internship with Current Trends in Healthcare.

A grade of "D" or "F" or a mark of "U" or "NC" is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

## **INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## **PROGRAM POLICIES**

All program policies are found in the Student Handbook on the program [website](#).

## **PROGRAM COSTS**

The total cost of the program is provided on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# HEALTH INFORMATION TECHNOLOGY – ASSOCIATE OF SCIENCE DEGREE

## Department of Health Information Management

Health Information Management [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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**NOTICE:** Beginning spring 2019, the Health Information Technology (associate degree) program will be transferred from UAMS to University of Arkansas – Pulaski Technical College in North Little Rock. For more information, please contact the CHP Office of Admissions.

### THE PROGRAM

The Department of Health Information Management offers an Associate of Science degree in Health Information Technology. It is a part-time program that is 8 semesters in length and year-round with admission offered in the fall and spring. The program admits approximately 20 students in the fall and 12 in the spring.

The classes are on-line with the exception of professional practice rotations which are obtained in hospitals and other health care related agencies. Some travel is required. These rotations are scheduled according to the healthcare facilities' policies and may necessitate participation during regular working hours.

This degree must be completed within 4 years from the first enrollment date into the program.

### ACCREDITATION

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 North Michigan Avenue, 21st Floor, Chicago, Illinois 60601-5800. Website: [www.cahim.org](http://www.cahim.org).

### APPLICATION PROCEDURES

Applicants to the spring 2019 semester should go to the University of Arkansas – Pulaski Technical College in North Little Rock, AR. Applicants should follow the steps for admission to UA-PTC.

### TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

### CURRICULUM

The following 39 credits are required in the program:

<u>Fall Entry</u> Course #	Title	Credits
<u>Year 1</u>		
<i>Fall</i>		
HIMT 1301	Medical Terminology**	3
HIMT 1308	Health Record Systems & Issues	<u>3</u>
		6
<i>Spring</i>		
HIMT 1101	Clinical Laboratory I*	1
HIMT 1304	Pathophysiology with Pharmacology**	3
HIMT 2201	Legal & Ethical Issues	<u>2</u>
		6

**Year 2*****Fall***

HIMT 1309	ICD-10-CM/PCS Coding & Classification System**	3
HIMT 2303	Data Management & Statistics	$\frac{3}{6}$

***Spring***

HIMT 1307	Applied Systems	3
HIMT 2302	Expanded Coding (CPT-4)**	$\frac{3}{6}$

***Summer***

HIMT 1102	Clinical Laboratory II*	$\frac{1}{1}$
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**Year 3*****Fall***

HIMT 2301	Quality in Health Care	3
HIMT 2101	Clinical Practice*	1
HIMT 2305	Intermediate Coding & Reimbursement**	$\frac{3}{7}$

***Spring***

HIMT 2102	Problem Solving Seminar	1
HIMT 2203	Preceptorship*	2
HIMT 2304	Supervisory Management	3
HIMT 2103	Exam & Workforce Prep	$\frac{1}{7}$

**TOTAL** **39**

**Spring Entry**

Course #	Title	Credits
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**Year 1*****Spring***

HIMT 1101	Clinical Laboratory I*	1
HIMT 1301	Medical Terminology**	3
HIMT 1308	Health Record Systems & Issues	$\frac{3}{7}$

***Summer***

HIMT 2201	Legal & Ethical Issues	$\frac{2}{2}$
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***Fall***

HIMT 1304	Pathophysiology with Pharmacology**	3
HIMT 1309	ICD-10-CM/PCS Coding & Classification System**	$\frac{3}{6}$

**Year 2*****Spring***

HIMT 1307	Applied Systems	3
HIMT 2302	Expanded Coding (CPT-4)**	$\frac{3}{6}$

***Summer***

HIMT 1102	Clinical Laboratory II*	1
HIMT 2303	Data Management & Statistics	$\frac{3}{4}$

***Fall***

HIMT 2101	Clinical Practice*	1
HIMT 2301	Quality in Health Care	3
HIMT 2305	Intermediate Coding & Reimbursement**	$\frac{3}{7}$

### Year 3

#### *Spring*

HIMT 2102	Problem Solving Seminar	1
HIMT 2203	Preceptorship*	2
HIMT 2304	Supervisory Management	3
HIMT 2103	Exam & Workforce Prep	$\frac{1}{7}$

#### **TOTAL**

**39**

\*The four HIMT clinical internship courses (HIMT 1101, HIMT 1102, HIMT 2101, and HIMT 2203) must be completed consecutively.

\*\*Students must complete the Anatomy & Physiology prerequisite requirements, along with Medical Terminology (HIMT 1301) and Pathophysiology (HIMT 1304), prior to beginning the sequence of coding courses (HIMT 1309, HIMT 2302, and HIMT 2305).

A grade of "D" or "F" or a mark of "U" or "NC" is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

### **PROGRAM POLICIES**

All program policies are found in the Student Handbook, which is available upon request from the department.

### **PROGRAM COSTS**

The total cost of the program is provided on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).



# MEDICAL LABORATORY SCIENCES – BACHELOR OF SCIENCE DEGREE

## Department of Laboratory Sciences

Medical Laboratory Sciences [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Medical Laboratory Sciences program is a traditional program with either a full-time or part-time track and with a cohort of up to 30 students beginning each fall semester. The full-time track requires 17 months to complete. The part-time track allows students a maximum of five semesters to complete the program. The program also offers an MLT-to-MLS distance track that is designed for medical laboratory technicians (MLTs) certified by the American Society for Clinical Pathology (ASCP). The MLT-to-MLS track can be completed in 3 semesters (full time) or 5 semesters (part time). Upon completion of the full-time, part-time, or MLT-to-MLS track, a Bachelor of Science in Medical Laboratory Sciences is awarded.

Graduates are eligible to apply for certification examinations given by national agencies and for licensure examinations given by some states. The granting of the B.S. degree is not contingent upon the student's performance on any type of external certification or licensure examination.

The traditional program consists of 69 credits of prerequisite course work and 51 credits in the medical laboratory sciences curriculum for a total of 120 credits. The MLT-to-MLS track consists of 75 credits of prerequisite and MLT coursework and 45 credits of upper level MLS coursework for a total of 120 credits.

## ACCREDITATION

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, IL 60018. Telephone: (773) 714-8880. Website: [www.naacls.org](http://www.naacls.org).

## APPLICATION PROCEDURES

Application materials should be received by **April 15** to be considered for admission. Send all requested materials to the CHP Office of Admissions.

Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum GPA of 2.50 is required in science/mathematics courses as well as the core curriculum courses. MLT-to-MLS applicants may be admitted with a GPA lower than a 2.50 GPA with appropriate ASCP MLT score.
3. **Advising Session:** Qualified applicants are contacted to arrange an advising session after receipt of application and all official transcripts. This session will be scheduled during the spring semester.
4. **TOEFL scores** as applicable. See International Applicants in the Admissions/Academic Information section of this catalog.

## ADMISSION FACTORS

Admission is competitive and based on the following factors:

- Academic achievement
- Academic aptitude
- Leadership and professionalism
- Written and oral communication

## MLS PREREQUISITES

A minimum of 69 credits are required from a regionally accredited college or university and must fulfill all College requirements regarding the acceptance of transfer credit. Only courses with a grade of "C" or better are accepted to meet prerequisite course requirements. Students are eligible for the MLS program after completing 63 credits, including all of the science and mathematics requirements. However, upon acceptance into the program, an additional 6 credits of core curriculum must be listed on the student's degree plan.

Area/Typical Course Title	Minimum Credits
<b>ENGLISH/COMMUNICATION</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication	3
<b>MATHEMATICS</b>	
College Algebra	3
Trigonometry/Statistics/Calculus (or higher level mathematics)	3
<b>SCIENCE</b>	
<b>Biological/Health Science<sup>1</sup></b>	
Biology with laboratory	4
Anatomy & Physiology with laboratory	4
Microbiology with laboratory	4
<b>Chemistry</b>	
Two-semester sequence of General Chemistry with laboratories	8
<b>SCIENCE ELECTIVES<sup>2</sup></b>	8
<b>FINE ARTS/HUMANITIES</b>	
<b>Fine Arts<sup>3</sup></b>	
Music, Art, Theater	3
<b>Humanities<sup>4</sup></b>	
Philosophy, Political Science, Literature, or Humanities	3
<b>SOCIAL SCIENCES</b>	
<b>History</b>	
History of the United States or National Government	3
<b>Social Sciences</b>	
Social Sciences [Psychology, Sociology, Anthropology, Geography, or Economics]	6
<b>ELECTIVES<sup>2</sup></b>	<u>11</u>
<b>TOTAL</b>	<b>69</b>

<sup>1</sup> Chemistry and Biology/Health Science courses must be suitable for majors in those disciplines and must include laboratory credit in required courses. Other courses may fulfill the program's requirements. Contact the department for course approval. CLEP credit for science courses is limited to Biology I and Chemistry I.

<sup>2</sup> Recommended electives include introductory courses in Computer Science, Management, Genetics, Organic Chemistry, Biochemistry, and Quantitative Analysis.

<sup>3</sup> The Fine Arts requirement cannot be fulfilled with a studio course.

<sup>4</sup> Humanities requirements may be selected from the courses in the subject areas of philosophy, political science, literature and the humanities. The course in National Government, if selected to meet the US History/National Government requirement, cannot also be used to meet the Humanities requirement in Political Science. Acceptable courses in literature must be broad survey courses; world literature is especially recommended.

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## MLS PROFESSIONAL CURRICULUM: FULL-TIME

The following 51 credits are required in the program curriculum:

Course #	Title	Credits
<i>Fall</i>		
MLSC 3110	Body Fluids Laboratory	1
MLSC 3214	Current Topics in Medical Laboratory Sciences	2
MLSC 4212	Hematology Laboratory	2
MLSC 4214	Parasitology	2
MLSC 4223	Body Fluids	2
MLSC 4311	Immunology	3
MLSC 4312	Hematology	<u>3</u>
		15
<i>Spring</i>		
MLSC 4116	Immunoematology Laboratory	1
MLSC 4117	Molecular Diagnostics Laboratory	1
MLSC 4215	Clinical Microbiology Laboratory	2
MLSC 4217	Molecular Diagnostics	2
MLSC 4315	Clinical Microbiology	3
MLSC 4316	Immunoematology	3
MLSC 4514	Clinical Biochemistry	5
MLSC 4314	Chemistry Internship	<u>3</u>
		20
<i>Fall</i>		
MLSC 4120	Phlebotomy Internship	1
MLSC 4130	Urinalysis Internship	1
MLSC 4225	Laboratory Case Studies	2
MLSC 4138	Laboratory Management	1
MLSC 4332	Hematology Internship	3
MLSC 4335	Microbiology Internship	3
MLSC 4341	Blood Bank Internship	3
MLSC 4210	Laboratory Sciences IPE	<u>2</u>
		16
<b>TOTAL</b>		<b>51</b>

A letter grade of "C" or better is required for the student to progress in the program. A minimum GPA of 2.0 is required to earn the degree.

## MLS PROFESSIONAL CURRICULUM: PART-TIME

The following 51 credits are required in the program curriculum:

Course #	Title	Credits
<i>Fall</i>		
MLSC 3214	Current Topics in Medical Laboratory Sciences	2
MLSC 4212	Hematology Lab	2
MLSC 4312	Hematology	<u>3</u>

**Spring**

MLSC 4215	Microbiology Lab	2
MLSC 4315	Clinical Microbiology	3
MLSC 4514	Clinical Chemistry	<u>5</u>
		10

**Fall**

MLSC 3110	Body Fluids Lab	1
MLSC 4214	Parasitology	2
MLSC 4223	Body Fluids	2
MLSC 4311	Immunology	<u>3</u>
		8

**Spring**

MLSC 4116	Immunochemistry Lab	1
MLSC 4117	Molecular Diagnostics Laboratory	1
MLSC 4217	Molecular Diagnostics	2
MLSC 4314	Chemistry Internship	3
MLSC 4316	Immunochemistry	<u>3</u>
		10

**Fall**

MLSC 4120	Phlebotomy Internship	1
MLSC 4130	Urinalysis Internship	1
MLSC 4138	Laboratory Management	1
MLSC 4210	Laboratory Sciences IPE	2
MLSC 4225	Laboratory Case Studies	2
MLSC 4332	Hematology Internship	3
MLSC 4335	Microbiology Internship	3
MLSC 4341	Blood Bank Internship	<u>3</u>
		16

**TOTAL****51**

A letter grade of "C" or better is required for the student to progress in the program. A minimum GPA of 2.0 is required to earn the degree.

**MLT-TO-MLS PROGRAM**

The MLT-to-MLS Distance Learning program allows medical laboratory technicians certified as a Medical Laboratory Technician by the American Society for Clinical Pathology to complete the B.S. degree in Medical Laboratory Sciences in three to five semesters through distance education. Applicants must be working as an MLT at the time of admission. Applicants who do not have their Associates Degree, but who are certified, must be approved by the Program Director. Applicants are required to provide proof of their current certification to include their score on the MLT(ASCP) exam. If the exam score is not available from ASCP, the Program Director can waive this requirement.

Prior to enrollment in the program, applicants must complete 75 credits to include:

Area/Typical Course Title	Minimum Credits
<b>ENGLISH/COMMUNICATION</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication	3
<b>MATHEMATICS</b>	
College Algebra	3
<b>SCIENCE<sup>1</sup></b>	
Biological/Health Science/Chemistry/MLT Courses	28

## FINE ARTS/HUMANITIES

### Fine Arts<sup>2</sup>

Music, Art, Theater 3

### Humanities<sup>3</sup>

Philosophy, Political Science, Literature, or Humanities 3

## SOCIAL SCIENCES

### History

History of the United States or National Government 3

### Social Sciences

Social Sciences [Psychology, Sociology, Anthropology, Geography, or Economics] 6

## ELECTIVES<sup>4</sup>

20

## TOTAL

**75**

\*6 hours of program prerequisites may be completed after enrolling in the program but prior to graduation, with the exception of math and science courses. 9 hours of program prerequisites may be completed after enrolling in the program for part time MLT-to-MLS students.

<sup>1</sup> Science requirements must meet current MLT(ASCP) eligibility criteria.

<sup>2</sup> The Fine Arts requirement cannot be fulfilled with a studio course.

<sup>3</sup> Humanities requirements may be selected from the courses in the subject areas of philosophy, political science, literature and the humanities. The course in National Government, if selected to meet the US History/National Government requirement, cannot also be used to meet the Humanities requirement in Political Science. Acceptable courses in literature must be broad survey courses; world literature is especially recommended.

<sup>4</sup> Recommended electives include courses in Biology, Statistics, Anatomy and Physiology, Computer Science, Management, Genetics, Organic Chemistry, Biochemistry, and Quantitative Analysis.

Students with exemplary ASCP MLT Exam\* scores can be admitted to the program with a GPA lower than 2.50. The chart below details the GPA requirements based on the exam scores:

MLT Exam Score	GPA Required in Science/Math Courses	Cumulative GPA Required
400	2.50	2.50
450	2.50	2.45
500	2.50	2.40
550	2.50	2.35
600	2.40	2.30
650	2.40	2.20
675	2.30	2.10
700 or above	2.30	2.00

\*Or equivalent examination. Contact the department if you have questions.

The MLT-to-MLS curriculum requires 45 credits of upper level MLS courses for a total of 120 credits for a Bachelor of Science in Medical Laboratory Sciences degree.

A key component of the MLT-to-MLS Curriculum is the use of Case Study and Development in lieu of traditional clinical internships. Students will develop higher level clinical analysis during these courses to prepare for MLS level technical roles.

### MLT-MLS Professional Curriculum – Full-Time

The following 45 credits are required in the program curriculum:

Course #	Title	Credits
<b>Year 1</b>		
<b>Fall</b>		
MLSC 3214	Current Topics in Medical Laboratory Sciences	2
MLSC 4312	Hematology	3
MLSC 4223	Body Fluids	2
MLSC 4311	Immunology	3

MLSC 3120	Body Fluids Lab for Distance Learners	1
MLSC 4214	Parasitology	2
MLSC 4222	Hematology Lab for Distance Learners	<u>2</u>
		15
<b><i>Spring</i></b>		
MLSC 4316	Immunohematology	3
MLSC 4514	Clinical Biochemistry	5
MLSC 4315	Clinical Microbiology	3
MLSC 4126	Immunohematology Lab for Distance Learners	1
MLSC 4127	Molecular Diagnostics Lab for Distance Learners	1
MLSC 4217	Molecular Diagnostics	2
MLSC 4236	Clinical Microbiology Lab for Distance Learners	<u>2</u>
		17
<b><u>Year 2</u></b>		
<b><i>Fall</i></b>		
MLSC 4138	Lab Management	1
MLSC 4225	Laboratory Case Studies	2
MLSC 4235	Microbiology Case Study and Development	2
MLSC 4241	Blood Bank Case Study and Development	2
MLSC 4216	Chemistry Case Study and Development	2
MLSC 4232	Hematology Case Study and Development	2
MLSC 4210	Laboratory Sciences IPE	<u>2</u>
		13
<b>TOTAL</b>		<b>45</b>

A letter grade of "C" or better is required for the student to progress in the program. A minimum GPA of 2.0 is required to earn the degree.

### **MLT-MLS Professional Curriculum – Part-Time**

The following 45 credits are required in the program curriculum:

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
<b><u>Year 1</u></b>		
<b><i>Fall</i></b>		
MLSC 3214	Current Topics in Medical Laboratory Sciences	2
MLSC 4138	Lab Management	1
MLSC 4222	Hematology Lab for Distance Learners	2
MLSC 4312	Hematology	<u>3</u>
		8
<b><i>Spring</i></b>		
MLSC 4232	Hematology Case Study and Development	2
MLSC 4236	Clinical Microbiology Lab for Distance Learners	2
MLSC 4315	Clinical Microbiology	3
MLSC 4514	Clinical Biochemistry	<u>5</u>
		12
<b><u>Year 2</u></b>		
<b><i>Fall</i></b>		
MLSC 4214	Parasitology	2
MLSC 4223	Body Fluids	2
MLSC 4235	Microbiology Case Study and Development	2
MLSC 4311	Immunology	3
MLSC 3120	Body Fluids Lab for Distance Learners	<u>1</u>
		10
<b><i>Spring</i></b>		
MLSC 4126	Immunohematology Lab for Distance Learners	1
MLSC 4127	Molecular Diagnostics Lab for Distance Learners	1
MLSC 4217	Molecular Diagnostics	2
MLSC 4316	Immunohematology	<u>3</u>
		7

### Year 3

#### *Fall*

MLSC 4225	Laboratory Case Studies	2
MLSC 4241	Blood Bank Case Study and Development	2
MLSC 4216	Chemistry Case Study and Development	2
MLSC 4210	Laboratory Sciences IPE	<u>2</u>
		8

#### **TOTAL**

**45**

A letter grade of "c" or better is required for the student to progress in the program. A minimum GPA of 2.0 is required to earn the degree.

### **INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

### **PROGRAM POLICIES**

The following program specific policies and procedures can be found on the program [website](#).

- Acceptable Grades for Progression
- Application Procedures
- Essential Functions
- Outcomes
- Program Goals
- Program Tracks

### **PROGRAM COSTS**

The total cost of the three semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# NUCLEAR MEDICINE IMAGING SCIENCES – BACHELOR OF SCIENCE DEGREE

## Department of Imaging and Radiation Sciences

Nuclear Medicine Imaging Sciences [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Nuclear Medicine Imaging Sciences program is a full-time online program with a cohort of 40 students beginning each fall semester and continuing through the following spring and summer semesters. The program consists of 80 semester credits of prerequisite course work and 40 semester credits in the program for a total of semester 120 credits. Graduates receive a Bachelor of Science in Nuclear Medicine Imaging Sciences.

## ACCREDITATION

The program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 820 W. Danforth Rd., #B1, Edmond, OK 73003. Telephone: (405) 285-0546. E-mail: [mail@jrcnmt.org](mailto:mail@jrcnmt.org).

## CERTIFICATION AND LICENSURE

Successful completion of all program requirements qualifies the graduate to apply for the nuclear medicine certification examinations given by the Nuclear Medicine Technologists Certification Board (NMTCB) and with additional clinical competencies, the American Registry of Radiologic Technologists (ARRT). Successful completion of the program does not itself ensure certification or registration. Each student is responsible for familiarizing himself/herself with the applicable certification and registration requirements.

## APPLICATION PROCEDURES

For first consideration, all requirements must be completed and all application materials must be received by **March 1**. Application materials received after this date and through **May 1** will be considered only if the class has not been filled. Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum GPA of 2.50 is required for all math and science requirements and a minimum overall GPA of 2.50 is required for acceptance. Have all official transcripts sent to the CHP Office of Admissions.
3. **References:** References from three persons qualified to judge your promise of success in the program are required. Applicants will be required to enter the reference name and email address on the online application. The information will automatically generate an email to the references with instructions for completing and submitting the reference form. The references must be capable of judging how well they think the applicant would perform as a student in the program. The individuals selected must be former or present instructors or employers (no family members). At least one of the references must be from an instructor.
4. **Professional Observation Form:** Applicants are required to gain an understanding of the responsibilities and duties of the nuclear medicine technologist through direct observation of a registered nuclear medicine technologist in a hospital department where nuclear medicine imaging is practiced and through discussion



with current nuclear medicine technologist in the field. Details of the observation and a verification form are available on the program [website](#). The form must be received before the March 1 deadline.

5. **Interview:** Qualified applicants will be contacted after the admission deadline to arrange a required interview.
6. **Essay:** The submission of a confidential biographical statement is required. More information will be sent via e-mail upon receipt of the application form.
7. **TOEFL scores** as applicable. See International Applicants in the Admissions/Academic Information section of this catalog.

## ADMISSION FACTORS

Admission to the nuclear medicine imaging sciences program is competitive and based on the following factors:

- Academic achievement
- Math and science achievement
- Written and oral communication
- Admission Interview and References

## PREREQUISITES

The following 80\* semester credits are required for admission to the program. All required courses must be completed from a regionally accredited post-secondary academic institution, and must fulfill all College requirements regarding acceptance of transfer credit. If in doubt of the suitability of the following prerequisite courses, please contact the CHP Office of Admissions.

Area/Typical Course Title	Minimum Credits
<b>ENGLISH/COMMUNICATIONS</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication <sup>1</sup>	3
<b>MATHEMATICS</b>	
College Algebra or higher level Mathematics	3
<b>SCIENCE</b>	
<b>Biology</b>	
Two-semester sequence of Anatomy and Physiology with laboratory <sup>2</sup>	8
Biological Sciences or Microbiology <sup>5</sup>	4
<b>Chemistry</b>	
General Chemistry I <sup>3</sup>	4
<b>Physics</b>	
General Physics I <sup>4</sup>	4
<b>FINE ARTS/HUMANITIES</b>	
<b>Fine Arts</b>	
Art, Music or Theater <sup>1</sup>	3
<b>Humanities</b>	
Philosophy, Political Science, Literature, or Humanities <sup>1</sup>	3
<b>SOCIAL SCIENCES</b>	
<b>History</b>	
History of the United States or National Government <sup>1</sup>	3
<b>Social Sciences</b>	
Psychology, Sociology, Anthropology, Geography, or Economics <sup>1</sup>	6
<b>LOWER LEVEL ELECTIVES<sup>1</sup></b>	33
<b>TOTAL</b>	<b>80</b>

\*Up to 3 SC of course work indicated may be taken as co-requisites during the fall semester only, and will be at the program's discretion. No math or science courses may be taken as co-requisites. Those applicants who have completed 80 SC or more of the prerequisite curriculum prior to enrollment will have priority in admission decisions.

<sup>1</sup>Due to rules set forth by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), Speech Communication is a required prerequisite and cannot be substituted by an additional Fine Arts/Humanities course.

<sup>2</sup>Course work must cover all body systems and include laboratory credit.

<sup>3</sup>Course work must include laboratory credit. Chemistry courses designed specifically for nursing and other allied health technology students may meet this requirement; however, overview or preparatory chemistry courses will not.

<sup>4</sup>Course work must be algebra-based, at a minimum, and include a laboratory section for credit. Physics courses completed in an accredited radiography programs may be considered on a case by case basis as a substitute. Must have at least 4 semester credit hour equivalent of radiography physics to be considered.

<sup>5</sup>Biology courses taken as prerequisites to the human anatomy and physiology courses will satisfy this requirement.

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The courses are conducted via distance education, primarily through the Internet, by faculty at UAMS. Clinical education is conducted at a variety of clinical affiliates in Fayetteville, Fort Smith, Jonesboro, Little Rock, Pine Bluff, Rogers, Springdale, and Texarkana, Arkansas; Baton Rouge, Louisiana; Dallas and Tyler, Texas; and Tulsa, Oklahoma. The number and location of clinical affiliates may change.

The following 40 credits are required in the program.

Course #	Title	Credits
<i>Fall</i>		
CHPI 3101	Legal and Ethical Issues for Allied Health Professionals	1
NMIS 4115	Radiopharmacy I	1
NMIS 4116	Journal Review and Research Methods	1
NMIS 4211	Introduction to Nuclear Medicine	2
NMIS 4213	Nuclear Physics	2
NMIS 4214	Instrumentation I	2
NMIS 4312	Clinical Procedures and Diagnosis I	3
NMIS 4517	Clinical Internship I	<u>5</u>
		17
<i>Spring</i>		
CHPI 3102	Health Care Management Issues for Allied Health Professionals	1
NMIS 4221	Health Physics	2
NMIS 4223	Instrumentation II	2
NMIS 4224	Radiation Biology	2
NMIS 4225	Radiopharmacy II	2
NMIS 4322	Clinical Procedures and Diagnosis II	3
NMIS 4524	Clinical Internship II	<u>5</u>
		17
<i>Summer</i>		
NMIS 4242	CT Physics and Instrumentation	2
NMIS 4431	Clinical Internship III	<u>4</u>
		6
<b>TOTAL</b>		<b>40</b>

A grade of "D" or "F" or a mark of "U" or "NC" in a professional course is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

## INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## PROGRAM POLICIES

The following program specific policies and procedures can be found in the student handbook on the program [website](#).

- Acceptable Grades for Progression
- Attendance Policy
- Computer Usage
- CPR Certification
- E-mail
- Examination Protocol
- Grading Scale
- Requesting Extra Clinic Time
- Responsibilities as a UAMS Nuclear Medicine Imaging Sciences Student
- Student Behavior and Dress
- Student Supervision in the Clinic and Laboratory
- Student Transportation, Parking, and Clinic Rotation Hours

## PROGRAM COSTS

The total cost of the three semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# OCCUPATIONAL THERAPY – DOCTOR OF OCCUPATIONAL THERAPY DEGREE

## Department of Occupational Therapy

Occupational Therapy [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Doctor of Occupational Therapy (O.T.D.) is a post-baccalaureate education program that upon completion awards an entry-level professional degree that prepares graduates to secure positions as expert clinicians in specialty or emerging practice areas, as contributors to clinical research teams, as administrative leaders within health care organizations, and as clinical faculty in occupational-therapy education programs.

This degree is a joint offering between the College of Health Professions of the University of Arkansas for Medical Sciences (UAMS) and the College of Education and Health Professions of the University of Arkansas, Fayetteville. The program blends the strengths of the University of Arkansas main campus, a research intensive university, and UAMS, the state's premier medical and allied health education university, to create a distinctive entry-level clinical doctorate in occupational therapy consistent with the accreditation standards of the American Occupational Therapy Association. The program is located on the UAMS Northwest and UA Campuses in Fayetteville.

More information can be found on the University of Arkansas, Fayetteville [website](#).

*This program has been recently approved by the University of Arkansas Board of Trustees and the Arkansas Higher Education Coordinating Board. Its first cohort of students is expected for the fall 2019 year.*

## APPLICATION PROCEDURES

Application for admission to the Occupational Therapy Doctorate Program is made through the University of Arkansas Graduate School and International Studies [electronic portal](#).

# OPHTHALMIC MEDICAL TECHNOLOGY – BACHELOR OF SCIENCE DEGREE

## Department of Ophthalmic Technologies

Ophthalmic Medical Technology [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Ophthalmic Medical Technology program is a full-time, day program with one cohort of four students beginning each fall semester. The 24 months program consists of four fall/spring semesters and two summer semesters. The curriculum consists of 51 semester credits of prerequisite course work and 69 credits in the ophthalmic medical technology curriculum for a total of 120 credits. The program awards a Bachelor of Science in Ophthalmic Medical Technology.

Upon successful completion of all program requirements the student qualifies to apply to take the national certification examination. The Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) grants permission for ophthalmic medical technology students to apply for and begin the certification process prior to graduation. Students are required to take the Certified Ophthalmic Medical Technologist (COMT) certification examination in their final semester. The program's mission, goals, and competencies/ learning outcomes can be found on the department website.

## ACCREDITATION

The program is accredited by the Commission on Accreditation of Ophthalmic Medical Programs, 2025 Woodlane Drive, St. Paul, Minnesota 55125. Telephone: (651) 731-7245. Website: [www.coa-omp.org/](http://www.coa-omp.org/).

## APPLICATION PROCEDURES

The deadline for submitting completed applications is **May 1**. Applications should be received by **May 1** to be assured of consideration for admission. In the event the class is not filled from those applicants, the application deadline may be extended to as late as June 1. Send all requested materials to the CHP Office of Admissions. Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum prerequisite GPA of 2.25 is required in the prerequisite courses to apply for admission.
3. **Professional Observation Form:** A professional observation form signed by an eye doctor or ophthalmic medical technician that documents at least 2 observation hours in an eye clinic must be submitted before the deadline. Contact the department at (501) 526-5880 or at [OMT@uams.edu](mailto:OMT@uams.edu) to schedule a professional observation or to obtain the professional observation form.
4. **Interview:** Qualified applicants are contacted to arrange an interview after receipt of application and all official transcripts.
5. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of this catalog.

## ADMISSION FACTORS

Admission to the ophthalmic medical technology program is competitive and based on the following factors:

- Academic achievement
- Math and science aptitude
- Written and oral communication

## PREREQUISITES

The following 51 credits are required from a regionally accredited college or university and must fulfill all College requirements regarding the acceptance of transfer credit. While students are strongly encouraged to complete all 51 credits prior to enrollment, students lacking up to 8 credits of the 51 prerequisite credits may be considered for admission with the understanding that all prerequisite courses will be completed within one year of entry into the program. If in doubt of the suitability of the following prerequisite courses, please contact the CHP Office of Admissions.

Area/Typical Course Title	Minimum Credits
<b>ENGLISH/COMMUNICATION</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication*	3
<b>MATHEMATICS</b>	
College Algebra (or higher level Mathematics)	3
<b>SCIENCE</b>	
<b>Biology</b>	
Principles of biology course with laboratory	4
Anatomy & Physiology I & II with laboratory that covers all body systems**	8
<b>Microbiology</b>	
Microbiology with laboratory	4
<b>Chemistry</b>	
Principles of chemistry course with laboratory	4
<b>Physics</b>	
General physics course with a laboratory	4
<b>FINE ARTS/HUMANITIES</b>	
<b>Fine Arts</b>	
Music, Art, Theater	3
<b>Humanities</b>	
Philosophy, Political Science, Literature, or Humanities	3
<b>SOCIAL SCIENCES</b>	
<b>History</b>	
History of the United States or National Government	3
<b>Psychology</b>	
General Psychology	3
<b>Sociology</b>	
Introduction to Sociology	3
<b>TOTAL</b>	<b>51</b>

\*Due to rules set forth by the Commission on Accreditation of Ophthalmic Medical Programs, Speech Communication is a required prerequisite and cannot be substituted by an additional Fine Arts/Humanities course.

\*\*A single 4 credit anatomy & physiology course covering all body systems must be preapproved by the OMT department. If approved, 4 credits of elective coursework must be completed in order to meet the 120 credit program requirement.

Science courses must be suitable for majors in those disciplines and must include laboratory credit in required courses. Other courses may fulfill the program's requirements. Contact the CHP Office of Admissions for course approval. If completed seven or

more years prior to application, knowledge should be updated by taking appropriate current courses in Microbiology. CLEP credits are not acceptable to fulfill biological science requirements.

Marks of Pass/Credit will be considered grades of C and marks of Fail/No Credit will be considered grades of F for admission purposes.

Fulfillment of the prerequisite does not assure admittance into the professional program (please see Application Procedures).

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 69 SC are required in the professional program:

Course #	Title	Credits
<b>Year 1</b>		
<i>Fall</i>		
OPHT 3201	General Medical Knowledge & Terminology	2
OPHT 3202	Introduction to Ophthalmic Technology, Medical Law, & Ethics	2
OPHT 3203	Ocular Anatomy & Physiology	2
OPHT 3204	Optics I	2
OPHT 3101	Clinical Skills Laboratory I	1
OPHT 3510	Clinical Practicum I	<u>5</u>
		14
<i>Spring</i>		
OPHT 3105	Clinical Skills Laboratory II	1
OPHT 3206	Optics II	2
OPHT 3207	Contact Lenses/Opticianry	2
OPHT 3208	Ophthalmic Pharmacology	2
OPHT 3209	Ocular Motility I	2
OPHT 3611	Clinical Practicum II	<u>6</u>
		15
<i>Summer</i>		
OPHT 3106	Clinical Skills Laboratory III	1
OPHT 3412	Clinical Practicum III	<u>4</u>
		5
<b>Year 2</b>		
<i>Fall</i>		
OPHT 4101	Clinical Skills Laboratory IV	1
OPHT 4201	Ocular Motility II: Abnormalities of Binocular Vision	2
OPHT 4202	Survey of Eye Diseases	2
OPHT 4204	Ophthalmic Photography & Angiography	2
OPHT 4207	Advanced Concepts in Ophthalmology	2
OPHT 4303	Special Testing	3
OPHT 4510	Clinical Practicum IV	<u>5</u>
		17
<i>Spring</i>		
OPHT 4108	Clinical Skills Laboratory V	1
OPHT 4205	Ocular Emergencies & Oculoplastics	2
OPHT 4306	Special Topics	3
OPHT 4309	Ophthalmic Surgical Assisting	3
OPHT 4511	Clinical Practicum V	<u>5</u>
		14
<i>Summer</i>		
OPHT 4412	Clinical Practicum VI	4
<b>TOTAL</b>		<b>69</b>

A grade of "F" or a mark of "U" or "NC" is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A grade of "D" in the following professional courses is not acceptable for progression

to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program: Clinical Practicum II (OPHT 3611), Clinical Practicum III (OPHT 3412), Clinical Practicum IV (OPHT 4510), Clinical Practicum V (OPHT 4511), and Clinical Practicum VI (OPHT 4412). A first semester student who passes all courses but achieves a CGPA of less than 2.0 will be allowed to progress on probation to the second semester if he/she has achieved a CGPA of at least 1.8 in the professional courses. A student in subsequent semesters must maintain a GPA of not less than 2.0 for all courses taken since entering the program. A minimum GPA of 2.0 is required to earn the degree.

## **INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## **PROGRAM POLICIES**

The following program specific policies and procedures can be found in the student handbook on the department [website](#):

- Alternative Clinical Activities
- Attendance Regulations
- Change of Address and/or Name Responsibility
- Changes in Policy
- Conduct and Ethics
- Correspondence between Students and Faculty
- Incidents in the Clinical Agency
- National Credentialing
- Outside Employment
- Policy on Working
- Procedure for Readmission to the Ophthalmic Medical Technology Program
- Professional Development and Service
- Program Outcomes Assessment Plan
- Release of Student Information
- Student Appeals
- Technical Standards
- Uniform Policy for Clinical Practice

## **PROGRAM COSTS**

The total cost of the six semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).



# PHYSICAL THERAPY – DOCTOR OF PHYSICAL THERAPY DEGREE

## Department of Physical Therapy

Physical Therapy [Website](#)

### Department of Physical Therapy

College of Health Professions  
University of Arkansas for Medical Sciences-Northwest  
1125 N. College Avenue  
Fayetteville, AR 72703-1908

Telephone: (479) 713-8600  
Email: [PTprogram@uams.edu](mailto:PTprogram@uams.edu)

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## THE PROGRAM

The Doctor of Physical Therapy program is a continuous 34-month, full-time program that enrolls a cohort of 24 new students each August. This is a cohort-based full time program with a lock-step curriculum. The program offers a 4 + 3 curriculum, requiring a baccalaureate degree prior to admission into the program. The program requires 120 credits of coursework, including 36 weeks of full-time clinical internships. Upon completion of the degree requirements, students are awarded a Doctor of Physical Therapy degree.

The curriculum uses the flipped classroom concept, with many lectures delivered electronically to the students and in-class and lab time devoted to integration of material and problem solving. In-class sessions involve problem-based and team-based learning, as well as, interprofessional learning experiences.

The program is located at the UAMS Northwest Campus in Fayetteville, Arkansas.

## ACCREDITATION

The Doctor of Physical Therapy program at University of Arkansas for Medical Science is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 479-713-8600 or email [ptprogram@UAMS.edu](mailto:ptprogram@UAMS.edu).

## APPLICATION PROCEDURES

The application deadline is the first Monday in **October** of the application year, but submission prior to the deadline is highly encouraged. All necessary documents for applications must be submitted via our online application system, [www.ptcas.org](http://www.ptcas.org).

*Please note: The admissions process for the Physical Therapy program is subject to change after the publishing of this catalog. Please be sure to check the program [website](#) for the most current application procedures.*

Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application
2. **Documentation of Observation Hours:** Completion of a minimum of 60 observation hours (paid or voluntary) in a variety of physical therapy settings including at least 20 hours in each of two separate settings such as outpatient, acute care, rehab/sub-acute rehab, extended care facility, nursing home, home health, wellness/prevention/fitness, industrial/occupational health, and school/preschool. Observation hours to be documented in PTCAS and verified by a physical therapist – electronically or by written signature. Note that what constitutes “different” settings is outline on the program’s [website](#).
3. **Reference Letters:** Two reference letters are required. One reference letter must be from a licensed Physical Therapist. Other eligible references are listed on the program [website](#). Applicants will be required to enter the reference name and email address on the online application. The information will automatically generate an email to the references with instructions for completing and submitting the reference form.

4. **GRE Scores:** GRE scores are required and may be used for ranking candidates. Use Institution Code 2121 for the University of Arkansas for Medical Sciences PTCAS.
5. **Official Transcripts:** A bachelor's degree completed by the start of the DPT program along with specific prerequisite coursework and a minimum cumulative and prerequisite GPA of 3.0 (on a 4.0 scale) is required for consideration for admission. Note that 24 of the 33 required semester credits of pre-requisite courses must be completed by the application deadline. Admission to the program for students who have completed 24 out of the required 33 semester credits will be conditional pending the completion of all prerequisite courses with a grade of "C" or better before matriculation.  
Note: If you are admitted to the Doctor of Physical Therapy program you will also need to provide official transcripts from all colleges where courses were still in-progress at the time of the PTCAS verification deadline.
6. **Interview:** Qualified applicants will be invited for an on-campus interview between November-December.
7. **TOEFL scores** as applicable: See International Applicants in the Admissions/Academic Information section of this catalog.

## ADMISSION FACTORS

Admission to the physical therapy program is competitive and based on the following factors as demonstrated through completion of application requirements and the on-campus interview:

- Academic achievement
- Volunteer and service work
- Observation hours / experience in the field
- Professionalism / Attitude / Maturity
- Life Experiences
- Diversity / Cultural Awareness
- Written and oral communication

## PREREQUISITES

A completed bachelor's degree from an accredited institution by the start of the DPT program is required. In addition, the following 33 semester credits are required for admission:

Area/Typical Course Title	Minimum Credits
<b>Anatomy</b>	3
- Human or Vertebrate Anatomy	
- Recommended focus on neuromuscular system	
- Course w/ human cadaver dissection lab preferred	
<b>Physiology</b>	3
- Human or Vertebrate Physiology	
- Recommended: striated and cardiac muscle physiology, cardiovascular regulation, physiology of respiration and acid-base homeostasis	
<b>Biology</b>	6
- General and specialized courses	
- Recommended: Histology, Microbiology, Immunology, Developmental Biology, or Neuroscience	
<b>Chemistry</b>	6
- Two semesters of general or specialized chemistry	
<b>Physics</b>	6
- Two semesters of general physics	
- Recommended: light, heat, sound, electricity and mechanics	
- One Biomechanics course may be accepted in lieu of a physics course	
<b>Statistics</b>	3
- Recommended: Biostatistics, Research Methods & Design, Hypothesis Testing, and Quantitative Analysis	
<b>Psychology</b>	6
- General and specialized courses.	
- Recommended: Abnormal Psychology, Child Psychology, Developmental Psychology, and Psychology of Aging.	

Only grades of C or higher are acceptable for all prerequisite coursework.

No transfer credits are accepted from other degree programs or physical therapy programs. There is no advanced standing permitted in the PT program. Required prerequisite course work graded as Pass/Fail will not be accepted. Prerequisite coursework must be completed within 7 years prior to the date of the anticipated entry into the program. No more than 25% of prerequisite credits can be from CLEP or AP credit. Although accepted, CLEP and AP credits will not be considered in GPA calculations.

All prerequisite course work must be obtained from a regionally accredited institution in the U.S.

All questions concerning course descriptions or substitutions should be submitted in writing via email to [ptprogram@uams.edu](mailto:ptprogram@uams.edu).

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The curriculum consists of:

- 120 credit hours of didactic and clinical education
- 36 weeks of full-time clinical experiences

DPT Curriculum - Class of 2021		
Course #	Title	Credits
<b><i>Fall Year 1</i></b>		
PHTH 5101	Human Anatomy I (Upper Extremity)	2
PHTH 5102	Human Anatomy II (Lower Extremity)	2
PHTH 5123	Movement Science I (Biomechanics and MS Gait)	2
PHTH 5131	Introductory PT Skills	3
PHTH 5141	Musculoskeletal Disorders I (Upper Extremity)	4
PHTH 5142	Musculoskeletal Disorders II (Lower Extremity)	3
PHTH 5171	Professional Issues I	1
PHTH 5181	Clinical Reasoning I	1
<b>TOTAL</b>		<b>18</b>
<b><i>Spring Year 1</i></b>		
PHTH 5103	Human Anatomy III (Spine)	2
PHTH 5111	Pathophysiology I (Musculoskeletal Disorders)	2
PHTH 5114	Pharmacology I (Musculoskeletal and Cardio-pulmonary Disorders)	2
PHTH 5121	Exercise Physiology I (Musculoskeletal)	2
PHTH 5143	Musculoskeletal Disorders III (Lumbar Spine and Pelvis)	4
PHTH 5144	Musculoskeletal Disorders IV (Cervico-Thoracic Spine)	3
PHTH 5172	Professional Issues II	2
PHTH 5182	Clinical Reasoning II	1
<b>TOTAL</b>		<b>18</b>
<b><i>Summer Year 1</i></b>		
PHTH 5105	Neuroscience	2
PHTH 5124	Movement Science II (Growth and Development)	2
PHTH 5125	Movement Science III (Motor Control)	2
PHTH 5132	Therapeutic Intervention I (EPA)	3
PHTH 5191	Clinical Experience I (OPD - 8 weeks)	5
<b>TOTAL</b>		<b>14</b>
<b><i>Fall Year 2</i></b>		
PHTH 5212	Pathophysiology II (Neuromuscular Disorders)	2
PHTH 5215	Pharmacology II (Neuromuscular Disorders)	1

PHTH 5233	Therapeutic Intervention II	2
PHTH 5234	Mobility & Assistive Equipment (with Neuro Gait)	2
PHTH 5251	Neuromuscular Disorders I (Pediatrics)	3
PHTH 5252	Neuromuscular Disorders II (Adult)	4
PHTH 5283	Clinical Reasoning III	1
<b>TOTAL</b>		<b>15</b>

***Spring Year 2***

PHTH 5204	Human Anatomy IV (Organ Systems)	1
PHTH 5213	Pathophysiology III (Cardio-pulmonary Disorders)	2
PHTH 5222	Exercise Physiology II (Cardio-pulmonary Disorders)	2
PHTH 5253	Neuromuscular Disorders III (Geriatrics)	2
PHTH 5261	Cardiovascular and Pulmonary Disorders	2
PHTH 5284	Clinical Reasoning IV	1
PHTH 5292	Clinical Experience II	7
<b>TOTAL</b>		<b>17</b>

***Summer Year 2***

PHTH 5235	Psychosocial Aspects of Rehabilitation	2
PHTH 5245	Musculoskeletal Disorders V (Special Topics)	3
PHTH 5262	Integumentary Disorders	3
PHTH 5273	Professional Issues III	1
PHTH 5274	Research Principles & Evidence-based Practice	2
PHTH 5285	Clinical Reasoning V	1
<b>TOTAL</b>		<b>12</b>

***Fall Year 3***

PHTH 5393	Clinical Experience III (Neuro +/-or Acute - 10 weeks)	7
PHTH 5386	Clinical Reasoning VI	1
	<b><u>Electives:</u></b>	3
PHTH 5346	- Manual Therapy	
PHTH 5347	- Strength and Conditioning	
PHTH 5348	- Women's Health	
PHTH 5354	- Advanced Pediatrics	
PHTH 5355	- Advanced Adult Neuro/Geriatrics	
PHTH 5356	- Vestibular Rehab	
PHTH 5357	- Electroneuromyography	
PHTH 5377	- Research Proposal *	
PHTH 5387	- Directed Study	
PHTH 5388	- Teaching & Learning	
PHTH 5396	- Service Learning	
PHTH 5397	- Spanish for PTs	
	* Research Proposal and Research Project must be taken together	
<b>TOTAL</b>		<b>11</b>

***Spring Year 3***

PHTH 5336	Health Promotion and Wellness	2
PHTH 5375	Administration and Healthcare Management	3
PHTH 5376	Capstone (Comprehensive Exam /Board Prep)	2
PHTH 5394	Clinical Experience IV (Elective - 6 weeks)	5
	<b><u>Electives:</u></b>	3
PHTH 5346	- Manual Therapy	
PHTH 5347	- Strength and Conditioning	
PHTH 5348	- Women's Health	

PHTH 5354	- Advanced Pediatrics	
PHTH 5355	- Advanced Adult Neuro/Geriatrics	
PHTH 5356	- Vestibular Rehab	
PHTH 5357	- Electroneuromyography	
PHTH 5378	- Research Project *	
PHTH 5387	- Directed Study	
PHTH 5388	- Teaching & Learning	
PHTH 5396	- Service Learning	
PHTH 5397	- Spanish for PTs	
	* Research Proposal and Research Project must be taken together	
<b>TOTAL</b>		<b>15</b>
<b>Curriculum TOTAL</b>		<b>120</b>
Full-time Clinical Education Experiences (36 weeks)		24
Coursework		96

A grade of "C" or better must be achieved in all courses and no less than 80% must be achieved on practical exams. A minimum GPA of 3.0 must be maintained during enrollment in the program. A minimum GPA of 3.0 is required to earn the degree.

## INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence. Additional information can be found on the [website](#).

## PROGRAM COSTS

The total cost of the program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center website.

# PHYSICIAN ASSISTANT – MASTER OF PHYSICIAN ASSISTANT STUDIES DEGREE

## Department of Physician Assistant Studies

Physician Assistant Studies [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The Physician Assistant program is a full-time, day program with one cohort of students beginning each May. The didactic (classroom) phase of the program is approximately 13 months and the clinical phase of the program is 15 months in length. The curriculum consists of 41 semester credits of prerequisite course work and courses of 128 credits in the PA curriculum. Upon completion of the degree requirements, students are awarded a Master of Physician Assistant Studies (M.P.A.S.) degree. Graduates will be eligible to sit for the national certification examination through the National Commission on the Certification of Physician Assistants (NCCPA). Once nationally certified, graduates of the PA program will be eligible to apply to the Arkansas State Medical Board or another state board for a license to practice in the state. Successful completion of the program does not itself ensure certification and/or licensure. It is the student's responsibility to be familiar with licensure and certification requirements.

## ACCREDITATION

The program has been granted Accreditation-Continued status by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September 2026. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

## APPLICATION PROCEDURES

The program has a rolling admissions process and accepts candidates until the class is selected for May enrollment annually. The deadline to complete the applications is **November 1**. All materials must be submitted and verified by CASPA on or before the November 1 deadline.

During admission review, first consideration may be given to Arkansas residents. Highly qualified applicants from out-of-state are strongly encouraged to apply and may successfully compete for admission. The Program is committed to admitting and graduating qualified candidates from diverse backgrounds.

Applicants must provide:

1. **Application for Admission:** Applicants must apply through the Central Application Service for Physician Assistants (CASPA) at <https://portal.caspaonline.org/>. Through CASPA, applicants submit the following:
  - a. **CASPA Application**
  - b. **CASPA Application Fee**
  - c. **Official Transcripts:** Bachelor's or higher degree completed prior to matriculation from a regionally accredited institution in the United States is required. A Cumulative Undergraduate GPA of 3.0 on a 4.0 scale, as calculated by CASPA, is required. A Cumulative Natural Science GPA of 3.0 on a 4.0 scale, as calculated by CASPA, is required.

Note: If you are admitted to the Physician Assistant program you will also need to provide official transcripts from all colleges where courses were still in-progress at the time of the CASPA verification deadline.

- d. **GRE Score(s):** Graduate Record Examination (verbal, quantitative and analytical writing) is required. The GRE must be completed within the last 5 years at the time of application with verbal, quantitative and analytical writing scores. A combination of scores from separate exam dates may not be utilized. To submit your GRE score, use Institution Code: 0279, and Department Code: 0634
- e. **Letters of Recommendation.** A letter of recommendation from a physician or physician assistant, a professor/ instructor, and a work supervisor, for a total of three letters of recommendation.
- f. **Personal Narrative:** The CASPA application requires one narrative and the PA Program requires two narratives. Narrative questions may change annually. Please refer to the application for the specific narrative questions.
- g. **Patient Care Experience:** Clinical experience of 500 hours demonstrating direct patient care is required and is documented in the CASPA application. This requirement must be completed prior to the start of the program. The experience does not have to be paid or full-time experience. Volunteer hours may count towards this requirement. Some potential categories of experience may include:

Athletic Trainer	Paramedic/ EMT
Certified Nursing Assistant	Patient Care Technician
Dental Hygienist	Peace Corp Volunteer (medical)
Dietician	Phlebotomist
Emergency Room Technician	Physical Therapist
Licensed Practical Nurse	Physical Therapist Assistant
Medical Assistant	Radiologist Technologist
Medical Corpsman	Registered Nurse
Nursing Assistant/Aide	Respiratory Therapist
Occupational Therapist	Surgical Technology
Ophthalmology Technician	

Direct patient care is defined as actively working in a medical setting with patients and having a direct influence of care on a specific patient. Example activities include eliciting histories, taking vital signs, drawing blood, performing procedures, *etc.* While shadowing a PA/physician or scribing is highly recommended to gain a better understanding of the medical profession, they cannot count towards direct patient care.

- 2. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
- 3. **Interview:** The most qualified applicants will be contacted for an on-campus interview.

Admission to the program is a highly selective and competitive process. Selection is based on a combination of academic performance (GPAs and GRE), quality of direct patient care experience, letters of recommendation, personal narratives and performance during the interview.

## ADMISSION FACTORS

Admission is based on the following factors:

- Academic achievement
- Academic aptitude
- Quality of direct patient care experience
- Personal/professional endorsement
- Career goals
- Written and oral communication

## PREREQUISITES

The following 41 credits are required for admission:

Area/Typical Course Title	Minimum Credits
General/Principles of Biology I and II with Laboratory*	8
Human Anatomy with Laboratory**	4
Human Physiology with Laboratory	4

Microbiology with Laboratory	4
Medical Genetics/Genetics	3
General Chemistry I and II with Laboratory	8
Organic Chemistry I with Laboratory	4
General Psychology	3
Biostatistics or Statistics	<u>3</u>
<b>TOTAL</b>	<b>41</b>

\*If General Biology II is unavailable at the educational institution of attendance, General Zoology with Laboratory or Cell Biology with Laboratory may be substituted.

\*\*A combined full year Anatomy and Physiology I and II with laboratories will meet this requirement.

Only grades of C or higher are acceptable for all prerequisite coursework.

Anatomy, Physiology, and Microbiology must be completed within the last seven years at time of matriculation.

Survey courses do not meet the prerequisite requirements. Online courses are permitted for prerequisite courses but not for the laboratory component of the course.

No transfer credits are accepted from other degree programs or physician assistant programs. There is no advanced standing permitted in the PA program. Required prerequisite course work graded as Pass/Fail or credit obtained by CLEP Examination or Advanced Placement (AP) will not be accepted.

All prerequisite course work must be obtained from a regionally accredited institution in the U.S.

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 128 credits are required in the program:

<u>Didactic Phase</u>		
<u>Year 1</u>		
<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<i>Summer</i>		
MPAS 5111	Professional Issues I	1
MPAS 5121	Clinical Reasoning I	1
MPAS 5131	Patient Communication I	1
MPAS 5342	Clinical Physiology	3
MPAS 5351	Clinical Pharmacology	3
MPAS 5441	PA Gross Anatomy	4
MPAS 5591	Physical Assessment	<u>5</u>
		18
<i>Fall</i>		
MPAS 5112	Professional Issues II	1
MPAS 5122	Clinical Reasoning II	1
MPAS 5132	Patient Communication II	1
MPAS 5281	Introduction to Evidence Based Medicine	2
MPAS 5252	Pharmacotherapy I	2
MPAS 5361	Diagnostic Assessment I	3
MPAS 5371	Behavioral Medicine	3
MPAS 5892	Principles of Medicine I	<u>8</u>
		21
<i>Spring</i>		
MPAS 5123	Clinical Reasoning III	1
MPAS 5144	Medical Genetics	1
MPAS 5253	Pharmacotherapy II	2
MPAS 5282	Foundations of Evidence Based Medicine	2
MPAS 5362	Diagnostic Assessment II	3
MPAS 5372	Emergency Medicine	3
MPAS 5893	Principles of Medicine II	<u>8</u>
		20



## Year 2

### *Summer (6 weeks)*

MPAS 5113	Professional Issues III	1
MPAS 5114	Professional Issues IV	1
MPAS 5143	Clinical Nutrition	1
MPAS 5233	Medical Ethics	2
MPAS 5273	Surgical Medicine	2
MPAS 5394	Principles of Medicine III	<u>3</u>
		<u>10</u>
<b>TOTAL DIDACTIC PHASE</b>		<b>69</b>

### Clinical Phase

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
MPAS 5895	Summative Evaluation	1
MPAS 5896	Capstone Project	2
MPAS 5901	Elective Rotation I	3
MPAS 5902	Elective Rotation II	3
MPAS 5951	Clinical Rotation I	5
MPAS 5952	Clinical Rotation II	5
MPAS 5953	Clinical Rotation III	5
MPAS 5954	Clinical Rotation IV	5
MPAS 5955	Clinical Rotation V	5
MPAS 5956	Clinical Rotation VI	5
MPAS 5957	Clinical Rotation VII	5
MPAS 5958	Clinical Rotation VIII	5
MPAS 5959	Clinical Rotation IX	5
MPAS 5960	Clinical Rotation X	<u>5</u>
<b>TOTAL CLINICAL PHASE</b>		<b><u>59</u></b>

**TOTAL PROGRAM** **128**

A grade of "C" or better must be achieved in all courses. A minimum GPA of 2.5 is required to earn the degree. See program handbook for more information.

## SERVICE LEARNING

The program has a service learning requirement that is separate from course work during the didactic phase of the program. PA students will be required to complete 10 hours of service learning activities across the life span (seniors, children, adults) during the first three semesters of the Didactic Phase of the program. Students will be assigned to a service learning community partner each semester. The activity will be medical related, but will be community based. The goal of the service learning component is to increase understanding of environmental and social issues that communities and patients face. Increasing understanding of community issues will enable future medical providers to better care for patients. Medicine is not about treating the disease, but rather about treating the patient. Patient management goes way beyond prescribing medication. It encompasses understanding cultural issues and social determinants, and assisting the patients with areas that ultimately affect their health.

## INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## PROGRAM POLICIES

Program specific policies and procedures can be found in the student Entrance Policies and Requirements on the department [website](#).

## PROGRAM COSTS

The total cost of the program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# RADIOLOGIC IMAGING SCIENCES – ASSOCIATE OF SCIENCE DEGREE

## Department of Imaging and Radiation Sciences

Radiologic Imaging Sciences [Website](#)

### CHP Office of Admissions

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## THE PROGRAM

The Associate of Science in Radiologic Imaging Science program is no longer accepting applications and will be closed once all currently enrolled students complete the program. For more information, please contact the CHP Office of Admissions. A Bachelor of Science degree option is available.

**Associate of Science Degree:** The Associate of Science Degree program is a full-time, day program with a cohort of 35-37 students beginning each fall semester in Little Rock and Fayetteville. It consists of four fall/spring semesters with one intervening summer session. The program consists of 35 credits of prerequisite course work and 60 credits in the RIS curriculum for a total of 95 credits.

## ACCREDITATION

The Associate of Science program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182. Telephone: (312) 704-5300. Website: <http://www.jrcert.org/>.

## APPLICATION PROCEDURES

Applications are no longer being accepted for the Associate of Science degree program. Applications are being accepted for the Bachelor of Science Degree program. Please refer to the Bachelor of Sciences Degree section which follows.

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 60 credits are required in the Associate of Science degree program.

Course #	Title	Semester Credit
<b>Year 1</b>		
<i>Fall</i>		
RISP 2121	Basic Patient Care Lab	1
RISP 2123	Radiographic Procedures I Laboratory	1
RISP 2212	Radiologic Anatomy	2
RISP 2226	Clinic Practicum I	2
RISP 2421	Basic Patient Care	4
RISP 2322	Radiographic Procedures I	3
RISP 2331	Radiation Physics	3
		16
<i>Spring</i>		
RISP 2324	Radiographic Exposure	3
RISP 2332	Radiographic Procedures II	3
RISP 2334	Radiologic Imaging	3

RISP 2335	Clinic Practicum II	<u>3</u>
		12
<b>Summer</b>		
RISP 3541	Clinic Practicum III	<u>5</u>
		5
<b>Year 2</b>		
<b>Fall</b>		
RISP 3253	Radiographic Procedures III	3
RISP 3351	Special Imaging Procedures	3
RISP 3352	Radiation Protection and Radiobiology	3
RISP 3554	Clinic Practicum IV	<u>5</u>
		14
<b>Spring</b>		
RISP 3213	Radiographic Sectional Anatomy	2
RISP 3242	Professional Development	2
RISP 3461	Radiologic Pathology	3
RISP 3663	Clinic Practicum V	<u>6</u>
		<u>13</u>
<b>TOTAL</b>		<b>60</b>

All program courses must be completed with a grade of "C" or higher for progression to the next semester and for graduation. A minimum GPA of 2.0 is required to earn the degree.

## INTERPROFESSIONAL EDUCATION (IPE)

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## PROGRAM POLICIES

The following program specific policies and procedures can be found in the student handbook on the program [website](#).

- Acceptable Grades for Progression
- Attendance Policy
- Clinical Absence Policies
- Computer Usage
- CPR Certification
- E-mail
- Examination Protocol
- Grading Scales
- Responsibilities as a UAMS Radiologic Imaging Sciences Student
- Social Networking
- Student Behavior and Dress
- Student Supervision in the Clinic and Laboratory
- Student Transportation, Parking, and Clinic Rotation Hours

## PROGRAM COSTS

The total cost of the five semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#)

# RADIOLOGIC IMAGING SCIENCES – BACHELOR OF SCIENCE DEGREE

## Department of Imaging and Radiation Sciences

Radiologic Imaging Sciences [Website](#)

### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
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## THE PROGRAMS

The Radiologic Imaging Sciences program offers two enrollment options: a Bachelor of Science in Radiologic Imaging Sciences, and an online Bachelor of Science Degree Completion program for those who hold an Associate's Degree in the field. A Short Track Examination Preparation track is also available for ARRT-registered technologists who wish to prepare for a specialty examination. Please refer to the specific program section depending on the enrollment option being considered.

The department has two program sites: Little Rock and Fayetteville (UAMS Northwest Campus). Successful completion of the Bachelor of Science degree program requirements qualifies the student to apply for the national certification examination. Successful completion of the program does not itself insure certification. The program's mission, goals, and competencies/ learning outcomes can be found on the department website.

**Bachelor of Science Degree – Traditional Program:** The Bachelor of Science Degree program is a full-time, day program with a cohort of 35-37 students beginning each fall semester in Little Rock and Fayetteville. It consists of six semesters. The program consists of 35 credits of prerequisite course work and 85 credits in the RIS curriculum for a total of 120 credits.

**Bachelor of Science Online Degree Completion Program:** The Bachelor of Science in Radiologic Imaging Sciences Degree Completion program consists of 35 semester credits of prerequisite course work and successful completion of an Associate of Sciences in Medical Imaging or Associate of Applied Science in Radiologic Technology. Students with an Associate of Science in Medical Radiography from UAMS are required to successfully complete 25 credits in the B.S. degree completion program. Students with an Associate of Applied Science in Radiologic Technology from a different accredited college or university are required to successfully complete 32-40 credits in the B.S. degree completion program. All B.S. degree completion courses are offered online. Practicum courses provide the clinical component of the curriculum. Students should secure a clinical site with assistance from the program. Students who completed a non-degree certificate/hospital based program and are currently in CE compliance with the ARRT should contact the program director for more information.

**Short Track Examination Preparation (STEP):** The Division offers short tracks in areas such as CT, MRI, Cardiac & Vascular Intervention, and Mammography for ARRT-registered technologists who wish to prepare for a specialty examination and who do not wish to pursue the Bachelor of Science degree in Radiologic Imaging Sciences. Contact the division director for more information.

## ACCREDITATION

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182. Telephone: (312) 704-5300.  
Website: <http://www.jrcert.org/>.

## APPLICATION PROCEDURES

### **Bachelor of Science Degree - Traditional Program**

All application materials should be received by **May 1** to be considered for admission. Late applications may not be reviewed after this date. Early consideration will be given to those who have completed all

requirements and submitted complete applications by the early consideration deadline, **March 1**. Send all requested materials to the CHP Office of Admissions. Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum cumulative and prerequisite GPA of 2.50 is required for admission to the program.
3. **Professional Observation Form:** A professional observation form signed by a registered radiographer that documents at least six (6) observation hours in a busy radiology department must be sent by the radiographer before the deadline. The form is available on the program [website](#).
4. **Interview:** The most qualified applicants will be contacted to arrange an interview.
5. **Essay:** The submission of a written essay is required. More information is sent to the applicant when contacted for an interview.
6. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of this catalog.

### **Bachelor of Science Online Degree Completion Program**

All application materials should be received by **May 1** to be considered for fall admission, by **November 1** to be considered for spring admission, and by **April 1** to be considered for summer admission. Late applications may not be reviewed after this date. Send all requested materials to the CHP Office of Admissions.

Applicants must provide:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum cumulative and prerequisite GPA of 2.50 is required to apply for admission.
3. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of this catalog.

## **PREREQUISITES**

The following 35 credits are required for admission to both the Traditional and the Online Degree Completion programs. An Associate of Science degree in Medical Radiography or an Associate of Applied Science in Radiologic Technology is also required for admission into the Online Degree Completion program. All listed courses are required from a regionally accredited post-secondary academic institution with a grade of "C" or better. Proof of successful completion of course work taken in a semester immediately preceding entry into the program must be presented before registration. If in doubt of the suitability of the following prerequisite courses, please contact the CHP Office of Admissions.

<b>Area/Typical Course Title</b>	<b>Minimum Credits</b>
<b>ENGLISH/COMMUNICATION</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication	3
<b>MATHEMATICS</b>	
College Algebra (or higher level Mathematics)	3
<b>SCIENCE</b>	
Two-semester sequence of Anatomy and Physiology with laboratories	8
<b>FINE ARTS/HUMANITIES</b>	
<b>Fine Arts</b>	
Music, Art, Theater	3

**Humanities**  
Philosophy, Political Science, Literature, or Humanities 3

**SOCIAL SCIENCES**

**History**  
History of the United States or National Government 3

**Psychology**  
General Psychology 3

**Sociology**  
Introduction to Sociology 3

**TOTAL 35**

Only grades of C or higher are acceptable for all prerequisite coursework.

\*Anatomy and physiology courses must cover all body systems and include accompanying laboratory sections.

**TECHNICAL STANDARDS**

Technical Standards can be found on the program [website](#).

**CURRICULUM**

**Bachelor of Science Degree - Traditional Program**

The following 85 credits are required in the Bachelor of Science degree program.

Course #	Title	Semester Credit
<b><u>Year 1</u></b>		
<i>Fall</i>		
RISP 2121	Basic Patient Care Lab	1
RISP 2123	Radiographic Procedures I Laboratory	1
RISP 2212	Radiologic Anatomy	2
RISP 2226	Clinic Practicum I	2
RISP 2322	Radiographic Procedures I	3
RISP 2331	Imaging Foundations I	3
RISP 2421	Basic Patient Care	<u>4</u>
		16
<i>Spring</i>		
RISP 2334	Imaging Foundations II	4
RISP 2332	Radiographic Procedures II	3
RISP 2335	Clinic Practicum II	3
RISP 3352	Radiation Protection and Radiobiology	3
RISP 3351	Special Imaging Procedures	<u>3</u>
		16
<i>Summer</i>		
CHPI 4310	Multicultural Health	3
RISP 3213	Radiographic Sectional Anatomy	2
RISP 3541	Clinic Practicum III	<u>4</u>
		9
<b><u>Year 2</u></b>		
<i>Fall</i>		
CHPI 4301	Healthcare Systems in America	3
RISP 3253	Radiographic Procedures III	3
RISP 3554	Clinic Practicum IV	5
RISP 4394	Current Issues in Healthcare	3
RISP 43XX	Specialty I*	<u>3</u>
		17
<i>Spring</i>		
RISP 3242	Professional Development	2
RISP 3461	Radiologic Pathology	3

RISP 3663	Clinic Practicum V	5
RISP 4381	Imaging of Special Populations	3
RISP 43XX	Specialty II*	<u>3</u>
		16
<b>Summer</b>		
RISP 4382	Advanced Patient Care	3
RISP 4398	Managerial Leadership	3
RISP 45XX	Specialty Clinical Practice*	<u>5</u>
		<u>11</u>
<b>TOTAL</b>		<b>85</b>

All program courses must be completed with a grade of "C" or higher for progression to the next semester and for graduation. A minimum GPA of 2.0 is required to earn the degree.

\*Student selects one area of specialty among mammography, vascular, cardiac interventional, computed tomography, and magnetic resonance imaging.

### **Bachelor of Science Online Degree Completion Program**

The following courses are offered in the Bachelor of Science degree completion program.

<b>Course #</b>	<b>Title</b>	<b>Semester Credit</b>
<b>Required Core Imaging Curriculum</b>		
RISP 4381	Imaging of Special Populations	3
RISP 4382	Advanced Patient Care	3
RISP 4394	Current Issues in Health Care	<u>3</u>
		9
<b>Electives for Imaging Curriculum*</b>		
RISP 4375	Mammographic Fundamentals	3
RISP 4376	Mammographic Procedures & Techniques	3
RISP 4377	Cardiac Interventional I	3
RISP 4378	Cardiac Interventional II	3
RISP 4386	Physics of CT	3
RISP 4387	CT Procedures	3
RISP 4392	Physics of MRI	3
RISP 4393	MR Procedures	3
RISP 4395	Vascular Interventional I	3
RISP 4396	Vascular Interventional II	3
RISP 4579	Cardiac Interventional Practicum	5
RISP 4585	Mammography Practicum	5
RISP 4588	CT Practicum	5
RISP 4594	MRI Practicum	5
RISP 4597	Vascular Interventional Practicum	5
CHPI 4100	Teaching in the Health Professions	1
CHPI 4301	Healthcare Systems in America	3
CHPI 4310	Multicultural Health	3
CHPI 4398	Managerial Leadership	3

A minimum GPA of 2.0 is required to earn the degree.

\*A minimum enrollment number is required in order to be able to offer an elective course.

### **INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.



## PROGRAM POLICIES

The following program specific policies and procedures can be found in the student handbook on the program [website](#).

- Acceptable Grades for Progression
- Attendance Policy
- Clinical Absence Policies
- Computer Usage
- CPR Certification
- E-mail
- Examination Protocol
- Grading Scales
- Responsibilities as a UAMS Radiologic Imaging Sciences Student
- Social Networking
- Student Behavior and Dress
- Student Supervision in the Clinic and Laboratory
- Student Transportation, Parking, and Clinic Rotation Hours

## PROGRAM COSTS

The total cost of the six semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#)

# RESPIRATORY CARE – BACHELOR OF SCIENCE DEGREE

## Department of Respiratory and Surgical Technologies

### Respiratory Care Website

#### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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## THE PROGRAM

The respiratory care program is available for traditional students entering the profession for the first time as well as for non-traditional, practicing professionals wishing to complete the Bachelor of Science Degree.

**Traditional Program:** Each fall semester, the traditional program admits a full-time (5 semesters) and a part time (8 semesters) cohort who attend classes during the day. The number of students in each cohort depends upon clinical slot availability. Second year part-time students and first year full-time students comprise a clinical cohort. There are 24 clinical slots available. The program consists of 55 semester credits of prerequisites course work and 65 credits in the respiratory care curriculum for a total of 120 credits.

Students earn credentials in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Program (NRP) as program requirements. Graduates are eligible to earn the CRT (Certified Respiratory Therapist) credential and the RRT (Registered Respiratory Therapist) credential. Successful completion of all program requirements qualifies graduates to sit for national credentialing exams and apply for a license to practice in Arkansas. Successful completion of the program does not itself ensure licensure.

**RRT-to-BS Degree Completion Program:** The RRT-to-BS program has two tracks for employed registered respiratory therapists, both of which may be completed on a part-time or full-time schedule. A thesis track (26-29 SC) is suggested for those who are preparing for entry into graduate education. It is offered through on-line courses or by independent study. Students may enter the thesis track with 4SC Anatomy and Physiology, but must have documented another 4 SC science course on their transcript, in addition to the other prescribed science courses, to satisfy prerequisite requirements. A clinical track (25-36 SC) is suggested for practicing professionals. It includes courses offered online, by interactive video, face-to-face, by independent study and clinical courses. Students admitted to the clinical track must document 8 SC of Anatomy and Physiology on their transcripts, in addition to the other prescribed science courses, to satisfy prerequisite requirements. The number of students admitted each year depends upon number and credential level of faculty and clinical slot availability. Ungraded transfer credit is awarded for the RRT credential (up to 40 SC, depending on the track selected).

## ACCREDITATION

The traditional program is accredited by the Commission on Accreditation for Respiratory Care Education, 1248 Harwood Road, Bedford, Texas 76021-4244. Telephone: (817)-283-2835. Website: [www.coarc.com](http://www.coarc.com).

## APPLICATION PROCEDURES

Applications should be received by **May 1**. Applicants are encouraged to apply early, as qualified applicants may receive conditional acceptance prior to **May 1**. In the event the class is not filled from those applicants, the application deadline may be extended to as late as June 1. Send all requested materials to the CHP Office of Admissions. All applicants must submit the following:

1. **UAMS Online Admissions Application (OAA):** An online application to the college is required and is available on the [website](#). A non-refundable application fee of \$40.00 is required and must accompany the OAA application.
2. **Official Transcripts:** Arrange for each college or university you have attended to forward an official transcript of your course work. A minimum cumulative and prerequisite GPA of 2.5 is recommended to be considered for admission.

All applicants must successfully complete college algebra and two of the four science prerequisite courses by June 1 of the year of application in order to be considered for admission. All applicants must also successfully complete Human Anatomy and Physiology I and II (8 SC) before the first semester of the program.

Applicants to the full-time traditional program track must successfully complete all prerequisites before the first semester of the program. Applicants to the part-time track and to either track of the non-traditional RRT-to-BS degree track must successfully complete at least 35 SC of prerequisite course work before the first semester of the program.

Applicants for the traditional program must also provide:

3. **Professional Observation:** Documentation of observation of and discussion with a practicing professional in the field is required. Contact the program for details.
4. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of the catalog.

Applicants for the non-traditional RRT-to-BS degree completion program tracks must also provide:

3. **Proof of RRT Status:** A notarized copy of the RRT certificate must be submitted.
4. **Statement of Career Summary and Goals:** A typewritten statement that summarizes the applicant's career thus far and explains how completion of the BS degree will assist him/her in completion of career goals must be submitted. The submission must include a traditional resume of educational and professional achievements using a chronological or functional format.
5. **Portfolio:** A professional portfolio that documents and articulates skills, abilities and accomplishments must be submitted. Samples of the applicant's work, testimonials, letters of recommendation, degrees, licenses, certifications, awards, honors, descriptions of volunteer/community service and professional development activities may be included, for example. A portfolio is required for applicants to the non-traditional thesis track, only.
6. **TOEFL scores as applicable.** See International Applicants in the Admissions/Academic Information section of the catalog.

## ADMISSION FACTORS

Admission to the traditional respiratory care program is competitive and based on the following factors:

- Academic achievement
- Academic aptitude
- Academic experience
- Communication Skills

Admission to the non-traditional RRT-to-BS degree completion program as based on the following factors:

- Academic achievement
- Academic experience
- Writing skills
- Depth and breadth of professional involvement
- Career goals

## PREREQUISITES

The following 55 credits are required for admission to the traditional track (full-time or part-time) or the RRT-to-BS degree completion track. All listed courses are required from a regionally accredited post-secondary academic institution, and must fulfill all college requirements regarding acceptance of transfer credit. If in doubt of the suitability of the prerequisite courses, please contact the Office of Admissions.

Area/Typical Course Title	Minimum Credits
<b>ENGLISH/COMMUNICATIONS</b>	
<b>English Composition</b>	
Two-semester sequence of English Composition	6
<b>Speech Communication</b>	
Fundamentals of Speech or Speech Communication	3

## MATHEMATICS

College Algebra (or higher level Mathematics)	3
Applied Statistics (or equivalent course in research methodology)	3

## SCIENCE\* \*\*

### Biology

Two-semester sequence of Anatomy and Physiology with laboratories***	8
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### Microbiology

Microbiology with laboratory	4
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### Chemistry

Chemistry with laboratory	4
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## FINE ARTS/HUMANITIES

### Fine Arts

Music, Art, Theater	3
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### Humanities

Philosophy, Political Science, Literature, or Humanities	3
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## SOCIAL SCIENCES

### History

History of the United States or National Government	3
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### Psychology

General Psychology	3
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### Sociology

Introduction to Sociology	3
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Medical Terminology****	1
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<b>ELECTIVES</b>	<b><u>8</u></b>
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<b>TOTAL</b>	<b>55</b>
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\*Science courses must be suitable for science or health professions majors and include a laboratory.

\*\*Students admitted to the part-time track must complete the Human Anatomy and Physiology course requirements as described above by the date of registration at UAMS. In addition, completion of at least one of the three other science courses is required.

\*\*\*Anatomy and physiology courses must cover all body systems and include accompanying laboratory sections. For applicants to the RRT-to-BS Degree Completion thesis track, one 4 credit A&P course w/ lab plus one 4 credit science course w/ lab is acceptable.

A final grade of "C" or better is required in each of the above courses. Documentation of successful completion is required by the date of registration for the first semester.

Actual course titles may vary among institutions. Consult the department for preprofessional counseling.

\*\*\*\*A course in Medical Terminology may be waived for RRT-to-BS applicants.

Fulfillment of the preprofessional curriculum does not in itself ensure admission into the professional program (please see Application Procedures and Deadlines).

## TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

## CURRICULUM

The following 65 credits are required in the traditional program two-year track (full-time):

Course #	Title	Credits
<b>Year 1</b>		
<i>Fall</i>		
RESP 3113	Equipment and Techniques I Laboratory	1
RESP 3115	Basic Assessment and Diagnosis Laboratory	1
RESP 3116	Pharmacology I	1

RESP 3117	Clinical Practicum I	1
RESP 3314	Basic Assessment and Diagnosis	3
RESP 3411	Cardiopulmonary Anatomy and Physiology	4
RESP 3412	Equipment and Techniques I	<u>4</u>
		15
<b>Spring</b>		
RESP 3128	Pulmonary Function Testing	1
RESP 3223	Equipment and Techniques II Laboratory	2
RESP 3226	Clinical Practicum II	2
RESP 3322	Equipment and Techniques II	3
RESP 3327	Neonatal Cardiopulmonary Care	3
RESP 3421	Cardio-Respiratory Disorders	<u>4</u>
		15
<b>Summer</b>		
RESP 3132	Pharmacology II	1
RESP 3231	Clinical Internship I	2
CHPI 4133	Patient and Family Centered Care	1
RESP 4330	Research and Evaluation	<u>3</u>
		7
<b>Year 2</b>		
<b>Fall</b>		
RESP 4241	Advanced Assessment and Diagnosis	2
RESP 4243	Pediatric Cardiopulmonary Care	2
RESP 4342	Critical Care Practices	3
RESP 4445	Clinical Practicum III	4
RESP 4140	Legal and Ethical Issues in Health Care	1
RESP 4244	Scholarship Project	<u>1</u>
		13
<b>Spring</b>		
RESP 4146	Foundations of Respiratory Care Education	1
RESP 4250	Integration Project	2
RESP 4255	Respiratory Care Seminar	2
RESP 4355	Leadership and Management	3
RESP 4356	Clinical Internship II	3
RESP 4452	Disease Management	<u>4</u>
		<u>15</u>
<b>TOTAL</b>		<b>65</b>

A grade of "D" or "F" or a mark of "U" or "NC" in designated professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program.

A grade of "D" in the following professional courses is acceptable for progression and/or for graduation if it occurs in the last semester of the program, as long as the student's cumulative GPA is > 2.50: RESP-4144: Scholarship Project; RESP-4146: Respiratory Education; RESP-4250: Integration Project; RESP-4356: Leadership and Management.

All other professional courses must be completed with a grade of "C" or better in order to progress to the next semester or to graduate, if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

The following 65-66 credits are required in the traditional program three-year track (part-time):

Course #	Title	Credits
<b>Year 1</b>		
<b>Fall</b>		
RESP 3116	Pharmacology I	1
RESP 3314	Basic Assessment and Diagnosis	3
RESP 3411	Cardiopulmonary Anatomy and Physiology	<u>4</u>
		8
<b>Spring</b>		
RESP 3124	Introduction to Clinical Practice (optional)	(1)
RESP 3128	Pulmonary Function Testing	1
RESP 3421	Cardio-Respiratory Disorders	<u>4</u>
		5-6

**Summer**

RESP 3132	Pharmacology II	<u>1</u>
		1

**Year 2****Fall**

RESP 3113	Equipment and Techniques I Laboratory	1
RESP 3115	Basic Assessment and Diagnosis Laboratory	1
RESP 3117	Clinical Practicum I	1
RESP 3412	Equipment and Techniques I	<u>4</u>
		7

**Spring**

RESP 3223	Equipment and Techniques II Laboratory	2
RESP 3226	Clinical Practicum II	2
RESP 3322	Equipment and Techniques II	3
RESP 3327	Neonatal Cardiopulmonary Care	<u>3</u>
		10

**Summer**

RESP 3231	Clinical Internship I	2
CHPI 4133	Patient and Family Centered Care	1
RESP 4330	Research and Evaluation	<u>3</u>
		6

**Year 3****Fall**

RESP 4241	Advanced Assessment and Diagnosis	2
RESP 4243	Pediatric Cardiopulmonary Care	2
RESP 4342	Critical Care Practices	3
RESP 4445	Clinical Practicum III	4
RESP 4140	Legal and Ethical Issues in Health Care	1
RESP 4244	Scholarship Project	<u>1</u>
		13

**Spring**

RESP 4146	Foundations of Respiratory Care Education	1
RESP 4250	Integration Project	2
RESP 4255	Respiratory Care Seminar	2
RESP 4355	Leadership and Management	3
RESP 4356	Clinical Internship II	3
RESP 4452	Disease Management	<u>4</u>
		<u>15</u>

**TOTAL****65-66**

A grade of "D" or "F" or a mark of "U" or "NC" in designated professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program.

A grade of "D" in the following professional courses is acceptable for progression and/or for graduation if it occurs in the last semester of the program, as long as the student's cumulative GPA is > 2.50: RESP-4144: Scholarship Project; RESP-4146: Respiratory Education; RESP-4250: Integration Project; RESP-4356: Leadership and Management.

All other professional courses must be completed with a grade of "C" or better in order to progress to the next semester or to graduate, if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

The following 24-36 credits are required in the non-traditional RRT-to-BS degree completion clinical track:

Course #	Title	Credits
<b>Summer</b>		
RESP 3231	Clinical Internship I	2
RESP 4131	Patient Care Simulations	1
CHPI 4133	Patient and Family Centered Care	1
RESP 4330	Research and Evaluation	<u>3</u>
		7

**Fall**

RESP 4146	Foundations of Respiratory Care Education (fall or spring)	1
RESP 4243	Pediatric Cardiopulmonary Care*	0-2
RESP 4342	Critical Care Practices*	0-3
RESP 4140	Legal and Ethical Issues in Health Care	1-2
RESP 4244	Scholarship Project	1-2
RESP 4445	Clinical Practicum III*	<u>2-4</u>
		5-14

**Spring**

RESP 3327	Neonatal Cardiopulmonary Care*	0-3
RESP 4250	Integration Project	2
RESP 4355	Leadership and Management	3
RESP 4356	Clinical Internship II	3
RESP 4452	Disease Management	<u>4</u>
		12-15

**TOTAL****24-36**

\*A portion or full course may be waived with documentation of appropriate certification, credential or clinical experience. Contact the program for details.

A grade of "D" or "F" or a mark of "U" or "NC" in designated professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program.

A grade of "D" in the following professional courses is acceptable for progression and/or for graduation if it occurs in the last semester of the program, as long as the student's cumulative GPA is > 2.50: RESP-4144: Scholarship Project; RESP-4146: Respiratory Education; RESP-4250: Integration Project; RESP-4356: Leadership and Management.

All other professional courses must be completed with a grade of "C" or better in order to progress to the next semester or to graduate, if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

The following 26-28 credits are required in the non-traditional RRT-to-BS degree completion thesis track. The track may be completed on a full-time or part-time basis.

Course #	Title	Credits
<b>Year 1</b>		
<b>Summer</b>		
CHPI 4133	Patient and Family Centered Care	1
RESP 4330	Research and Evaluation	<u>3</u>
		4
<b>Fall</b>		
RESP 4146	Foundations of Respiratory Care Education (fall or spring)	1
RESP 4257	Literature Review	2
RESP 4140	Legal and Ethical Issues in Health Care	1-2
RESP 4244	Scholarship Project	<u>1-2</u>
		5-7
<b>Spring</b>		
RESP 4250	Integration Project	2
RESP 4248	Bachelor's Thesis Proposal	2
RESP 4355	Leadership and Management	3
RESP 4452	Disease Management	<u>4</u>
		11
<b>Year 2</b>		
<b>Summer</b>		
RESP 4653	Bachelor's Thesis*	<u>6</u>

**TOTAL****26-28**

A grade of "D" or "F" or a mark of "U" or "NC" in designated professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program.

A grade of "D" in the following professional courses is acceptable for progression and/or for graduation if it occurs in the last semester of the program, as long as the student's cumulative GPA is > 2.50: RESP-4144: Scholarship Project; RESP-4146: Respiratory Education; RESP-4250: Integration Project; RESP-4356: Leadership and Management.

All other professional courses must be completed with a grade of "C" or better in order to progress to the next semester or to graduate, if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

\* Due to the short nature of the summer term and/or complexity of the required thesis project, RESP 4653 Bachelor's Thesis frequently extends into the subsequent term.

## **INTERPROFESSIONAL EDUCATION (IPE)**

In order to graduate from a degree program, every student must complete all Interprofessional Education (IPE) Milestones in each of the following IPE phases: Exposure, Immersion, and Competence.

## **PROGRAM POLICIES**

The following program specific policies and procedures can be found in the student handbook on the program [website](#):

- Affiliate Health Services
- Attendance/Tardiness
- Clinical Affiliates
- Clinical Policies and Procedures Handbook
- Completion of Degree Requirements
- Computerized Examinations
- Counseling
- Criminal Background Checks and Drug Testing
- Dress Code
- Grading
- Email Accounts
- Employment
- Equipment
- Laptop and PowerPoint Use
- Remediation
- Service, Service-Learning and Professional Development Requirements
- Student Conduct
- Use of Calculators and Cell Phones During Examinations

## **PROGRAM COSTS**

The total cost of the five semester program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).



# SURGICAL TECHNOLOGY – ASSOCIATE OF SCIENCE DEGREE

## Department of Respiratory and Surgical Technologies

### Surgical Technology Website

#### CHP Office of Admissions

College of Health Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, #619  
Little Rock, AR 72205

Telephone: (501) 686-5730  
Email: [CHPAdmissions@uams.edu](mailto:CHPAdmissions@uams.edu)

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**NOTICE:** Beginning fall 2019, the surgical technology program will be transferred to University of Arkansas – Pulaski Technical College in North Little Rock. For more information, please contact the CHP Office of Admissions.

### THE PROGRAM

The surgical technology program is a full-time day program with one cohort of 16 students beginning each fall semester. The program consists of 2 semesters (fall/spring) with a summer session. The program is located in Little Rock. Graduates receive an Associate of Science in Surgical Technology.

Successful completion of all program requirements qualifies the student to sit for the national certification exam. Successful completion of the program does not itself ensure certification. The program's mission, goals, and competencies/learning outcomes can be found on the department website.

The program consists of 39 credits of prerequisites course work and 31 credits in the surgical technology curriculum for a total of 70 credits.

### ACCREDITATION

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756. Telephone: (727) 210-2350. Website: [www.caahep.org](http://www.caahep.org).

### APPLICATION PROCEDURES

When the program transfers to University of Arkansas – Pulaski Technical College, application procedures will change. Please call the CHP Office of Admissions at 501-686-5730 to have your name included in the prospective student database. When UA-PTC application procedures are available, database contacts will be shared with UA-PTC.

### TECHNICAL STANDARDS

Technical Standards can be found on the program [website](#).

### CURRICULUM

The following 31 credits are required in the program.

Course	Title	Credits
<i>Fall</i>		
SURG 2211	Basic Operating Room Techniques I Laboratory	2
SURG 2215	Clinical Practicum I	2
SURG 2312	Medical Terminology	3
SURG 2313	Surgical Pathophysiology	3
SURG 2510	Basic Operating Room Techniques	<u>5</u>
		15

### *Spring*

SURG 2221	Pharmacology for the Surgical Technologist	2
SURG 2222	Perioperative Practice	2
SURG 2520	Advanced Operating Room Techniques	5
SURG 2523	Clinical Practicum II	<u>4</u>
		13

### *Summer*

SURG 2123	Professional Certifications Seminar	1
SURG 2232	Clinical Practicum III	<u>2</u>
		3

### **TOTAL**

**31**

A grade of "D" or "F" or a mark of "U" or "NC" in a professional course is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A minimum GPA of 2.0 is required to earn the degree.

## **PROGRAM COMPLETION REQUIREMENTS**

In order to successfully complete the Surgical Technology program, the following criteria must be met:

- Completion of all pre-professional and professional courses with a "C" or better
- Complete 120 first or second scrub procedures in the clinical setting of which 30 must be general surgery
- A minimum score of 118/175 on the Certified Surgical Technologist Practice exam
- Sit for the Certified Surgical Technologist Examination

## **PROGRAM POLICIES**

The following program policies and procedures can be found in the student handbook on the program [website](#):

- Attendance Policy
- Dress Code
- Grading Scales
- Professional Development
- Program Completion Requirements
- Use of Calculators and Cell Phones
- Work Policy

## **PROGRAM COSTS**

The total cost for the program can be found on the college [website](#).

Health insurance is required. Unless otherwise insured, cost of student health insurance varies with plan selected. Information on the student health insurance plans is available at the Campus Life and Student Support Center [website](#).

# COURSE DESCRIPTIONS

## CHP INTERPROFESSIONAL COURSES

In addition to the discipline-specific courses described on the following pages, the College offers courses open to more than one discipline. The health professions, though different in many ways, share areas of common content and interest. The CHP interdisciplinary courses were developed on the premise that sharing learning experiences promotes mutual understanding and respect among various disciplines and promotes collaboration in health care delivery, develops a common language among health professionals, and develops a common philosophical framework for sharing of values.

## **ABIN (Auditory-Based Intervention)**

### **ABIN 5101—Guided Observation of Listening and Spoken Language Practice**

Broad overview of the issues regarding intervention with children who are deaf/hard of hearing using listening technologies to listen and talk. Emphasis is on the role of professionals with whom these children will work. Observations of therapies, parent-child interactions, classroom learning experiences as well as conversations with guest faculty are essential components of this course. *(1 Credit, Lecture) (4 weeks: June)*

### **ABIN 5103—Listening for Language Learning and Literacy**

The role of audition for early language development to support reading outcomes is explored. Emphasis is on developing the listening and spoken language intervention techniques that assist in establishing a rich linguistic environment at home and at school to facilitate emergent literacy, codebreaking and reading with comprehension. *(3 credits, Lecture)*

### **ABIN 5111—Effective Communication for Inter-Professional Collaboration**

Exploration of the elements of conversational structure from the perspective of both the sender and the receiver. Emphasis is on the thoughtful preplanning that increases the likelihood that conversations will be productive. Roleplay activities and simulated conversations will contribute to the development of knowledge and skills that can result in more professional and collaborative conversations. *(1 Credit, Lecture)*

### **ABIN 5113—Family-Centered Intervention for Children who are Deaf of Hard of Hearing**

The habilitation/rehabilitation of infants and children identified as having hearing loss requires a family-centered approach. This course emphasizes the intervention that empowers families to take an active role in their child's listening and spoken language development. Attention is given to the development of coaching and mentoring skills that guide families in capitalizing on the period of early learning. *(2 Credits, Lecture)*

### **ABIN 5121—Assessments, Instructional Design and Outcomes**

Graduate seminar with emphasis on topics related to clinical or rehabilitative audiology. May be repeated for additional credit. Not to exceed a total of six semester credit hours. A comprehensive survey of the materials available for the effective assessment of Listening and Spoken Language skills in children who are d/hh. The administration, interpretation, and application of results will be considered in regard to intervention planning and treatment options. Adaptation of common standardized assessments for the d/hh population will also be discussed. *(1 Credit, Lecture)*

### **ABIN 5123—Listening for Language and Literacy**

The delivery of audiology services to a school-based population. Includes the development, management and utilization of hearing and middle ear system screening programs, classroom acoustics, selection and fitting of classroom based amplification, and federal laws associated with children who have special needs. Functional use of listening technology, its proper fitting, maintenance, and the need for good acoustic environments. Emphasis is on the relationship of LSL outcomes to device wear time, aggressive auditory management and timely intervention. *(3 Credits, Lecture)*

### **ABIN 5131—Telepractice for Families with Children who are Deaf or Hard of Hearing**

Principles of delivering Listening and Spoken Language services through telepractice. Emphasis is on the management of required technology as well as the skill set of the provider for distance intervention to families in remote locations. *(1 Credit, Lecture)*

### **ABIN 5201—Practicum in Listening and Spoken Language Development**

Applied, supervised practicum experiences for graduate students that encompass the full breadth of the current scope of practice with both adults and children from culturally diverse backgrounds. Repeated registration is permitted. *(1 Credit, Practicum)*

### **ABIN 5401—Grand Rounds and Professional Practice**

Final academic course in the Auditory-Based Intervention sequence. Presentation of a case study highlighting assessment and intervention activities as well as an interpretation of child outcomes as a function of hearing history and intervention plan. Issues related to ethical professional practice and ongoing professional learning are addressed. *(1 Credit, Lecture)*

## **AUDI (Audiology)**

### **AUDI 5013 (7360)—Research Methods in Communication Disorders**

Introduction to research methodologies in audiology and speech pathology. Includes prospectus development, funding sources, data collection and analysis, and professional research writing and editing in communicative disorders and/or speech sciences. *(3 Credits, Lecture)*

### **AUDI 5023 (7380)—Basic Diagnostic Audiology**

Principles and techniques for basic audiologic evaluation, including pure tone testing, speech audiometry, and the clinical application of masking, immittance, and otoacoustic emissions. Relevant calibration issues will also be discussed. *(3 Credits, Lecture/Laboratory)*

### **AUDI 5033 (7330)—Educational Audiology**

The delivery of audiology services to a school-based population. Includes the development, management, and utilization of hearing and middle ear system screening programs, classroom acoustics, selection and fitting of classroom-based amplification, and federal laws associated with children who have special needs. *(3 Credits, Lecture)*

**AUDI 5041 (7181)—Clinical Laboratory**

Lab instruction in clinical procedures and methods for evaluation and treatment of clients and care, maintenance and use of technology in audiology clinical practice. Perform evaluation and rehabilitation procedures under faculty supervision. *(1 Credit, Laboratory)*

**AUDI 5043 (7331)—Anatomy and Physiology of the Auditory and Vestibular Systems I**

Detailed information of the anatomy, physiology, electrophysiology, and neurophysiology of the auditory and vestibular systems. *(3 Credits, Lecture)*

**AUDI 5053 (7332)—Acoustics and Psychoacoustics**

Basic information regarding the physics of sound, the measurement of sound and an introduction to the psychoacoustic basis of hearing and its clinical applications. *(3 Credits, Lecture/Laboratory)*

**AUDI 5063 (7233)—Auditory Processing**

Theoretical overview, differential assessment, and treatment of adults and children with auditory processing disorders (APD). Intended to blend theoretical knowledge with practical clinical methods and techniques. Prerequisites: AUDI 5023 (7380). *(2 Credits, Lecture)*

**AUDI 5073 (7389)—Advanced Diagnostic Audiology**

Principles of and techniques for advanced audiometric evaluation, including speech audiometry, reflex decay, audiometric special tests and otoacoustic emissions. Report writing and making appropriate recommendations will also be discussed. *(3 Credits, Lecture/Laboratory)*

**AUDI 5083 (7382)—Clinical Electrophysiology**

Principles and techniques in the use of evoked potentials to assess auditory function. Includes case studies and analysis of waveforms. Lecture and laboratory. *(3 Credits, Lecture/Laboratory)*

**AUDI 5103 (7383)—Medical Audiology**

Introduction to the major pathologies of the auditory and vestibular systems, as well as medical/surgical treatment of those pathologies. Audiologic assessment and management of the disorders will also be discussed. Prerequisites: AUDI 5023 (7380) and AUDI 5043 (7331). *(3 Credits, Lecture)*

**AUDI 5113 (7321)—Instrumentation in Audiology & Speech Pathology**

Introduction to basic principles of electronics and electrical safety and to proper use and care of equipment used in the evaluation and treatment of the auditory and vestibular systems. *(3 Credits, Lecture/Laboratory)*

**AUDI 5123 (7335)—Advanced Psychoacoustics**

Advanced information regarding how listeners with normal hearing and those with hearing loss process sound. Topics include: loudness, frequency selectivity, temporal processing, pitch perception, space perception, object/pattern perception, speech perception, experimental design, and signal detection theory. Prerequisites: AUDI 5053 (7332). *(3 Credits, Lecture/Laboratory)*

**AUDI 5132 (7222)—Speech Perception**

Production and perception of speech sounds and the prosodic features of speech. Several theories of speech perception presented and discussed, and the effects of hearing loss on speech production and perception explored. *(3 Credits, Lecture)*

**AUDI 5133 (7367)—Infant-Toddler Communication: Development-Assessment**

Investigates prelinguistic/early linguistic communication and feeding/swallowing development. Multidisciplinary assessment and intervention for infants and toddlers (birth to five) with special needs and their families. Current formal and informal assessment tools and techniques, current intervention strategies, enhancing the therapeutic process across environments, utilizing team collaboration, and facilitating parent-infant interaction. *(3 Credits, Lecture)*

**AUDI 5143 (7323)—Advanced Electrophysiology**

Principles and techniques in the use of mid- and late-evoked potentials to assess auditory function. Prerequisite: AUDI 5083 (7382). *(3 Credits, Lecture/Laboratory)*

**AUDI 5152 (7261)—Organization and Administration**

Organization, administration and accreditation of school, university, and community programs. Private practice and billing procedures. Various and alternative career opportunities including corporate speech pathology practice. Issues related to medicaid, medicare and other third party payers, as well as current legislation. Governmental and professional practice issues. *(3 Credits, Lecture)*

**AUDI 5153 (7334)—Pediatric Audiology**

Normal auditory development and theoretical, clinical, and practical issues involved in screening, assessment, and management of children with hearing loss. Prerequisite: AUDI 5023 (7380). *(3 Credits, Lecture/Laboratory)*

**AUDI 5162 (7224)—Genetics of Hearing Loss**

Basic information on the genetic basis of hearing loss and an overview of syndromic and non-syndromic hearing losses. Strategies for referral to genetic counselors and other health care professionals will be included. *(3 Credits, Lecture)*

**AUDI 5163 (7320)—Auditory Based Speech/Language Intervention**

Auditory-based speech and language intervention with infants and toddlers who are deaf and hard of hearing. Emphasis is on the principles of the normal development sequence of the listening skills, assessment of skills obtained within the hierarchy, and intervention aimed at teaching skills not yet acquired. Auditory based intervention for infants and toddlers requires family participation; therefore, learning styles of parents and caregivers will be discussed. (3 Credits, Lecture)

**AUDI 5173 (7365)—Counseling in Communication Disorders**

Principles of counseling for working with persons with communication disorders and their families throughout the life span. Students will review major theories of counseling and will select those most useful for the various settings and practices of audiology and speech pathology. (3 Credits, Lecture)

**AUDI 5183 (7326)—Outcomes Research and Evidence-Based Practice**

Principles of outcomes research, and the levels of evidence supporting clinical practice. Students will understand the principles of critical evaluation of diagnostic procedures and critical evaluation of the evidence for treatment efficacy and effectiveness as well as the importance of practice guidelines that define best practices. (3 Credits, Lecture)

**AUDI 5192 (7230)—Cultural Competence in Audiology**

Knowledge and skills needed by audiologists to provide culturally competent services to diverse clients. Sources of diversity and application of concepts to the field of audiology will be discussed. (3 Credits, Lecture)

**AUDI 5193 (7336)—Anatomy and Physiology of the Auditory and Vestibular Systems II**

Continuation of the first anatomy and physiology course with greater focus on skull anatomy and on peripheral and central nervous system embryology, neuroanatomy, and neurophysiology. Prerequisite: AUDI 5043 (7331). (3 Credits, Lecture/Laboratory)

**AUDI 5203 (7087)—Topics in Audiology**

Graduate seminar with emphasis on topics related to clinical or rehabilitative audiology. May be repeated for additional credit not to exceed 6 hours total. Prerequisite: Consent of instructor. (Variable Credits, Lecture)

**AUDI 5212 (7227)—Hearing Conservation**

Noise measurement, OSHA requirements, occupational noise management, recreational audiology, and designing and implementing hearing conservation programs for adults and children. Prerequisites: AUDI 5023 (7380); AUDI 5112 (7221). (3 Credits, Lecture)

**AUDI 5222 (7228)—Professional Issues in Audiology & Speech Pathology**

Personal and professional ethical values and their applications to dilemmas encountered in the clinical practices of audiology and speech pathology will be explored with students. Preferred practices and criteria for quality services will be topics for discussion. (3 Credits, Lecture)

**AUDI 5223 (7384)—Amplification**

Effective use of hearing aids and auditory training equipment. Includes their component parts, electroacoustic analysis, hearing aid orientation/counseling, and approaches to hearing aid evaluation. Prerequisite: AUDI 5023 (7380). (3 Credits, Lecture/Laboratory)

**AUDI 5232 (7229)—Audiology: Practice Management**

Roles of audiologists in meeting the needs of the communicatively impaired. Students will understand preferred practices, criteria for quality services and quality improvement through the evaluation of service delivery models and exploration of the laws affecting service delivery in health care and educational settings. (3 Credits, Lecture)

**AUDI 5233 (7385)—Pediatric Amplification and Intervention**

Advanced strategies specific to pediatric hearing assessment, applicable technologies and management utilizing a family centered approach to intervention. (3 Credits, Lecture)

**AUDI 5243 (7386)—Audiologic Rehabilitation: Adult**

Principles of audiologic rehabilitation for adults, including diagnosis, counseling, use of amplification and other assistive devices, and communication strategies. Various models of audiologic rehabilitation will be presented. Prerequisite: AUDI 5023 (7380). (3 Credits, Lecture)

**AUDI 5253 (7351)—Amplification II**

Advanced study of amplification systems, including strategies to assess benefit and satisfaction, binaural/bilateral considerations, alternatives to conventional hearing aids, and speech perception issues related to hearing loss. Prerequisite: AUDI 5223 (7384). (3 Credits, Lecture/Laboratory)

**AUDI 5263 (7350)—Evaluation & Treatment of the Balance System**

Basic information on the evaluation and treatment of balance disorders. Topics: anatomy and physiology of the vestibular, oculomotor, and proprioceptive systems; clinical tests of electronystagmography, dynamic posturography, and rotary chair. Medical and surgical treatments and rehabilitation strategies for vestibular/balance pathologies. Prerequisite: AUDI 5043 (7331). (3 Credits, Lecture/Laboratory)

**AUDI 5273 (7325)—Implant Device Technology**

Overview of history of cochlear implants, corporation technology in the cochlear-implant industry, and contemporary speech processing strategies for cochlear implants. Discussion of surgeries, audiological evaluation procedures used pre- and post-operatively, patient performance, counseling, and current research topics. Prerequisite: AUDI 5223 (7384). (3 Credits, Lecture/Laboratory)

**AUDI 5283 (7371)—Gerontology in Audiology**

Basic information on the aging process and a discussion of how the aging process affects people with hearing loss. The cognitive, physical, and social aspects of aging will be discussed. (3 Credits, Lecture)

**AUDI 5301 (7000)—Independent Study**

Prerequisites: graduate standing and consent of instructor. Directed readings in audiology and/or speech/language pathology, individual discussion with a faculty member. (1-3 hours) May be repeated for up to 6 hours credit. (Variable Credit, Independent Study)

**AUDI 5352 (7263)—Sociolinguistics**

The linguistic structure of language, nature, and forms of symbolic behavior. Human uses of symbols from various groups and socio-economic levels, particularly in communication. Prerequisite: Courses in phonetics and normal language acquisition. (2 Credits, Lecture)

**AUDI 5361 (7012)—Directed Research**

Research or individual investigation for graduate students. Credits earned may be applied toward meeting degree requirements if the program approves and if a letter grade is given. Repeated registration is permitted. (Variable Credit, Independent Study)

**AUDI 5401 (7091)—Audiology Practicum**

Applied, supervised practicum experiences for graduate students that encompass the breadth of the current scope of practice with both adults and children from culturally diverse backgrounds. Repeated registration is permitted. (Variable Credit, Independent Study)

**AUDI 5461 (7091)—Clinical Externship (Practicum)**

Full-time, applied, supervised practicum experience for graduate students in residence, encompassing the broad scope of diagnostic and rehabilitative audiology clinical practice (4-9 hours). Repeated registration is permitted. (Variable Credit, Independent Study)

**CHPI (Interprofessional Courses)****CHPI 1301—Medical Terminology**

Introduction to the language of medicine. Emphasis is on terminology of all anatomical body systems, roots of words, suffixes, prefixes, and correlation with basic anatomy and physiology classes. Online course. Sponsoring department: Health Information Management (3 Credits, Online)

**CHPI 2100—Basic Human Nutrition**

This course provides an integrated overview of the physiological requirements and functions of protein energy and the major vitamins and minerals that are determinants of health and diseases. This includes: an understanding of nutrients, digestion and absorption, effects of nutrient deficiencies, requirements, food sources, nutrient interactions, dietary guidelines, and food safety. Online course. Sponsoring department: Dietetics and Nutrition (3 credits, Online)

**CHPI 2401—Chemistry for Health Professions**

A focused introduction to the fundamental and relevant connections between chemistry and life. The course emphasizes the development of problem-solving skills and empowers the student to solve problems in different and applied contexts relating to health and biochemistry. Laboratory included. Online course. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences (3 Credits, Online)

**CHPI 2402—Physics for Health Professions**

This course focuses on the physics foundations need for healthcare workers. Includes mechanics; the kinematics and dynamics of masses in translation and rotation; Newton's Laws; gravity; the conservation of energy and momentum; simple harmonic motion; and introduction to wave motion and sound. Laboratory included. Online course. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences (3 Credits, Online)

**CHPI 2403—Biological Sciences for Health Professions**

Study and application of the concepts of cellular function, microscopic organisms associated with disease, human body systems, genetics, and the environment. Laboratory included. Online course. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences (3 Credits, Online)

**CHPI 3101—Legal and Ethical Issues for Allied Health Professionals**

Problems related to legal and ethical issues commonly seen in the professional work place as presented in an interprofessional collaborative practice. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences (1 Credit, Online)

**CHPI 3102—Health Care Management Issues for Allied Health Professionals**

Problems related to management issues commonly seen in the professional work place. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences (1 Credit, Online)

**CHPI 4100—Teaching in the Health Professions**

An examination of basic education principles and methods appropriate for instruction in the health professions. Students will be introduced to the basic elements of teaching and will apply these principles in completing assignments. Sponsoring department: Imaging & Radiation Sciences, Radiologic Imaging Sciences (1 Credit, Online)

**CHPI 4133—Patient- and Family-Centered Care**

Introduction to patient- and family-centered care. Emphasis on the importance of interprofessional teams and patient and family advisors to provide high quality, low cost health care. Laboratory included. Hybrid course with clinical simulations. Sponsoring department: Dental Hygiene (1 Credit, Hybrid)

**CHPI 4261—Current Issues in Health Care**

A discussion of the moral, ethical, economical, and legal issues that confront sonographers as they practice their vocation in the dynamic health care environment. Sponsoring department: Imaging & Radiation Sciences, Radiologic Imaging Sciences (3 Credits, Online)

**CHPI 4285—Death & Dying**

Death and Dying is an interprofessional (IPE) and interdisciplinary course that will explore a wide variety of issues that arise at the end of life. The course looks at the concept of dying, cultural and psychological responses to dying, communication with patients and loved ones about dying, the physiology of dying, as well as legal, ethical, and procedural issues when a person is dying or dead. Sponsoring Department: College of Medicine (3 Credits, Lecture)

**CHPI 4301—Health Care Systems in America**

Analysis of the health care services provided within the United States. The evolution, structure, financing and regulation of the nation's health care institutions will be covered. In addition, ethics and legal issues related to the health professions will be studied. Sponsoring department: Imaging & Radiation Sciences, Radiologic Imaging Sciences and Diagnostic Medical Sonography (3 Credits, Online)

**CHPI 4302—Independent Study in Health Professions**

Guided investigation of a topic selected in consultation with the instructor. (Variable Credit, Independent Study)

**CHPI 4310—Multicultural Health**

This course focuses on difference in cultural beliefs about health and illness and models for cross-cultural health and communication. Students will learn the impact that culture plays on health and effective ways to implement health promotion program and program evaluation across cultures. Online course. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences. (3 Credits, Online)

**CHPI 4398—Managerial Leadership**

Basic principles and practices necessary for effective supervision and leadership in a health care environment. Includes principles and practices in human resource management in health care settings. Online course. Sponsoring department: Imaging & Radiation Sciences, Radiologic Imaging Sciences (3 Credits, Online)

**CHPI 5100—Teaching in the Health Professions**

An examination of basic education principles and methods appropriate for instruction in the health professions. Students will be introduced to the basic elements of teaching and will apply these principles in completing assignments. Sponsoring department: Imaging & Radiation Sciences, Radiologic Imaging Sciences (1 Credit, Online)

**CHPI 5302—Health Literacy for Health Professionals**

This course provides an overview of health literacy and factors that contribute to health literacy. The impact of health literacy on individuals, communities, populations, and health systems will be addressed. The course is designed for students from different healthcare professions to develop necessary skills and best practices in health literacy to work in medical and community settings. Students will work together to facilitate and promote cultural sensitivity and will be able to work with patients or clients with limited health literacy. Students from various backgrounds will learn with, from and about each other throughout the implementation of the objectives of this course. Sponsoring department: Center for Health Literacy (3 Credits, Lecture)

**CHPI 5310—Multicultural Health**

This course focuses on difference in cultural beliefs about health and illness and models for cross-cultural health and communication. Students will learn the impact that culture plays on health and effective ways to implement health promotion program and program evaluation across cultures. Online course. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences. (3 Credits, Online)

**CHPI 5315—Statistics and Research Methods**

Introduction to research designs, epidemiology, probability, test statistics, sample size, power, correlations, non-parametric tests, regressions, and analysis of variance. Online course. Sponsoring department: Imaging & Radiation Sciences, Nuclear Medicine Imaging Sciences (3 Credits, Online)



### **CHPI 6351—Health Care Systems in America**

Analysis of the health care services provided within the United States. The evolution, structure, financing, and regulation of the nation's health care institutions will be covered. In addition, ethics and legal issues related to the health professions will be studied. Sponsoring department: Imaging & Radiation Sciences, Radiologic Imaging Sciences *(3 Credits, Online)*

### **CSDM (Communication Sciences and Disorders – M.S.)**

#### **CSDM 5013 (7360)—Research Methods in Communication Disorders**

Introduction to research methodologies in audiology and speech pathology. Includes prospectus development, funding sources, data collection and analysis, and professional research writing and editing in communicative disorders and/or speech sciences. *(3 Credits, Lecture)*

#### **CSDM 5042 (7294)—Augmentative and Alternative Communication**

Theory, design, and organization of nonverbal communication systems. Emphasis on considerations for choosing specific devices for particular clients. Includes manual, graphic, electronic, and mechanical systems. *(2 Credits, Lecture)*

#### **CSDM 5051 (7091)—Practicum**

Applied, supervised practicum experiences for graduate students that encompass the full current scope of practice with both adults and children from culturally diverse backgrounds. *(Variable Credit, Clinic)*

#### **CSDM 5073 (7366)—Advanced Anatomy and Physiology for Speech**

Investigates the anatomy and physiology of speech and language. Topics include respiration, phonation, articulation, and neurological control of speech and language, and embryological development of the speech structures. *(3 Credits, Lecture)*

#### **CSDM 5093 (7371)—Neurogenic Language Disorders**

Assessment procedures and intervention techniques for acquired neurogenic language disorders in adults. Covers language disorders secondary to cerebrovascular accident, traumatic brain injury, and dementia. *(3 Credits, Lecture)*

#### **CSDM 5113 (7364)—Language Assessment and Therapy**

Acquisition of first language competence in relationship to language behavior. Includes the phonological, morphological, syntactical, and semantic components of language. Language deviations-emphasis on symptomology, etiology, evaluation, and therapy. Language testing and therapy explored in the second half of the course. *(3 Credits, Lecture)*

#### **CSDM 5114 (TBD)—Cognitive Communication Disorders**

This course will provide an overview of cognitive and linguistic systems that aid in communication. This includes an overview of cognitive functions, as well as principles of cognitive rehabilitation. It will emphasize the relationship between cognition and communicative abilities in healthy aging and neurocognitive disorders: dementia, traumatic brain injury, right hemisphere damage, and left neglect. *(3 Credits, Lecture)*

#### **CSDM 5122 (7270)—Fluency Disorders**

Procedures, theories, and therapeutic techniques in the treatment of various types and degrees of stuttering and cluttering in adults and children. *(2 Credits, Lecture)*

#### **CSDM 5133 (7367)—Infant-Toddler Communication: Development- Assessment**

Investigates prelinguistic/early linguistic communication and feeding/swallowing development. Multidisciplinary assessment and intervention for infants and toddlers (birth to five) with special needs and their families. Current formal and informal assessment tools and techniques, current intervention strategies, enhancing the therapeutic process across environments, utilizing team collaboration, and facilitating parent-infant interaction. *(3 Credits, Lecture)*

#### **CSDM 5142 (7263)—Sociolinguistics**

The linguistic structure of language, nature, and forms of symbolic behavior. Human uses of symbols from various groups and socio-economic levels, particularly in communication. Prerequisite: Courses in phonetics and normal language acquisition. *(2 Credits, Lecture)*

#### **CSDM 5152 (7261)—Organization and Administration**

Organization, administration and accreditation of school, university, and community programs. Private practice and billing procedures. Various and alternative career opportunities including corporate speech pathology practice. Issues related to medicaid, medicare and other third party payers, as well as current legislation. Governmental and professional practice issues. *(2 Credits, Lecture)*

#### **CSDM 5163 (7320)—Auditory Based Speech/Language Intervention**

Auditory-based speech and language intervention with infants and toddlers who are deaf and/or hard of hearing. Emphasis is on the principles of the normal developmental sequence of listening skills, assessment of skills obtained within the hierarchy, and intervention aimed at teaching skills not yet acquired. Auditory based intervention for infants and toddlers requires family participation; therefore, learning styles of parents and caregivers will be discussed. *(3 Credits, Lecture)*

**CSDM 5173 (7365)—Counseling in Communication Disorders**

Principles of counseling for working with persons with communication disorders and their families throughout the lifespan. Students review major theories of counseling and select those most useful for the various settings and practices of audiology and speech pathology. Students demonstrate their understanding of the counseling process through case presentations. *(3 Credits, Lecture)*

**CSDM 5183 (7372)—Advanced Articulation Disorders**

Advanced study of functional and organic articulation disorders, variables related to articulation, assessment and diagnosis of articulation disorders, and therapeutic procedures. *(3 Credits, Lecture)*

**CSDM 5192 (7273)—Neurogenic Speech Disorders**

Assessment procedures and intervention techniques for acquired neurogenic speech disorders in adults, especially dysarthria and verbal and oral apraxia. *(2 Credits, Lecture)*

**CSDM 5201 (8000)—Thesis**

Thesis students must register for a total of 6 semester hours; one (1) to six (6) credit hours per semester. Prerequisite: CSDM 5013. *(Variable Credits, Laboratory)*

**CSDM 5202 (7093) —Topics in Speech-Language Pathology**

A seminar offered for special projects or topics related to procedures and instrumentation, theoretical foundations, assessment, clinical, or rehabilitative speech-language pathology. May be repeated for additional credit not to exceed 9 hours. *(Variable Credits, Lecture)*

**CSDM 5213 (7368)—Dysphagia**

Examines normal oral, pharyngeal, and esophageal swallowing function in adults and children including neurology, physiology, and the effects of aging. Swallowing disorders discussed with an emphasis on oral and pharyngeal function. Various methods of evaluation, as well as current management and treatment options. *(3 Credits, Lecture)*

**CSDM 5233 (7385)—Audiologic Rehabilitation: Children**

Audiometric evaluation procedures and the habilitation/ rehabilitation of infants and children with hearing loss. Emphasis is placed on the determination of appropriate remediation, language and speech therapy, auditory training, and counseling parents for home programming. *(3 Credits, Lecture)*

**CSDM 5243 (7386)—Audiologic Rehabilitation: Adult**

Principles of audiologic rehabilitation for adults, including diagnosis, counseling, use of amplification and other assistive devices, and communication strategies. Various models of audiologic rehabilitation presented. *(3 Credits, Lecture)*

**CSDM 5262 (7275)—Craniofacial Speech Disorders**

Provides an understanding of speech disorders often associated with craniofacial differences. Information presented on craniofacial development, relevant anatomy and physiology, as well as procedures for evaluation (both behavioral and instrumental) and treatment of craniofacial speech disorders. A team approach to care is emphasized. *(2 Credits, Lecture)*

**CSDM 5273 (7396)—Advanced Differential Diagnosis of Speech and Language Disorders**

Advanced study in differential diagnosis of speech and language disorders of children and adults. Proficiency in the use and interpretation of standardized assessment procedures. Prerequisite: an under-graduate course in diagnostic methods or its equivalent. *(2 Credits, Lecture)*

**CSDM 5282 (7282)—Assessment and Treatment of Literacy Disorders**

An introduction to the characteristics, definitions, etiologies, assessment, and therapeutic procedures in the treatment of children diagnosed with learning disabilities. Emphasis placed on the scope of practice for speech-language pathologists and audiologists in the due process procedures for these children. *(2 Credits, Lecture)*

**CSDM 5293 (7395)—Multicultural Issues**

Systematic analysis of cultural similarities and differences. Examine cultural differences, verbal and nonverbal, in the clinical setting. *(3 Credits, Lecture)*

**CSDM 5304 (7193)—Independent Study in Communication Disorders**

Prerequisites: Consent of the instructor. Directed readings in audiology and/or speech/language pathology, individual discussion with a faculty member. May be repeated for up to six (6) hours of credit. Offered as needed. *(Variable Credit, Lecture/Laboratory)*

**CSDM 5353 (7377)—Voice Disorders**

Assessment procedures and rehabilitative techniques for voice disorders in children and adults. Instrumental and behavioral approaches, as well as medical and/or surgical treatment approaches. A team approach to care is emphasized. *(2 Credits, Lecture)*

**CSDM 5363 (7092)—Independent Research**

Research or individual investigation for graduate students. Credits earned may be applied toward meeting degree requirements if the program approves and if a letter grade is given. Repeated registration is permitted. Prerequisite: CSDM 5013. *(Variable Credit, Laboratory)*

## **CYTO (Cytotechnology)**

### **CYTO 4126—Molecular Diagnostics Laboratory**

Laboratory for Molecular Diagnostics 4225. Emphasis on basic molecular techniques such as DNA extraction and quantitation, restriction enzyme digestion, polymerase chain reaction, and agarose gel electrophoresis. (1 Credit, Laboratory) (12 weeks: Jan-Mar)

### **CYTO 4221—Laboratory Operations**

Principles of management, supervision, and laboratory safety. A seminar and practicum approach will be utilized with an emphasis on problem-solving and ethical practice as related to cytopathology. (2 Credits, Lecture) (12 weeks: Feb-Apr)

### **CYTO 4225—Molecular Diagnostics**

Explores the use of molecular techniques for the diagnosis of disease. Includes tests for genetic disorders (both inherited and acquired); infectious diseases, such as HIV and hepatitis C; tissue histocompatibility for organ transplants; and human identity testing. (2 Credits, Lecture) (12 weeks: Jan-Mar)

### **CYTO 4313—Gynecological Cytopathology II**

Histopathology and cytopathology of endometrial hyperplasia; adenocarcinoma of the endocervix and endometrium; benign and malignant lesions of the tubes, ovaries, vulva, and vagina. Radiation biology, irradiation and chemotherapy induced atypia. Prerequisite: CYTO 4412. (3 Credits, Lecture and Laboratory) (4 weeks: Oct)

### **CYTO 4331—Comprehensive Cytotechnology**

Discussions of the cytology of all major body sites, includes computer image reviews. Emphasis on preparation for comprehensive examinations in cytotechnology. (3 Credits, Lecture) (8 weeks: June-July)

### **CYTO 4411—Introduction to Cytotechnology**

Introduction to cell morphology, cell cycle, and principles of cytopreparation. Emphasis on the anatomy, histology, and cytopathology of the female genital tract under normal conditions. (4 Credits, Lecture and Laboratory) (8 weeks: Aug-Sept)

### **CYTO 4412—Gynecological Cytopathology I**

Histopathology and cytopathology of inflammation, benign proliferative reactions, pre-malignant lesions, carcinoma in situ, microinvasive, and invasive squamous carcinoma. Prerequisite CYTO 4411. (4 Credits, Lecture and Laboratory) (8 weeks: Sept-Oct)

### **CYTO 4424—Cytology Internship I**

Supervised clinical internship within an accredited cytology laboratory with an emphasis on pre-screening cytopathology specimens from all body sites. Students may also participate in observing fine needle aspiration biopsies. Prerequisite: CYTO 4623. (4 Credits, Clinical) (6 weeks: Apr-May)

### **CYTO 4531—Cytology Internship II**

Supervised clinical internship within an accredited cytology laboratory with an emphasis on pre-screening cytopathology specimens from all body sites. Students may also participate in observing fine needle aspiration biopsies. Prerequisite: CYTO 4424. (5 Credits, Clinical) (8 weeks: June-July)

### **CYTO 4614—Non-Gynecological Cytopathology I: Respiratory, Gastrointestinal, and Urinary Tracts**

Cytopathology of respiratory, gastrointestinal, and urinary tracts. Includes methods of obtaining and processing specimens, microbiology, and the role of cytology in evaluating lung, gastrointestinal tract, and urinary tract diseases. Continuation of cytopreparation in prescreening of the female genital tract. Prerequisite: CYTO 4313. (6 Credits, Lecture and Laboratory) (6 weeks: Nov-Dec)

### **CYTO 4623—Non-Gynecological Cytopathology II: Body Fluids and Fine Needle Aspirates**

Cytopathology of body fluids and fine needle aspirations from multiple body sites. Emphasis on anatomy, histology, and methods of specimen procurement, cytopreparation techniques, and histopathologic correlations. Prerequisite: CYTO 4614. (6 Credits, Lecture and Laboratory) (6 weeks: Jan-Feb)

## **DHYG (Dental Hygiene)**

### **DHYG 2116—Oral Embryology and Histology**

Development and composition of tissues of the oral cavity and related structures. (1 Credit, Lecture/On-line with Face-to-Face Orientation)

### **DHYG 2119—Dental Hygiene Seminar I**

Current scientific literature related to topics in dental hygiene and oral health will be examined to enhance knowledge of the dental hygiene process of care. (1 Credit, Seminar)

### **DHYG 2215—Oral Anatomy**

Anatomy of dental structures. (2 Credits, Lecture/Laboratory)

### **DHYG 2217—Dental Radiography I**

Introduction to radiographic essentials. Emphasis on safety precautions, paralleling technique, and processing of exposed images. (2 Credits, Lecture/Laboratory)

**DHYG 2223—Dental Radiography II**

Interpretation of radiographic images, biological effects of exposure, extraoral techniques, and interpretation of processed film/digital images for errors. Prerequisite: DHYG 2217. *(2 Credits, Lecture/Laboratory)*

**DHYG 2312—Dental Hygiene Theory and Instrumentation**

Orientation to preclinical procedures. Emphasis on prevention of disease transmission, examination techniques, medical histories, etiology of biofilm, calculus, and periodontal disease. *(4 Credits, Lecture)*

**DHYG 2314—Human Anatomy and Physiology I**

Functions of the major organ systems. Emphasis on physiology, microanatomy, and macroanatomy. *(3 Credits, Lecture)*

**DHYG 2327—Dental Materials**

Restorative and impression materials and abrasive agents. Includes physical properties and manipulation variables. *(3 Credits, Lecture/Laboratory)*

**DHYG 2425—Human Anatomy and Physiology II**

Continuation of Human Anatomy and Physiology I. Includes anatomy of the head and neck with emphasis on osteology, neurology, and the circulatory system. *(4 Credits, Lecture)*

**DHYG 2513—Dental Hygiene Preclinic**

Orientation and clinical application of instruments and practical experience in performing the oral prophylaxis. *(4 Credits, Lecture/Laboratory)*

**DHYG 2521—Dental Hygiene Clinic I**

Clinical application of dental hygiene techniques. Emphasis on patient medical history, aseptic techniques, patient assessment procedures, instrumentation, patient management, professional behavior, and instrument sharpening. Prerequisite: DHYG 2312, 2413, 2217. *(5 Credits, Lecture/Clinic)*

**DHYG 3119—Dental Hygiene Seminar II**

Continuation of DHYG 2119 Dental Hygiene Seminar I. Current scientific literature related to topics in dental hygiene and oral health will be examined to enhance knowledge of the dental hygiene process of care. *(1 Credit, Seminar)*

**DHYG 3242—Management of Patients with Special Needs**

Management techniques for patients with a variety of chronic and disabling conditions and diseases. Includes topics and demonstrations related to head and neck cancer, autoimmune disorders, neurologic and sensory disorders, and management of older adult patients. *(2 Credits, Lecture)*

**DHYG 3243—Ethics, Jurisprudence and Practice Management**

Emphasis on ethical issues, a framework for ethical decision making, the American Dental Hygienists' Association Code of Ethics, ethically based professional responsibilities and legal principles guiding dental care delivery. Dental hygiene and its relationship to dental practice management and the business of dentistry. Includes procedures for patient management, scheduling, record keeping, economic considerations and marketing of dentistry and dental hygiene. *(2 Credits, Hybrid)*

**DHYG 3244—Community Dentistry II**

Continuation of DHYG 3344 dental health education and public health. Emphasis on the role of the hygienist in promoting oral health in the private office and community, education methods, biostatistics, and epidemiology. DHYG 3245 will incorporate concepts from DHYG 3344 to include a community project with data collection, analysis and evaluation. *(2 Credits, Lecture/Laboratory)*

**DHYG 3245—Dental Hygiene Clinic—Summer**

Provides for continuous clinical experience to enhance skills and promote clinical competence. Offered in summer term only. *(2 Credit, Clinic) (4 weeks: June)*

**DHYG 3246—Local Anesthesia**

Introduces principles related to local anesthetic injections and provides for the clinical application of techniques. Reviews related anatomical, neuro-physiological, and pharmacological considerations. Prevention and treatment of local and systemic complications of local anesthesia are stressed. *(2 Credits, Lecture/Laboratory, Hybrid) (4 weeks: May-June)*

**DHYG 3332—Pharmacology**

Physiologic effects of medications. Emphasis on drugs used by the dental profession. *(3 Credits, Lecture)*

**DHYG 3333—Nutrition**

Introduction to the science of nutrition and its oral relevance. Emphasis on preventive dentistry and counseling for dental disease prevention, which provides a foundation for anatomy, physiology, nutrition, and pathology. *(3 Credits, Lecture)*

**DHYG 3335—Periodontology**

Periodontal diseases and the role of the dental hygienist in their diagnosis, prevention, and treatment. *(3 Credits, Lecture)*

**DHYG 3344—Community Dentistry I**

Dental health education and public health. Emphasis on the role of the hygienist in promoting dental health in the private office and community, education methods, biostatistics, and epidemiology. *(3 Credits, Lecture)*

**DHYG 3434—Pathology**

This course includes the basic concepts of pathology; including inflammation, oral lesions, and changes due to microorganisms, neoplasms, nutrition, and hormonal influence. *(4 Credits, Lecture)*

**DHYG 3531—Dental Hygiene Clinic II**

Continuation of Summer Clinic. Includes increased competency in instrumentation and patient management skills on periodontally involved patients. Prerequisite: DHYG 2521, DHYG 2223, and DHYG 3145. *(5 Credits, Lecture/Clinic)*

**DHYG 3541—Dental Hygiene Clinic III**

Continuation of Dental Hygiene Clinic II. Includes increased competency in the use of curets on periodontally involved patients, non-surgical periodontal therapy, mechanical scalers including magnetostrictive and piezo scalers, and time management. Nitrous oxide is taught didactically and with a lab practicum only. Prerequisite: DHYG 2223, DHYG 3531. *(5 Credits, Lecture/Clinic)*

**DHYG 4411—Independent Study**

Guided review of the dental hygiene curriculum in preparation for the National Board Dental Hygiene Examination. *(3 Credits, On-line)*.

**DIET (Dietetic Internship)****DIET 4123—Principles of Biochemistry in Nutrition**

In this online course, students will gain an understanding of the basic concepts of biochemistry which is essential for their career in any area of nutrition. This includes: an understanding of the major biomolecules affecting nutrition and found in living organisms, the control and regulation of protein structure and function, enzyme kinetics, nucleic acid, lipids and membrane transport, biochemical evolution and carbohydrates and metabolism. Prerequisites: working knowledge of basic chemistry and basic nutrition or consent of faculty. *(3 Credits, Online)*

**DIET 5073—Practicum in Clinical Dietetics**

Supervised learning experience in clinical dietetics designed to meet specific objectives and achieve identified clinical nutrition competencies. Experiences scheduled in a variety of health care and community settings. This course is an elective in the MSCN program and a required core course in the internship program. *(3 Credits, Clinical)*

**DIET 5083—Practicum in Administrative Dietetics**

Supervised learning experiences in administrative dietetics to meet specific objectives and achieve identified management competencies. Experiences scheduled in a variety of units within health care facilities. This course is an elective in the MSCN program and a required core course in the internship program. *(3 Credits, Clinical)*

**DIET 5112—Nutrition Counseling**

Provides an understanding of the methods, strategies, and evaluation of nutrition and diet counseling to modify eating habits for health promotion and increase compliance with therapeutic regimens. Consideration of learning styles, nutritional anthropology, and instructional technology effectively applied in the health care setting. Prerequisite: NUTR 5033 or NUTR 5333: Advanced Clinical Nutrition or equivalent; and consent of faculty. *(2 Credits, Lecture and Laboratory)*

**DIET 5161—Advanced Nutrition Seminar**

Graduate seminar of important current research in clinical nutrition to reflect content, application to clinical practice, and study parameters and design. Students will read original papers, write critiques, and make presentations for discussion. *(1 Credit, Seminar)*

**DIET 5333—Advanced Clinical Dietetics**

Integration of scientific principles of nutrition and food science into the use of foods and nutrients in disease prevention and treatment in accordance with clinical competencies for the entry-level dietitian. Corequisite: admission to Dietetic Internship and consent of faculty. *(3 Credits, Lecture)*

**DMSO (Diagnostic Medical Sonography)****DMSO 2310—Basic Patient Care**

Discussion of common patient care theories, procedures, and techniques emphasizing the physical and psychological wellness of the patient during diagnostic imaging procedures. Ethical and legal principles are included. *(3 Credits, Online)*

**DMSO 3211—Sectional Anatomy**

A study of sectional anatomy of the transverse, longitudinal, and coronal planes are included with an emphasis on the organs of sonographic interest. Correlation with other imaging procedures will be emphasized. *(2 Credits, Lecture)*

**DMSO 3221—Gynecologic Sonography**

Gynecological anatomy and physiology are the foci of this course. Laboratory tests, signs and symptoms of gynecologic disease will be discussed. Scanning techniques and protocols will be included. *(2 Credits, Lecture)*

**DMSO 3222—Advanced Physics**

Lectures and related demonstrations covering advanced areas of ultrasonic propagation principles, transducer parameters, interactive properties of ultrasound with human tissues, possible biologic effects, advanced equipment types, instrumentation, and quality control procedures. An introduction to Doppler physics is included. *(2 Credits, Lecture)*

**DMSO 3312—Introductory Physics**

Lectures and related laboratory exercises covering the areas of ultrasonic propagation principles, transducer parameters, interactive properties of ultrasound with human tissues, possible biologic effects, basic equipment types, instrumentation, and quality control procedures. *(3 Credits, Lecture)*

**DMSO 3313—Abdominal Sonography**

Clinical applications in the abdomen include a review of gross abdominal anatomy, physiology, and pathology of every organ imaged in the abdomen. Pertinent laboratory tests as well as signs and symptoms related to disease processes of each organ will be discussed. Basic scanning techniques and protocols will be included. *(3 Credits, Lecture)*

**DMSO 3321—Sonographic Applications: Obstetrics**

Normal maternal changes and fetal development throughout gestation are reviewed. Embryonic and fetal measurements, anatomy, and anomalies of the first, second and third trimesters are studied. Scanning techniques and protocols are included. *(3 Credits, Lecture)*

**DMSO 3514—Clinical Practicum I**

Supervised clinical experience emphasizing sonographic procedures of the abdomen. *(5 Credits, Clinic)*

**DMSO 3541—Clinical Practicum III**

Continuation of clinical course work at the intermediate skill level. Prerequisite: DMSO 3824. *(5 Credits, Clinic)*

**DMSO 3824—Clinical Practicum II**

Supervised clinical experience at an intermediate level emphasizing sonographic procedures of the gynecologic system. Prerequisite: DMSO 3514. *(8 Credits, Clinic)*

**DMSO 4241—Advanced Obstetrics, Genetics, and Pathology**

Advanced topics in obstetrical sonography and fetal disease, including an introduction to genetics and the range of pathologies related to genetics and teratogenesis. *(2 Credits, Online)*

**DMSO 4242—Sonographic Conference**

Specialists in the field will present special lectures focusing on specific organs or disease entities. Historical and new developments in techniques or applications of ultrasound and safety are discussed. *(2 Credits, Lecture)*

**DMSO 4251—Cardiovascular Pathophysiology**

An advanced study of the structure, function, and pathologies of vascular and cardiac anatomy of sonographic interest. *(2 Credits, Online)*

**DMSO 4261—Current Issues in Health Care**

A discussion of the moral, ethical, economical, and legal issues that confront sonographers as they practice in the dynamic health care environment. *(2 Credits, Online)*

**DMSO 4300—Introduction to Health Care Management**

This course is an introduction to the functions of management in health care organizations. The concepts of management, supervision, and leadership are included. *(3 Credits, Online)*

**DMSO 4303—Neurosonography**

This course is a study of fetal/pediatric brain and spinal cord anatomy. Anomalies of the fetal/pediatric brain and spinal cord are discussed. Scanning techniques and protocols used to diagnose pathology in these structures are also included. *(3 Credits, Online)*

**DMSO 4342—Introductory Cardiac and Vascular Sonography**

This course is an introductory study of color Doppler imaging and spectral Doppler waveform analysis related to blood flow within the cardiac and vascular system and the abdominal, pelvic, fetal, and superficial organs. Interpretation of ECG recordings is also included. *(3 Credits, Online)*

**DMSO 4352—Doppler Sonography & Advanced Hemodynamics**

A discussion of Doppler sonography that includes basic ultrasound physics and instrumentation, continuous-wave Doppler, pulsed Doppler, and duplex-triplex scanning with emphasis on the analysis of Doppler spectral waveforms and interpreting color Doppler images. An in-depth analysis of normal cardiac and vascular hemodynamics and the effects of pathology on the flow of blood within the heart and throughout the vascular circulation are presented. *(3 Credits, Online)*

**DMSO 4353—Intermediate Vascular Sonography**

This intermediate-level vascular course includes arterial and venous anatomy, vascular imaging protocols, basic scanning techniques, and transducer manipulation. B-Mode imaging, color flow image interpretation, and spectral Doppler waveform analysis will be discussed. Vascular disease and its effect on blood flow will be covered. *(3 Credits, Online)*

**DMSO 4354—Intermediate Cardiac Sonography**

Cardiac anatomy, physiology, and hemodynamics will be the focus of this course. Laboratory tests, and signs and symptoms of cardiac disease will be discussed. Scanning techniques and protocols for pediatric and adult procedures will be included. *(3 Credits, Online)*

**DMSO 4363—Advanced Vascular Sonography**

Advanced study of vascular anatomy and physiology are the foci of this course. Symptoms of venous and arterial diseases are discussed. Scanning techniques and protocols used to diagnose vascular pathology are also included. *(3 Credits, Online)*

**DMSO 4364—Advanced Cardiac Sonography**

Hemodynamics, cardiovascular principles, cardiac Doppler and the related physics, physiology and pathophysiology will be the focus of this course. *(3 Credits, Online)*

**DMSO 4843—Clinical Practicum IV**

Supervised clinical experience at the intermediate level emphasizing adult cardiac and vascular examination procedures. Prerequisite: DMSO 3541. *(8 Credits, Clinic)*

**DMSO 4854—Clinical Practicum V**

Advanced practice supervised clinical experience emphasizing vascular or cardiac sonographic procedures. Prerequisite: DMSO 4843. *(8 Credits, Clinic)*

**EMSC (Emergency Medical Sciences)****EMSC 1122—EKG Interpretation**

This course covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. *(1 Credit, Lecture and Online)*

**EMSC 1201—Patient Assessment**

History taking, physical examination techniques, patient assessment in the field, clinical decision making, communications, and documentation. Emphasis on detecting, defining, and describing normal and pathological conditions. *(2 Credits, Lecture and Online)*

**EMSC 1210—Clinical Preparation**

Prepares the student to care for patients in the clinical area by teaching the principles of intravenous access, medication administration, and airway management. *(2 Credits, Lecture and Laboratory)*

**EMSC 1211, 1222, 1233—Clinical Practicum I, II, and III**

Supervised rotations through selected clinical and field areas. Emphasis on developing and improving skills which reinforce classroom instruction. *(2 Credits, Clinical)*

**EMSC 1231— Advanced Emergency Medical Technician Competencies**

Includes the core knowledge and skill set that an entry level Advanced Emergency Medical Technician must demonstrate. Emphasis on common and/or critical medical, traumatic, and age-related emergency interventions. *(2 Credits, Lecture)*

**EMSC 1311—Anatomy & Physiology**

Human Anatomy and Physiology from cellular structure to systems applications. Emphasis on the normal human anatomy and physiology process. *(3 Credits, Online and Lecture)*

**EMSC 1320—Pharmacology**

Addresses the basic principles of pharmacology, including the history of pharmacology; drug regulation, nomenclature, and classification; and pathophysiological principles of drug uptake, utilization, and elimination in the body. This course will also cover basic medical terminology. *(3 Credits, Online and Lecture)*

**EMSC 1334—Life Span Development**

Recognition, pathophysiology, and management of emergencies among gynecologic, obstetric, neonatal, pediatric, and geriatric patients. *(3 Credits, Online and Lecture)*

**EMSC 1340—Trauma Management**

Trauma systems, mechanism of injury, pathophysiology, management, and treatment of traumatic injuries including hemorrhage, burns, thoracic trauma, soft tissue injury, head injury, spinal injury, abdominal injury, and musculoskeletal injury. *(3 Credits, Online and Lecture)*

**EMSC 1410—Medical Emergencies I**

Recognition, pathophysiology, and management of patients with respiratory, neurologic, endocrine, anaphylactic, non-traumatic abdominal, and urologic emergencies. *(4 Credits, Online and Lecture)*

**EMSC 1602—Introduction to Emergency Medical Technology**

This course includes all of the skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or in another specialized area. Completing this course fulfills all of the requirements for the students to challenge the Arkansas and National Registry of Emergency Medical Technicians certification examination. *(6 Credits, Lecture)*

**EMSC 2159—Paramedic Competencies**

This capstone course combines preparation and evaluation of significant entry level paramedic competencies including psychomotor and cognitive skills. Emphasis is placed on all psychomotor skills and cognitive aspects of the national professional credentialing examination. *(1 Credit, Laboratory)*

**EMSC 2210—Foundations of the Paramedic**

A study of the roles and responsibilities within an EMS system, the importance of personal wellness, implementation of injury prevention activities, understanding legal issues, ethics, and principles of therapeutic communications. *(2 Credits, Online and Lecture)*

**EMSC 2220—Pathophysiology**

Application of the general concepts of pathophysiology for the assessment and management of emergency patients. Pharmacological interventions are emphasized. *(2 Credits, Online and Lecture)*

**EMSC 2250—Assessment Based Management**

Integration of assessment findings in order to formulate a field impression and implement a treatment plan for those with common physical, mental, and social complaints, chronic care problems, and financial challenges; abuse victims; and assault victims. *(2 Credits, Online and Lecture)*

**EMSC 2310—Medical Emergencies II**

Recognition, pathophysiology, and management of patients with toxicologic, substance abuse, hematologic, environmental, infectious, psychiatric, and behavioral emergencies. *(2 Credits, Online and Lecture)*

**EMSC 2431—Paramedic Field Internship**

Supervised experience in prehospital care settings. Emphasis on the application of previous course work in the field environment. *(4 Credits, Online and Lecture)*

**EMSC 2501—Cardiovascular Care**

Utilization of the assessment findings to formulate a field impression, to implement and evaluate the management plan for the patient experiencing a cardiac emergency. Includes Advanced Cardiac Life Support (ACLS) didactic. *(5 Credits, Online and Lecture)*

**EMSC 3301—Foundations of Emergency Medical Services**

An overview of EMS as related through a review of the historical development through the modern day implementation. Includes an overview of federal rules and regulations as well as the planning and operations of typical EMS configurations systems including, methods of service and funding options. *(3 Credits, Online) (8 weeks: Aug-Oct)*

**EMSC 3302—EMS Operations Management**

This course focuses on the role that operations management plays in the service industry through an emphasis on the principles and methodologies applicable to solving problems within the industry. *(3 Credits, Online) (8 weeks: Oct-Dec)*

**EMSC 3303—Leadership Development**

A comprehensive view of the historical development of leadership theories and models and how they can be applied to emergency services. *(3 Credits, Online) (8 weeks: Jan-Mar)*

**EMSC 3304—Community Paramedic**

This course introduces a new direction and expanded role for EMS. The community paramedic adapts to the specific needs and resources of each community more broadly in the areas of primary care, public health, disease management, mental health, and dental care. This course emphasizes the role, advocacy, outreach, and community assessment for the community paramedic. Includes Modules 1 & 2 of Community Paramedic curriculum. *(3 Credits, Online) (8 weeks: Jan-Mar)*

**EMSC 4301—Human Resources Management**

A general overview of the basic concepts and methods of human resources relevant in making decisions within any organization.

**EMSC 4303—Foundations of Health Professions Education**

Introduction to the methods and materials of community, and professional staff education; project development is required. This course satisfies all requirements toward Arkansas licensure as an EMS Professional Educator. This course does require some actual face to face classroom interaction. (Prerequisite as an Arkansas EMT for two consecutive years). *(3 Credits, Online)*

**EMSC 4304—Safety & Risk Management**

A discussion of the laws and regulations that governs the prevention and control of employee safety and health and the management techniques involved. *(3 Credits, Online)*

**EMSC 4305—Special Operations**

Discusses the role that EMS providers play in special operations events such as mass casualty incidents, fire rehabilitation, extended operations, wilderness EMS, sporting events, technical rescues, hazardous materials, tactical events, and terrorism. *(3 Credits, Online) (8 weeks: Aug-Oct)*



**EMSC 4306—Community Paramedic Strategies**

This course emphasizes the strategies to identify community health needs, developing strategies to meet those needs and building community capacity. Includes Modules 3 & 4 of Community Paramedic Curriculum. (Prerequisite EMSC 3304) *(3 Credits, Online) (8 weeks: Mar-May)*

**EMSC 4307—Current Topics in EMS**

This seminar course is designed to discuss current problems in EMS systems. Particular attention will be paid to evidence-based clinical medicine, EMS management issues, and public perceptions of EMS. *(3 Credits, Online) (8 weeks: Aug-Oct)*

**EMSC 4316—Community Paramedic Practicum**

Directed clinical experiences in community health areas. (Pre or Corequisite EMSC 4306 and credentialed as a paramedic or advanced level healthcare professional) *(3 Credits, Clinical)*

**EMSC 4320—Critical Care Paramedic Practicum**

Directed field and clinical experiences for the critical care paramedic. (Pre or Corequisite EMSC 4610 and credentialed as a paramedic or advanced level healthcare professional) *(3 Credits, Clinical)*

**EMSC 4330—Introduction to Research (RES 4330)**

An introduction to the methods of scientific research to include research design and statistical analysis. Critical review of the components of research reports will be performed to include definition of the problem, review of the literature, research design, data analysis, and results. *(3 Credits, Online) (8 weeks: Oct-Dec)*

**EMSC 4408 – Directed Internship**

An internship & capstone experience in which the student serves as an apprentice within any organization that impacts the field of EMS. Suggested organizations include EMS providers, aeromedical EMS providers, a state or county Emergency Management agencies, Medicare or Medicaid governing agencies, industrial health settings, *etc.* The student will also complete an individual project in a specific EMS area under the guidance and supervision of a faculty member. *(Variable Credit, Practicum)*

**EMSC 4610—Critical Care Paramedic**

This advanced course involves the complicated technological care for emergent patients with complex multisystem problems. Significant patient care experience as a paramedic or advanced level healthcare professional is required. *(6 Credits, Online and Lecture)*

**GENC (Genetic Counseling)****GENC 5004—Introduction to Molecular Genetics and Genomics**

Background in the principles of molecular genetics and genomics and familiarizing the student with the laboratory techniques now available. The course will also assist students in developing the problem-solving skills required to extract and utilize genetic information from patients and families. Prerequisite for this course is acceptance into the program or approval from the program director. *(4 Credits, Lecture and Interactive Video)*

**GENC 5011—Clinical Observation I**

Rotation through individual outpatient genetic clinics or laboratories to lay a foundation for a student's more active participation in later clinical genetic counseling. Prerequisite for this course is acceptance into the program or approval from the program director. *(1 Credit, Clinical)*

**GENC 5013—Counseling Theory and Skills for Genetic Counselors**

An overview of the psychological and sociological impact that genetic disease and birth defects have on affected individuals, families, and society at large. The theories of psychosocial counseling that represent the core of the profession will be explored. In addition, the students will examine their own beliefs and backgrounds, and understand how these may impact their ability to provide genetic counseling. Prerequisite for this course is acceptance into the program or approval from the program director. *(3 Credits, Lecture, Interactive Video and Clinical Skills Lab)*

**GENC 5021—Clinical Observation II**

Continuation of rotations through individual outpatient genetics clinics to lay the foundation for a student's more active participation in later clinical genetic counseling. Prerequisite for this course is successful completion of GENC 5011 *(1 Credit, Clinical)*

**GENC 5022—Professional Issues in Genetic Counseling I**

An introduction to the profession of genetic counseling. It will provide students with information necessary to function in that role in a variety of settings. Teaching will include lectures, observations, demonstrations, and special independent and group assignments. Topics include: history of the profession, obtaining accurate family histories/recording accurate pedigrees, multicultural sensitivity, and constructing an overall genetic counseling session. Prerequisite for this course is acceptance into the program or approval from the program director. *(2 Credits, Lecture and Interactive Video)*

**GENC 5043—Medical Genetics I**

Instruction in Mendelian Inheritance, atypical patterns of inheritance of human disease, the pathogenesis of genetic conditions and birth defects, the importance of the field of genetics in clinical medicine, including the basics of genetic screening, testing, and treatment. In addition, the role of chromosomes in heredity will be introduced and human hereditary disease mechanisms will be discussed in detail. Prerequisite for this course is acceptance into the program or approval from the program director. *(3 Credits, Lecture and Interactive Video)*

**GENC 5052—Writing and Critical Analysis**

A course in scientific writing, medical documentation and critical analysis of both the medical literature and lay articles/patient information as it pertains to genetic counseling. Prerequisite for this course is acceptance into the program or approval from the program director. *(2 Credits, Lecture and Interactive Video)*

**GENC 5108—Human Embryology and Dysmorphology**

This course explores normal human development, causes for abnormal embryological development, the study of dysmorphology, and the embryological timing for abnormal development, including congenital malformations. Prerequisite for this course is acceptance into the program or approval from the program director. *(3 Credits, Lecture and Interactive Video)*

**GENC 5140—Research I**

Introduction to research methodologies in genetic counseling. Students will be introduced to the basis of research by designing and conducting a practice research project. Prerequisite for this course is acceptance into the program or approval from the program director. *(1 Credit, Lecture and Interactive Video)*

**GENC 5141—Research II**

Introduction to research methodologies in genetic counseling. Students focus on developing research questions; reviewing the literature; methodology, and data analysis plans for their independent research or thesis project; and writing and submitting an IRB proposal. Prerequisite for this course is acceptance into the program or approval from the program director, plus successful completion of GENC 5052 Writing & Critical Analysis and GENC 5140 Research I, acceptance in the program, a research advisor, and a research topic. *(1 Credit, Lecture and Interactive Video)*

**GENC 5142—Human Cytogenetics**

Graduate instruction in all aspects of human cytogenetics including chromosomal anomalies, rearrangements, uniparental disomy, and epigenetics, with particular relevance to the genetic counseling profession. The course content will include human chromosome structure, behavior, nomenclature, clinical chromosomal abnormalities, as well as current cytogenetic laboratory methods covering both their capabilities and their limitations. Prerequisite for this course is acceptance into the program or approval from the program director. *(2 Credits, Lecture and Interactive Video)*

**GENC 5153—Counseling and Interviewing**

Builds on GENC 5013; continues to explore the psychological, familial, and sociological impact that genetic disease, developmental disability and birth defects have on individuals, families and society. More time is devoted to application of learned theory and concepts through role play and standardized patients at the clinical skills center. Prerequisite for this course is acceptance into the program or approval from the program director. *(3 Credits, Lecture, Clinical Skills Lab and Interactive Video)*

**GENC 5162—Population Genetics**

The basics of genetic epidemiology and population genetics, including interpretation of large-scale, population based genetic studies. The course will introduce and teach students to use probability theory, Hardy-Weinberg equilibrium, segregation and linkage analysis, and the Bayesian Theorem. Prerequisite for this course is acceptance into the program or approval from the program director. *(2 Credits, Lecture and Interactive Video)*

**GENC 5172—Prenatal Diagnosis**

Prenatal genetic counseling techniques and prenatal diagnostic procedures will be introduced, discussed, and demonstrated. Prerequisite for this course is acceptance into the program or approval from the program director. *(2 Credits, Lecture and Interactive Video)*

**GENC 5181—Teratology**

The course will present an overview of teratology. Information on known and potential human teratogens will be provided. Students will become familiar with major teratogen references and databases, and will practice strategies for informing patients and providers about teratogen information. Prerequisite for this course is acceptance into the program or approval from the program director. *(1 Credit, Lecture and Interactive Video)*

**GENC 5183—Systems Disorders for the Genetic Counselor**

This course will provide the student with an understanding of genetic disorders as they affect multiple body systems. It will cover the natural history and differential diagnosis of disorders. This course is not just about learning theory. Students will use the information they learned about genetic conditions to evaluate examples of cases that presented a particular birth defect or clinical condition. Prerequisite for this course is acceptance into the program or approval from the program director. *(3 Credits, Lecture and Interactive Video)*

**GENC 5232—Professional Issues in Genetic Counseling II**

Instruction specific to the profession of genetic counseling. Topics include: awareness of available genetic services for appropriate patients including clinical, education, and psychosocial support; methods of genetic outreach in rural areas including telemedicine; clinical skill development utilizing difficult clinical cases; and other professional genetic counseling issues, expanding upon the counseling theory and techniques introduced in previous semesters and clinical clerkships. Prerequisite for this course is acceptance into the program or approval from the program director. *(1 Credit, Lecture and Interactive Video)*

**GENC 5242—Cancer Genetics**

The genetic basis of inherited cancer and cancer syndromes, with an overview of the development and treatment of these cancers. In addition, exploration of cancer genetics, patient education, and psychosocial adjustment to presymptomatic testing. Prerequisite for this course is acceptance into the program or approval from the program director. *(3 Credits, Lecture and Interactive Video)*

**GENC 5251—Genetic Counseling Ethics I**

Methods of ethical case analysis through lecture, demonstrations, and problem-based learning. Focus will be placed on cases/situations that genetic counselors will encounter in everyday employment and other professional areas. Prerequisite for this course is acceptance into the program or approval from the program director. *(1 Credit, Lecture and Interactive Video)*

**GENC 5262—Metabolic Genetics**

Information on inborn errors of metabolism: diagnosis, biochemical characteristics, inheritance, and treatment options. Prerequisite for this course is acceptance into the program or approval from the program director. *(2 Credits, Lecture and Interactive Video)*

**GENC 5312—Public Health Genomics**

Overview of historical and contemporary issues in public health genomics. Topics include eugenics; newborn screening; advocacy; health care system and public health service in the US; needs assessments; epidemiology; registries; core functions of public health; gene-environment interactions; emergency preparedness and the role of the regional genetics collaboratives. Prerequisite for this course is acceptance into the program or approval from the program director. *(1 Credit, Lecture and Interactive Video)*

**GENC 5322—Medical Genetics II**

This course will provide in-depth information on specialty areas in clinical genetics including psychiatric genetics, ocular genetics, ciliopathies, pharmacogenetics, and immunogenetics. Time will be devoted to topics of interest as identified by the class. Lectures will be geared towards practical knowledge for the new, clinical genetic counselor. Prerequisite for this course is acceptance into the program or approval from the program director. *(2 Credits, Lecture and Interactive Video)*

**GENC 5351—Genetic Counseling Ethics II**

Methods of ethical case analysis through lecture, demonstrations, and problem-based learning. Focus will be placed on cases/situations that genetic counselors will encounter in everyday employment and other professional areas. Prerequisite for this course is acceptance into the program or approval from the program director. *(1 Credit, Lecture and Interactive Video)*

**GENC 5513—Novice Clinical Clerkship**

Provide students with practical experience performing novice level genetic counseling skills. Students will observe and counsel patients under the supervision of board certified genetic counselors and/or medical geneticists. Prerequisite: Prerequisite for this course is acceptance into the program or approval from the program director, plus successful completion of GENC 5021 Clinical Observation II and in good academic standing. *(3 Credits, Clinical)*

**GENC 5592—Special Topics in Genetic Counseling**

Special Topics in Genetic Counseling allows a student to explore areas of practice or the discipline in more depth. The course may be taken to augment a student's knowledge for a thesis topic or to enhance clinical skills. Prerequisite for this course is acceptance into the program or approval from the program director. *(Variable Credits, Lecture)*

**GENC 5613—Intermediate Clinical Clerkship**

Provide the student with practical experience performing intermediate level genetic counseling skills. Students will observe and counsel patients under the supervision board certified genetic counselors and/or medical geneticists. Prerequisite: Prerequisite for this course is acceptance into the program or approval from the program director, plus successful completion of GENC 5513 Novice Clinical Clerkship and in good academic standing. *(3 Credits, Clinical)*

**GENC 5700—Thesis in Genetic Counseling**

Independent study for thesis genetic counseling students. Thesis students must register for a total of six semester hours; one to three semester hours per semester. Prerequisite: Prerequisite for this course is acceptance into the program or approval from the program director, plus successful completion of the entire Genetic Counseling program first year curriculum, including GENC 5141 Research Methods in Genetic Counseling. *(Variable Credits, Independent Study)*

### **GENC 5713—Advanced Clinical Clerkship**

Provide the student with practical experience performing advanced level genetic counseling skills to prepare the student for an entry level genetic counseling job. Students will observe and counsel patients under the supervision board certified genetic counselors and/or medical geneticists. Prerequisite: Prerequisite for this course is acceptance into the program or approval from the program director, plus successful completion of GENC 5613 Intermediate Clinical Clerkship and in good academic standing. *(3 Credits, Clinical)*

### **HIMA (Health Information Administration)**

#### **HIMA 3301—Reimbursement Methodology & Revenue Cycle**

Identify processes and review strategies to enhance the efficiency and effectiveness of the revenue cycle. Investigate each phase of this process to identify areas needing improvement and techniques to improve cash flow. The student will explore various types of health plans and payers, which exist and how these programs provide reimbursement. Areas reviewed include the structure of reimbursement, chargemasters, revenue cycle management, and how reimbursement is executed from the viewpoints of the employer, consumer, and provider. *(3 Credits, Lecture)*

#### **HIMA 3302—Health Data Management**

A study of health care data, its collection, analysis, and uses with emphasis on infrastructure and regulatory requirements to support electronic health records. An overview of informatics and methods of applying information technology to health information management functions, including storage, management, use, and reporting of health care data. Also included are data sets, data sources, and data capture tools as well as secondary records and data standards. *(3 Credits, Lecture)*

#### **HIMA 3303—Epidemiology**

An introduction to epidemiology, with an emphasis on understanding the general field of epidemiology and its main applications to society. Course instruction is based on lectures and discussions reviewing the basics of epidemiological analysis of disease and intervention, the ways that the field of epidemiology can uncover causes of diseases, and the application of epidemiology to disease evaluation and health policy. *(3 Credits, Lecture)*

#### **HIMA 3304—Management of Information Systems**

This course will allow students to apply computer technology and information concepts to the decision making process in the health care environment. Acquisition of systems, systems analysis life cycle, design, implementation, and evaluation will be explored along with issues relating to system security. Systems found in health care will be reviewed as will problems, limitations and future trends. The roles of administrator, clinician, and information manager within health care of various systems will be examined. Database architecture and design with interface design will be studied. *(3 Credits, Lecture)*

#### **HIMA 3305—Regulatory Standards & Accreditation**

Addresses the regulatory standards for documentation of various agencies for acute care, rehabilitation, skilled nursing and other types of facilities. Also covers standards for records and data transmission from such external agencies such as ANSI, HL-7, ASTM, HIPAA, and others. Reviews accreditation standards as well as licensure requirements for acute care, rehab, state health, and others. *(3 Credits, Lecture)*

#### **HIMA 3306—Statistics**

This course provides an introduction to research methodology and principles using methods of statistical analysis on healthcare data. Topics include descriptive and inferential statistics, data reporting and presentation, and use of computerized statistical packages. *(3 Credits, Lecture)*

#### **HIMA 3307—Networking & Security**

This course addresses the concepts of health information data and exchange along networks. Data sharing internal and external to the facility as well as network exchange to other federal, state, and national initiatives such as National Health Information Network (NHIN) will be discussed. Security of patient data along networks will be examined as this relates to HIPAA and HITECH and identity theft. *(3 Credits, Lecture)*

#### **HIMA 3308—Human Resource Management**

A study of principles and policies of personnel administration including interviewing, evaluating, employment laws, and performance standards. Workforce trends and market analysis as well as organizational assessment and benchmarking will be considered. Management principles, change management, communication, team building, and problem solving will be surveyed. *(3 Credits, Lecture)*

#### **HIMA 3309—Finance & Fiscal Management**

An introduction to accounting principles, with an emphasis on budget processes, healthcare finance, cost effectiveness, and cost/benefit analysis. Case mix analysis, bond ratings, investments, and capitalization will be studied. This course includes financial statements, analysis and control, management of capital, and decision analysis. *(3 Credits, Lecture)*

**HIMA 3310—Research & Evaluation**

An introduction to research methods and practical investigation for the student to learn and develop skills to critique and conduct studies in health information management areas. A foundation is obtained in basic types of studies where the student develops a project proposal including selecting the topic, developing the problem statement or definition, and the rationale for the project. The framework for the literature review is outlined and submitted for approval by the department faculty. *(3 Credits, Clinic)*

**HIMA 4301—Advanced Legal**

Review of laws and administration as it applies to healthcare settings. Emphasis is on recent legislation and on electronic health records. Also discussed are legal health records, record amendments, confidential communications in the electronic setting, release of information, consents, authorizations, and risk management. *(3 Credits, Lecture)*

**HIMA 4302—Quality Management & Outcomes Assessment**

Assesses outcomes research activities, focuses on leadership in implementing outcomes assessment projects/programs within healthcare organization and systems. Investigates initiatives which impact outcomes and activities on patients and how data are integrated to improve patient care effectively. Theories of quality, models, workflow re-design, and outcome measurement will be addressed. *(3 Credits, Lecture)*

**HIMA 4303—Internship with Current Trends in Healthcare**

A study of the latest trends in healthcare. Within this study, students will learn the latest trends in U.S. healthcare delivery and organization of healthcare systems. National health initiatives will be examined as applicable to health information policies and systems. The structure and operation of healthcare organizations such as e-health delivery will be explored with a focus on how the electronic health record impacts overall operations for a healthcare facility from perspectives of clinical, administrative, and the patient. A professional practice component provides a minimum of 22.5 hours of hands-on professional practice. This is a supervised management experience and training within a healthcare or related setting. The student will participate in administrative, management, and problem-solving activities. *(3 Credits, 2.7 Lecture and 0.3 of PPE)*

**HIMA 4401—Capstone Project**

Using the framework from the Research & Evaluation course, the literature review requires reading, thinking, and writing within the selected HIM topic. This will allow the student to develop the project using research design methods and knowledge-based research techniques. The completed project will be submitted to the department for final approval. *(4 Credits, 2 Lecture and 2 Lab)*

**HIMT (Health Information Technology)****HIMT 1101—Clinical Laboratory I**

The student will be given the opportunity to correlate the didactic experience of previous courses with on-site and on-campus laboratory learning experience. *(1 Credit, Clinic)*

**HIMT 1102—Clinical Laboratory II**

The student will be given the opportunity to correlate the didactic experience of previous courses with on-site and on-campus laboratory learning experience. *(1 Credit, Clinic)*

**HIMT 1300—Computer Fundamentals**

Provides an orientation into computer components, the operating system (Windows environment), and software applications. Computer hardware components will be discussed in their relationship to the total system. Students will use three basic software applications including word processing, spreadsheet, and database. Networking and database communications is covered with student use of the Internet. *(3 Credits, Lecture)*

**HIMT 1301—Medical Terminology**

Introduction to the language of medicine. Emphasis is on terminology of all anatomical body systems, roots of words, suffixes, prefixes, and correlation with basic anatomy and physiology classes. *(3 Credits, Lecture)*

**HIMT 1304—Pathophysiology with Pharmacology**

Common pathological conditions of the organ systems and the drugs of choice used in their treatment. *(3 Credits, Lecture)*

**HIMT 1307—Applied Systems**

Application of methods for implementing and managing health information systems in acute and ambulatory health care environments. *(3 Credits, Lecture)*

**HIMT 1308—Health Record Systems and Issues**

Basic concepts and functions in health information management to include development, storage, and maintenance of the health record in the health care delivery systems environment. *(3 Credits, Lecture)*

**HIMT 1309—ICD-10-CM/PCS Coding & Classification System**

Introduction to the ICD-10-CM/PCS system for coding developed by CMS. Includes a brief history of its development and characteristics, and basic information. Emphasis is on the structure, characteristics and applications in detail to include procedures in the medical and surgical sections and ancillary sections. Also included are ICD-10-PCS definitions and coding guidelines of all seven characters: section, body system, root operation, body part, approach, device, and qualifiers. *(3 Credits, Lecture)*

**HIMT 2101—Clinical Practice**

The student will be given the opportunity to correlate the didactic experience of previous advanced courses with on-site and on-campus laboratory learning experience. *(1 Credit, Clinic)*

**HIMT 2102—Problem Solving Seminar**

Examination of the latest trends in health information management. Use of case studies for problem solving responses to management and supervisory issues. *(1 Credit, Lecture)*

**HIMT 2103—Exam & Workforce Prep**

A course designed to provide students with the skills for seeking employment (to manage their careers effectively). Topics covered include conducting a job search, interviewing techniques, employment, correspondence, acquiring web based skills along with resume and portfolio development for job search, and career advancement. Students will also demonstrate technology and academic proficiencies. Students must pass a comprehensive HIM program exit examination. This course also includes a comprehensive review of program competencies and preparation for the official RHIT exam. This should be taken the last semester prior to graduation. *(1 Credit, Lecture)*

**HIMT 2201—Legal and Ethical Issues**

The health record as a confidential legal document; legal principles, policies, regulations and standards for the control and use of health information. The basic structure of the federal and state court system. Definition and application of professional ethics and consideration of contemporary legal and ethical issues. *(2 Credits, Lecture)*

**HIMT 2202—Registry Professional Practice**

Directed practice provides hands-on experience in all aspects of registry operations. Supervised practiced in a hospital registry includes skill and understanding in registry management, data collection and abstracting, coding and staging, follow-up, data utilization and reporting, computer applications, and quality assessment. The clinical rotations include 11 hours of directed practice each week during the 15-week semester. *(2 Credits, COURSE TYPE)*

**HIMT 2203—Preceptorship**

The student will be given the opportunity to correlate the didactic experiences of previous and concurrent courses with on-site and on-campus laboratory learning experiences. Application of operational management theory and orientation to all aspects of practice as a supervisor of a health information department component in a hospital, long term care or ambulatory setting. Includes student project(s). *(2 Credits, Clinic)*

**HIMT 2301—Quality in Health Care**

Purpose, philosophy and processes of improving organizational performance through quality assessment, credentialing, utilization management, and risk management. Use of quality improvement tools for case review, data collection, data display, and data analysis. *(3 Credits, Lecture)*

**HIMT 2302—Expanded Coding (CPT-4)**

Introduction to nomenclature and classification systems with instruction in coding procedures with the CPT/HCPCS system. Coding data quality issues and methodology are introduced and related to the reimbursement system. *(3 Credits, Lecture)*

**HIMT 2303—Data Management and Statistics**

Computation and interpretation of health care statistics. Report generation, data display and data analysis. *(3 Credits, Lecture)*

**HIMT 2304—Supervisory Management**

Supervisory principles of a health care information service. Review of specific human resource management functions including communication, motivation, and supervision. Review of budgets, staffing schedules, policies, procedures, and productivity. Analysis of case study examples from health information departments, in the inpatient, ambulatory, and physician office environments. *(3 Credits, Lecture)*

**HIMT 2305—Intermediate Coding & Reimbursement**

Application of advanced guidelines of ICD-9-CM, CPT/HCPCS, and coding in the prospective payment and managed care environments for acute and ambulatory care reimbursement. *(3 Credits, Lecture)*

**MLSC (Medical Laboratory Sciences)****MLSC 3110—Body Fluids Laboratory**

Laboratory sessions are designed to introduce basic laboratory techniques including but not limited to safety, phlebotomy, pipetting and the use of basic instruments as well as techniques for the analysis of urine, cerebrospinal and other body fluids. *(1 Credit, Laboratory)*

**MLSC 3120—Body Fluids Laboratory for Distance Learners**

Laboratory sessions designed to introduce basic laboratory techniques including but not limited to safety, pipetting, the use of basic instruments as well as techniques for the analysis of urine, cerebrospinal, and other body fluids. *(1 Credit, Laboratory)*

**MLSC 3214—Current Topics in Medical Laboratory Sciences**

A course, which provides a discussion of current issues in medical laboratory science that include but not are limited to ethics, regulations, research, and credentialing. The course will also provide a discussion of teamwork, leadership, and interpersonal skills needed by health care professionals. Prerequisite: Admission to the medical laboratory science professional program. *(2 Credits, Lecture)*

**MLSC 4116—Immunohematology Laboratory**

Laboratory for Immunohematology 4316. Emphasis is on testing methods to assure the safe and effective transfusion of blood components. Includes techniques to manage maternal and neonatal blood incompatibilities. *(1 Credit, Laboratory)*

**MLSC 4117—Molecular Diagnostics Laboratory**

Laboratory for Molecular Diagnostics 4217. Emphasis on basic molecular techniques such as DNA extraction and quantitation, restriction enzyme digestion, polymerase chain reaction and agarose gel electrophoresis. *(1 Credit, Laboratory) (10 weeks: Jan-Mar)*

**MLSC 4120—Phlebotomy (Internship)**

Lectures emphasize theory regarding blood collection procedures, and laboratory sessions introduce basic techniques for the collection of blood samples including venipuncture and capillary puncture. Clinical internship consists of supervised practice in the collection of blood samples. *(1 Credit, Laboratory)*

**MLSC 4126—Immunohematology Laboratory for Distance Learners**

Laboratory course to accompany the MLSC 4316 Immunohematology Lecture course for distance students. Emphasis is on testing methods to assure the safe and effective transfusion of blood components. Includes techniques to manage maternal and neonatal blood incompatibilities. *(1 Credit, Laboratory)*

**MLSC 4127—Molecular Diagnostics Laboratory for Distance Learners**

Virtual laboratory experience for off-campus students to accompany MLSC 4217 Molecular Diagnostics course. Using distance learning technologies emphasis will be placed on basic molecular techniques such as DNA extraction and quantitation, restriction enzyme digestion, polymerase chain reaction and agarose gel electrophoresis. *(1 Credit, Laboratory) (8 weeks: Jan-Mar)*

**MLSC 4130—Urinalysis Internship**

Supervised practical application of coursework and experience in the area of urinalysis. Emphasis will be given to principles, procedures, and quality assurance. Includes management practices and development of professional behavior. *(1 Credit, Clinical)*

**MLSC 4138—Laboratory Management**

Focuses on knowledge and techniques needed to identify and resolve basic management problems in the laboratory. Topics include basic management concepts, diversity, educational methodologies, laboratory information systems, personnel issues, policies and procedures, finances and budgeting, and compliance. *(1 Credit, Lecture)*

**MLSC 4210—Laboratory Sciences IPE**

This course covers the interprofessional education (IPE) curriculum framework for UAMS. MLS students will work on teams with varying health professional students to complete projects related to the three pillars of IPE: exposure, immersion, and competence. *(3 Credits, Lecture)*

**MLSC 4212—Hematology Laboratory**

Laboratory for Hematology 4312. Emphasis on quantitative and qualitative techniques to evaluate the number, function and morphology of blood cells in bone marrow and peripheral blood. Includes testing methods to diagnose and monitor treatment for hematologic and hemostatic disorders. *(2 Credits, Laboratory)*

**MLSC 4214—Parasitology**

Pathogenic parasites and viruses are covered. Emphasis is on the identification of parasites and the clinical significance of viruses. Epidemiology is included as appropriate. *(2 Credits, Lecture and Laboratory) (8 weeks: Aug-Oct)*

**MLSC 4215—Clinical Microbiology Laboratory**

Laboratory for the Clinical Microbiology course. Emphasis is on the laboratory procedures for isolating, culturing, and identifying microorganisms. *(2 Credits, Laboratory)*

**MLSC 4216—Clinical Chemistry Case Development & Review**

In MLSC 4216 the student will apply the theory and skills acquired from MLSC 3110 and MLSC 4514 and gain experience in the analysis of clinical chemistry test results. Students will analyze and correlate the relationship between laboratory results, diagnoses and /or the progression of the disease. In addition to a comprehensive review of all clinical chemistry principles students will develop a case study that will demonstrate the inter-professional nature of the delivery of health care today and the importance of laboratory results. *(2 Credits, Lecture)*

**MLSC 4217—Molecular Diagnostics**

Explores the use of molecular techniques for the diagnosis of disease. Includes tests for genetic disorders (both inherited and acquired); infectious diseases, such as HIV and hepatitis C; tissue histocompatibility for organ transplants; and human identity testing. *(2 Credits, Lecture)*

**MLSC 4222—Hematology Laboratory for Distance Learners**

Laboratory course to accompany the MLSC 4312 Hematology Lecture course for distance students. Emphasis on quantitative and qualitative techniques to evaluate the number, function and morphology of blood cells in bone marrow and peripheral blood. Includes testing methods to diagnose and monitor treatment for hematologic and hemostatic disorders. *(2 Credits, Laboratory)*

**MLSC 4223—Body Fluids**

Theory and techniques of analyzing urine, cerebrospinal, synovial, amniotic, and other body fluids. Correlates chemical, cellular, and micro-biological findings in normal and disease states. *(3 Credits, Lecture) (8 weeks: Aug-Oct)*

**MLSC 4225—Laboratory Case Studies**

Presentation of laboratory medicine case studies to correlate the student's didactic knowledge with the clinical experience. This course includes the program's comprehensive final exam. *(2 Credits, lecture)*

**MLSC 4232—Hematology Case Development and Review**

In MLSC 4232 the student will apply the theory and skills acquired from MLSC 4212 and MLSC 4312 and gain experience in the analysis of clinical hematology test results. Students will analyze and correlate the relationship between laboratory results, diagnoses and /or the progression of the disease. In addition to a comprehensive review of all clinical hematology principles students will develop a case study that will demonstrate the inter-professional nature of the delivery of health care today and the importance of laboratory results. *(2 Credits, Lecture)*

**MLSC 4235—Microbiology Case Development and Review**

In MLSC 4235 the student will apply the theory and skills acquired from MLSC 4214 and MLSC 4315 and gain experience in the analysis of clinical microbiology test results. Students will analyze and correlate the relationship between laboratory results, diagnoses and /or the progression of the disease. In addition to a comprehensive review of all clinical microbiology principles, students will develop a case study that will demonstrate the inter-professional nature of the delivery of health care today and the importance of laboratory results. *(2 Credits, Lecture)*

**MLSC 4236—Clinical Microbiology Laboratory for Distance Learners**

Laboratory component to accompany MLSC 4315 Clinical Microbiology for distance students. Emphasis on the laboratory procedures for isolating, culturing, and identifying microorganisms. *(2 Credits, Laboratory)*

**MLSC 4241—Blood Bank Case Development and Review**

In MLSC 4241 the student will apply the theory and skills acquired from MLSC 4316 and MLSC 4311 and gain experience in the analysis of transfusion services test results. Students will analyze and correlate the relationship between laboratory results, diagnoses and /or the progression of the disease. In addition to a comprehensive review of all transfusion services principles, students will develop a case study that will demonstrate the inter-professional nature of the delivery of health care today and the importance of laboratory results. *(2 Credits, Lecture)*

**MLSC 4311—Immunology**

Introduction to the mechanisms of normal and abnormal immune response. Emphasis on laboratory diagnosis by agglutination, precipitation, immunofluorescence and enzyme immunoassay. *(3 Credits, Lecture)*

**MLSC 4312—Hematology**

Normal and abnormal hematopoiesis and hemostasis. Emphasis on recognizing alterations correlating with diagnosis and treatment. Includes quantitation techniques and morphologic evaluation and function of blood cells in bone marrow and peripheral blood. *(3 Credits, Lecture)*

**MLSC 4314—Chemistry Internship**

Supervised clinical internship in the areas of chemistry and urinalysis. Emphasis on automated techniques, quality control, diagnostic correlations, management practices, and development of professional behavior. Practical application of course work in the area of urinalysis. Emphasis on principles, procedures, and quality assurance. *(3 Credits, Clinical)*

**MLSC 4315—Clinical Microbiology**

Pathogenic microorganisms are covered. Emphasis is on isolation, cultivation, and identification. Fundamental microbiology, epidemiology and pathogenesis are also included as appropriate. *(3 Credits, Lecture)*

**MLSC 4316—Immunoematology**

Study of the immunochemical reactivity of blood antigens and antibodies, blood grouping, and compatibility testing. Includes basic problems relating to hemolytic disease of the newborn and component therapy. *(3 Credits, Lecture)*

**MLSC 4332—Hematology Internship**

Supervised clinical internship in the area of hematology/coagulation. Emphasis on manual and automated techniques and development of professional behavior. Includes diagnostic correlations, quality assurance, and management practices. *(3 Credits, Clinical)*



**MLSC 4335—Microbiology Internship**

Supervised practical experience in the microbiology laboratory. Emphasis on principles, procedures, and quality assurance. Includes management practices and development of professional behavior. *(3 Credits, Clinical)*

**MLSC 4341—Blood Bank Internship**

Supervised practical experience in the blood bank laboratory and immunology/serology. Emphasis on principles, procedures, and quality assurance. Includes management practices and development of professional behavior. *(3 Credits, Clinical)*

**MLSC 4514—Clinical Biochemistry**

Detection and quantitation of metabolic compounds of major clinical significance in the diagnosis and treatment of disease. Emphasis on principles of analysis and diagnostic significance on biological constituents. *(5 Credits, Lecture)*

**MPAS (Physician Assistant Studies)****MPAS 5111—Professional Issues I**

Application-based introduction to concepts of physician assistant profession. Topics to include history of physician assistant profession, physician assistant organizations, accreditation, the health care team, documentation, oral presentations, professionalism, and ethical issues. *(1 Credit, Lecture)*

**MPAS 5112—Professional Issues II**

Continuation of professional issues in physician assistant profession. Topics include documentation, safety, patient education, disease prevention, cultural issues, ethical issues and specific health care settings. *(1 Credit, Lecture)*

**MPAS 5113—Professional Issues III**

Continuation of professional issues in physician assistant profession. Topics include documentation, health care systems and policy, patient education, cultural issues, ethical issues and specific health care settings. *(1 Credit, Lecture) (6 weeks: May-Jun)*

**MPAS 5114—Professional Issues IV**

Continuation of professional issues in physician assistant profession. Topics include practice and prescriptive laws, reimbursement, malpractice, certification and licensure, health care resources, HIPAA guidelines, and specific health care settings. *(1 Credit, Lecture) (6 weeks: May-Jun)*

**MPAS 5121—Clinical Reasoning I**

Introduction to critical thinking and application of medical knowledge and skills in a case-based small group setting. Emphasis this semester will be on eliciting appropriate medical histories, determining appropriate physical examination techniques to perform, and formulating a differential diagnosis. Cases will correlate with topics covered in the Physical Assessment course. *(1 Credit, Facilitation)*

**MPAS 5122—Clinical Reasoning II**

Continuation of the utilization of critical thinking skills and application of medical knowledge through small-group case discussions. Focus will shift from medical history taking and physical examination to placing more emphasis on laboratory and diagnostic test ordering/interpretation and patient management. Cases will correlate with topics covered in the Principles of Medicine I course. *(1 Credit, Facilitation)*

**MPAS 5123—Clinical Reasoning III**

Continuation of the utilization of critical thinking skills and application of medical knowledge through weekly small-group case discussions. Emphasis on laboratory and diagnostic test ordering/ interpretation and patient management. Cases will correlate to topics being covered in the Principles of Medicine II course. *(1 Credit, Facilitation)*

**MPAS 5131—Patient Communication I**

Course emphasizes interviewing techniques and interpersonal communication skills across the life span with emphasis on cultural diversity issues. Standardized patients will be utilized to enhance student interviewing skills. *(1 Credit, Lecture)*

**MPAS 5132—Patient Communication II**

Course builds on concepts covered in Patient Communication I with emphasis on interviewing techniques and interpersonal communication skills across the life span and emphasis on cultural diversity issues. Standardized patients will be utilized to enhance student interviewing skills. *(1 Credit, Lecture)*

**MPAS 5143—Clinical Nutrition**

Study of the nutritional care of the primary care patient with topics including geriatric, pediatric, diabetic, renal and cardiac patients and pregnant and lactating patients. Course also covers vitamin and mineral deficiencies, proper dieting, nutritional supplements, herbal supplements, nutritional medical disorders, enteral and parenteral nutrition, and patient nutritional assessment. *(1 Credit, Lecture) (6 weeks: May-Jun)*

**MPAS 5144—Medical Genetics**

Introduction to medical genetics. Topics include rules of inheritance, human pedigrees, chromosomal abnormalities, genetic disease, genetic screening and counseling, and genetic pharmacotherapy. *(1 Credit, Lecture)*

**MPAS 5233—Medical Ethics**

Introduction to ethical issues that occur in clinical medicine. Topics include informed consent, confidentiality, nonmaleficence and beneficence, patient decision-making capacity, futile intervention, advance directives, end-of-life issues, assisted suicide, abortion, human research, and health care provider issues. Special topics in surgery, pediatrics and women's health are also covered. *(2 Credits, Lecture) (6 weeks: May-Jun)*

**MPAS 5252—Pharmacotherapy I**

Addresses the pharmacotherapeutic principles of specific medications utilized in disease management. Course includes drug identification, indications, contraindications, adverse effects, drug interactions, cost, routes of administration, therapeutic monitoring, patient education and pertinent mechanism of action of specific drugs. Course topics will correlate with topics being presented in Principles of Medicine I course. *(2 Credits, Lecture)*

**MPAS 5253—Pharmacotherapy II**

Addresses the pharmacotherapeutic principles of specific medications utilized in disease management. Course includes drug identification, indications, contraindications, adverse effects, drug interactions, cost, routes of administration, therapeutic monitoring, patient education, and pertinent mechanism of action of specific drugs. Course topics will correlate with topics being presented in Principles of Medicine II course. *(2 Credits, Lecture)*

**MPAS 5273—Surgical Medicine**

Course involves the evaluation, diagnosis, and management of the surgical patient. The course addresses pre and post-op management, common surgical procedures and complications, indications and contraindications, surgical techniques and instruments, sterile technique, operating room protocol, anesthesia, and an introduction to the surgical subspecialties. *(2 Credits, Lecture) (6 weeks: May-Jun)*

**MPAS 5281—Introduction to Evidence Based Medicine**

Introduction to utilizing the best available evidence in current medicine in addition to clinical experience to more effectively manage patients. Topics will include a brief overview of clinical epidemiology, research design, biostatistics, formulating a clinical question, database searching, and interpretation of medical literature. *(2 Credits, Lecture)*

**MPAS 5282—Foundations of Evidence Based Medicine**

Study of utilizing the best available evidence in current medicine in addition to clinical experience to more effectively manage patients. Course builds on the foundation established in first EBM course and utilizes a journal club approach to emphasize the application of EBM principles. *(2 Credits, Lecture)*

**MPAS 5342—Clinical Physiology**

Study of the physiological function of the cell and organ systems with introduction to pathophysiology of disease in the systems. Systems include cardiovascular, respiratory, digestive, urinary, reproductive, nervous, musculoskeletal, special senses, lymphatic, endocrine and integument. Course topics will correlate with the topics presented in PA Gross Anatomy. *(3 Credits, Lecture)*

**MPAS 5351—Clinical Pharmacology**

Study of the physiologic and biochemical aspects of the major classes of pharmacological agents. Brief overview of pharmacokinetic and pharmacodynamic principles of pharmacology. Major concepts involve drug classification, mechanism of action, absorption, distribution, metabolism, elimination, and dose-response relationships of the different drug classes. Major drug interactions and adverse effects of specific classes will be covered. *(3 Credits, Lecture)*

**MPAS 5361—Diagnostic Assessment I**

Study of ordering and interpreting laboratory, imaging and diagnostic tests utilized in current medical practice. Course includes indications, contraindications, precautions, complications, techniques, cost-effectiveness, patient preparation, and ordering and interpretation of specific labs and tests. Course will correlate with the topics being addressed in Principles of Medicine I course. *(3 Credits, Lecture)*

**MPAS 5362—Diagnostic Assessment II**

Study of ordering and interpreting laboratory, imaging and diagnostic tests utilized in current medical practice. Course includes indications, contraindications, precautions, complications, techniques, cost-effectiveness, patient preparation, and ordering and interpretation of specific labs and tests. Course will correlate to the topics being addressed in Principles of Medicine II course. *(3 Credits, Lecture)*

**MPAS 5371—Behavioral Medicine**

Study of psychological and behavioral medical conditions. Course addresses the signs and symptoms, etiology, diagnosis, differential diagnosis, and treatment of behavioral disorders. Also includes conducting a psychiatric interview, classifying disorders, substance abuse, eating disorders, sleep disorders, abuse and neglect, death and dying, childhood disorders, psychological testing, psychological therapy, and pharmacological agents. *(3 Credits, Lecture)*

**MPAS 5372—Emergency Medicine**

Presentation, diagnosis, and management of trauma and acute care patients who present to the emergency department. Topics involve multiple trauma, shock, wound management, environmental injuries, toxicology, orthopedic injuries, acute general medical and surgical diseases, pain control, emergency procedures, bioterrorism, and disaster medicine. Course also covers emergent conditions in cardiology, respiratory, pediatrics, gynecology, obstetrics, endocrinology, and hematology and oncology. *(3 Credits, Lecture)*

**MPAS 5394—Principles of Medicine III**

An advanced medicine course that emphasizes pediatric, geriatric and rehabilitative medicine. Pediatric and geriatric modules emphasize etiology, signs and symptoms, differential diagnosis, diagnosis, prognosis, and management of medical conditions specific for the life-span. The rehabilitative module involves an overview of rehabilitative medicine, assistive devices, gait assessment, and stroke and cardiac rehabilitation. Laboratory includes infant evaluation, child evaluation, geriatric evaluation, functional assessment, and the use of assistive devices. *(3 Credits, Lecture and Laboratory) (6 weeks: May-Jun)*

**MPAS 5441—PA Gross Anatomy**

Study of basic gross and functional anatomy in an organ-system approach. Course covers cardiovascular, respiratory, digestive, urinary, reproductive, nervous, musculoskeletal, special senses, lymphatic, endocrine and integument systems by lecture, laboratory and independent learning activities. The laboratory utilizes anatomical models, histology slides, prosected cadavers, radiographic images, and virtual anatomy software. *(4 Credits, Lecture and Laboratory)*

**MPAS 5591—Physical Assessment**

An introduction to clinical medicine. Course includes eliciting a medical history; performing physical examination; reviewing anatomy, physiology and pathophysiology of common diseases; and differentiating between normal and abnormal physical exam findings. A physical examination skills laboratory will be held weekly to permit students to practice history and physical exam techniques. Students will also experience patient encounters throughout the semester in which they will elicit a medical history from patients in an inpatient or outpatient setting and then appropriately document and orally present the patient findings. *(5 Credits, Lecture and Laboratory)*

**MPAS 5892—Principles of Medicine I**

Foundational principles of clinical medicine covered in a discipline based approach. Each module will review anatomy and physiology of specific systems. Instruction will cover pathophysiology, etiology, incidence, signs and symptoms, differential diagnosis, diagnostic techniques, diagnosis, prognosis, and management of specific common diseases.

This course will include a brief overview of the microbiological and immunological aspects of medicine. Topics will include normal flora, organism classification and transmission, and pathogenesis of infection of microbial pathogens, cell-mediated and humeral immunity, hypersensitivity reactions, and immune-mediated diseases. A weekly clinical procedural laboratory will correlate with the medical topic being covered in the lectures. Students will experience clinical patient encounters in outpatient or inpatient settings several times during the semester and then appropriately document and orally present the patient findings. *(8 Credits, Lecture and Laboratory)*

**MPAS 5893—Principles of Medicine II**

Foundational principles of clinical medicine covered in a discipline-based approach. Each module will review anatomy and physiology of specific systems. Instruction will cover pathophysiology, etiology, incidence, signs and symptoms, differential diagnosis, diagnostic techniques, diagnosis, prognosis, and management of specific diseases. A weekly procedural laboratory will correlate with the discipline topic being covered in the lectures. Students will experience clinical patient encounters in outpatient or inpatient settings several times during the semester and then appropriately document and orally present the patient findings. *(8 Credits, Lecture and Laboratory)*

**MPAS 5895—Summative Evaluation**

PA students will complete a one week comprehensive review and evaluation of expected physician assistant knowledge and skills. A combination of written examinations, clinical procedural skills testing, objective structured clinical examinations (OSCEs) and diagnostic interpretation will be utilized. *(1 Credit, Lecture)*

**MPAS 5896—Capstone Project**

Course focuses on applying evidence-based medicine principles to a patient case study or original research. The emphasis of the project will be on formulating a clinical question, summarizing background information about the medical topic, conducting an extensive literature search about the topic, and critiquing journal articles on the topic. The goal of the project is to answer the clinical question utilizing current research and guidelines, and then apply it to the patient case or research. *(2 Credits, Lecture)*

**MPAS 5901—Elective Clinical Rotation I**

PA Student will be permitted to select an area/discipline of medicine in which he/she desires to gain additional clinical experience. A list of elective clinical rotation settings will be provided to the student including the general core rotations and then subspecialty areas of medicine and surgery. *(3 Credits, Clinical)*

## **MPAS 5902—Elective Clinical Rotation II**

PA Student will select an area/discipline of medicine in which he/she desires to gain additional clinical experience. A list of elective clinical rotation settings will be provided to the student including the general core rotations and subspecialty areas of medicine and surgery. *(3 Credits, Clinical)*

### **Clinical Phase Curriculum**

MPAS 5951	Clinical Rotation I	(5 Cr Hrs)
MPAS 5952	Clinical Rotation II	(5 Cr Hrs)
MPAS 5953	Clinical Rotation III	(5 Cr Hrs)
MPAS 5954	Clinical Rotation IV	(5 Cr Hrs)
MPAS 5955	Clinical Rotation V	(5 Cr Hrs)
MPAS 5956	Clinical Rotation VI	(5 Cr Hrs)
MPAS 5957	Clinical Rotation VII	(5 Cr Hrs)
MPAS 5958	Clinical Rotation VIII	(5 Cr Hrs)
MPAS 5959	Clinical Rotation IX	(5 Cr Hrs)
MPAS 5960	Clinical Rotation X	(5 Cr Hrs)

These clinical rotation courses are a series of supervised clinical experiences for students who have completed the didactic phase of the Physician Assistant Program. The supervised clinical experience enables students to meet program expectations and acquire the competencies needed to practice as a physician assistant. The experiences will involve preventive, emergent, surgical, acute and chronic clinical experiences with patients across the life span. The clinical experience descriptions include family practice, outpatient internal medicine, inpatient medicine, pediatric medicine, women's health, surgical medicine, emergency medicine, behavioral medicine, orthopedic medicine, and geriatric medicine.

#### **Family Practice Experience**

Clinical experience focuses on the clinical aspects of family practice/ primary care. Students will participate in history taking, performing physical exams, developing differential diagnoses, formulating diagnoses, designing prevention and management plans, and documenting common medical conditions observed in the family practice setting. Students will have exposure to a variety of primary care procedures. Emphasis will be placed on caring for patients across the life-span. *(5 Credits, Clinical)*

#### **Internal Medicine Outpatient Experience**

Clinical experience that focuses on outpatient adult care medicine. Students will participate in performing complete outpatient history and physical exams and problem-focused history and physical exams, developing problem lists, identifying the clinical presentation of chronic and acute medical disorders, developing differential diagnoses, formulating diagnoses, ordering and interpreting diagnostic tests, and designing management plans for chronic and complex medical problems. *(5 Credits, Clinical)*

#### **Inpatient Medical Experience**

Clinical experience focuses on the evaluation, diagnosis, and management of acute and chronic inpatient medical conditions. Students will perform complete inpatient history and physical exams, assist with consultations, and evaluate and manage hospitalized patients from admission to discharge. Students will be taught how to perform and interpret diagnostic tests commonly utilized in inpatient medicine and to perform common clinical hospital procedures. Students will also be involved with inpatient hospital documentation to include the admission summary, history and physical examination, daily progress note, consultation note, and discharge summary. *(5 Credits, Clinical)*

#### **Pediatric Medicine Experience**

Clinical experience in an outpatient and inpatient (if available) pediatric setting. Students will participate in the care of patients ranging from neonates to adolescents through well-child and sick-child office visits. Focus of experience is recognizing the clinical presentation of common pediatric medical problems, developing differential diagnoses, formulating diagnoses, and designing management plans for these patients. Other areas of focus include clinical application of drug dosing, immunizations, growth and developmental milestones, common diagnostic procedures, nutritional assessment, and documentation and communication with parents and pediatric patients. *(5 Credits, Clinical)*

#### **Women's Health Experience**

Clinical experience in outpatient women's healthcare. Emphasis will be on eliciting and performing the gynecological history and physical examination, screening techniques, diagnostic procedures, management plans, and contraceptive counseling and management. Focus will also be on pre-natal and post-natal care, menstrual abnormalities, infertility, sexuality issues, menopause, and sexually transmitted diseases. *(5 Credits, Clinical)*

#### **General Surgery Experience**

Emphasis on the clinical evaluation, diagnosis and surgical management of patients in the general surgery setting. Students will participate in pre-operative and post-operative patient care, outpatient evaluation of surgical candidates, surgical inpatient management, assisting with surgical techniques and cases, and

documentation specific to surgical patients. Students will be exposed to common surgical procedures and the description, indications, contraindications, and complications of each. Students will also participate in interpreting diagnostic tests utilized in the general surgical environment and in understanding operating room protocol. *(5 Credits, Clinical)*

#### **Emergency Medicine Experience**

Clinical evaluation, diagnosis and management of acute medical and trauma conditions that present to the emergency department. Students will participate in triaging patients, performing problem-focused history and physical examinations, developing differential diagnoses, formulating diagnoses, and designing management plans for patients presenting to an emergency setting. Focus will also be on performing emergency procedures, recognizing life-threatening medical conditions, assisting with resuscitation efforts, and interpreting diagnostic tests specific to the emergency medicine setting. *(5 Credits, Clinical)*

#### **Behavioral Medicine Experience**

Clinical experience that introduces students to a variety of behavioral medicine and psychological conditions in an outpatient and/or inpatient setting. Students will participate in psychiatric interviews and physical examinations, individual and group psychological counseling, development of management strategies for the psychiatric patient, and interpretation of diagnostic and psychological testing. Focus of experience will be in recognizing psychiatric medical conditions through clinical presentation and the psychiatric interview. *(5 Credits, Clinical)*

#### **Orthopedic Medicine Experience**

Clinical experience that focuses on chronic, acute, and emergent musculoskeletal conditions that present to the orthopedic setting. Students will participate in clinical outpatient, surgical outpatient, surgical inpatient, consultation, and operating room orthopedics. Focus of experience is to enable student to recognize the clinical presentation of common general orthopedic conditions, order and interpret orthopedic diagnostic tests, and perform specific orthopedic procedures. *(5 Credits, Clinical)*

#### **Geriatric Medicine Experience**

Clinical experience that focuses on all aspects of geriatric medicine including outpatient, inpatient, and nursing home settings. Students will participate in diagnosing and managing acute and chronic medical conditions specific to the geriatric population, recognizing polypharmacy, and performing functional assessments. *(5 Credits, Clinical)*

### **NMIS (Nuclear Medicine Imaging Sciences)**

#### **NMIS 4115—Radiopharmacy I**

Radiopharmaceutical preparation for diagnostic use to include quality control. Chemical, physical, and biological properties of radiopharmaceuticals will be examined. *(1 Credit, Online)*

#### **NMIS 4116—Journal Review and Research Methods**

Critical evaluation of medical scientific literature to include statistical evaluation methods and presentation techniques. *(1 Credit, Online)*

#### **NMIS 4211—Introduction to Nuclear Medicine**

Survey course for all phases of nuclear medicine technology. *(2 Credits, Online and Lecture)*

#### **NMIS 4213—Nuclear Physics**

Presents concepts and physical properties governing the atom to include systems and units of measurement, atomic and nuclear structure, particulate and electro-magnetic radiation. *(2 Credits, Online)*

#### **NMIS 4214—Instrumentation I**

Operational principles of radiation detection equipment to include statistical applications and quality control. *(2 Credits, Online)*

#### **NMIS 4221—Health Physics**

Legal, biological, and administrative aspects of radiation protection in nuclear medicine. Emphasis on practical means of minimizing radiation exposure to the patient, nuclear medicine staff, and the general public. Prerequisite: NMIS 4213. *(2 Credits, Online)*

#### **NMIS 4223—Instrumentation II**

Advanced application of radiation detection theory and instrumentation. Prerequisite: NMIS 4214. *(2 Credits, Online)*

#### **NMIS 4224—Radiation Biology**

A study of the interactions of ionizing radiation with human tissues and the potential biological effects resulting from such interactions. *(2 Credits, Online)*

#### **NMIS 4225—Radiopharmacy II**

Radiopharmaceutical preparation for diagnostic use, to include quality control. Chemical, physical, and biological properties of radiopharmaceuticals will be examined. Prerequisite: NMIS 4115. *(2 Credits, Online)*

**NMIS 4242—CT Physics and Instrumentation**

A study of the physics and instrumentation of computed tomography, computed tomographic image formation, and radiation dose and safety concerns. *(2 Credits, Online)*

**NMIS 4302—Interdisciplinary Diagnostic Cardiac Imaging**

This course provides the student with an understanding of the major modalities for the diagnostic imaging of the human heart. Included are overviews of the methods, effectiveness, advantages and disadvantages of echocardiography, nuclear medicine, magnetic resonance, computerized tomography, and cardiac catheterization for the diagnosis of heart disease. *(3 Credits, Online/Elective)*

**NMIS 4312—Clinical Procedures and Diagnosis I**

Current uses of radiopharmaceuticals for organ visualization and function with evaluation of results for diagnostic value. Emphasis placed on in vivo procedures. *(3 Credits, Online)*

**NMIS 4322—Clinical Procedures and Diagnosis II**

Continued study of application of radiopharmaceuticals for diagnostic use. In vitro and therapeutic procedures are introduced. Prerequisite: NMIS 4312. *(3 Credits, Online)*

**NMIS 4431—Clinical Internship III\***

Continuation of clinical course work at the advanced level. Prerequisite: NMIS 4524. *(4 Credits, Clinical)*

**NMIS 4517—Clinical Internship I\***

Practical application of course work presented in the classroom. Students are assigned educational experiences in clinical imaging, radioimmunoassay, and radiopharmaceutical preparation. *(5 Credits, Clinical)*

**NMIS 4524—Clinical Internship II\***

Continuation of clinical course work at the intermediate level. Prerequisite: NMIS 4517. *(5 Credits, Clinical)*

**NMIS 4741—Clinical Internship IV\***

Based on individual needs and prior clinical experiences, the student may elect to continue clinical course work at the advanced level. Prerequisite: consent of the faculty. *(Variable Credits, Clinical/Elective)*

\*This course is offered on a satisfactory/unsatisfactory marking basis.

**OPHT (Ophthalmic Medical Technology)****OPHT 3101—Clinical Skills Lab I**

Focus on ophthalmic exam protocol; Introduce basic ophthalmic equipment and testing protocols for automated instruments, lensmeter and biomicroscope. *(1 Credit, Laboratory)*

**OPHT 3105—Clinical Skills Lab II**

This course will familiarize students with various ophthalmic equipment and testing protocols emphasizing concepts underlying construction of equipment; with focus on tonometry, retinoscopy, and refractometry, keratometry concepts and skills, as well as vital signs. *(1 Credit, Laboratory)*

**OPHT 3106—Clinical Skills Laboratory III**

Continuation of previous clinical laboratory course in order to develop and enhance clinical skills focusing on the areas of advanced refractometry techniques, advanced retinoscopy techniques, advanced tonometry, and basic Humphrey visual fields; with proper usage and maintenance of equipment. *(1 Credit, Laboratory)*

**OPHT 3201—General Medical Knowledge & Terminology**

Provides the student instruction in basic medical terminology, a general overview of human anatomy and physiology, and systemic illnesses. *(2 Credits, Lecture)*

**OPHT 3202—Introduction to Ophthalmic Technology, Medical Law, and Ethics**

Introduces the student to ophthalmic technology, including the role of the ophthalmic technologist, duties and responsibilities of the technologist, basic ocular examination techniques, measurement of visual acuities, basic lensometry, identification and usage of ophthalmic equipment, maintenance of ophthalmic examination lanes and special testing areas, and ethics: medical-legal aspects of ophthalmology. *(2 Credits, Lecture)*

**OPHT 3203—Ocular Anatomy & Physiology**

Provides the student a detailed knowledge of the normal anatomy and physiology of the eye and orbit. *(2 Credits, Lecture)*

**OPHT 3204—Optics I**

Introduces the human eye as an optical system by discussing physiology of image formation, optical relationships of eye structures, accommodation and effects of aging, refractive errors, astigmatism, prisms and Prentice's Rule, magnification, and basics of refractometry. *(2 Credits, Lecture)*

**OPHT 3206—Optics II**

Introduces principles of physical optics in which light is treated as a form of energy and part of the electromagnetic spectrum. Examines wave and particle theory, polarization, interference, fluorescence, and lasers. Students use ray tracing to examine refraction, reflection, diffraction, dispersion, vergence lenses and mirrors. The object-image relationships, magnification, and graphical analysis of simple and thick lens systems will also be discussed. *(2 Credits, Lecture)*

**OPHT 3207—Contact Lenses/Opticianry**

Familiarizes the student with contact lenses including types, fitting procedures, care and storage procedures, indications for use, complications and patient instruction, spectacle dispensing, ordering, and verification. *(2 Credits, Lecture)*

**OPHT 3208—Ophthalmic Pharmacology**

Detailed exploration of the various ophthalmic pharmaceuticals, indications for their use, sites of action, side effects, proper instillation of agents, and various abbreviations used for medications and their schedules. *(2 Credits, Lecture)*

**OPHT 3209—Ocular Motility I**

Acquaints the student with normal and abnormal binocular vision, including evaluation of motor and sensory status. *(2 Credits, Lecture)*

**OPHT 3412—Clinical Practicum III**

Continues to develop clinical skills and build on previous clinical courses. The student will begin to gain more specialized skills. New skills will be demonstrated and supervised by one or more members of the faculty. Clinical applications and classroom portions of the course will coincide where possible. Return demonstrations will be required at various times during this course. *(4 Credits, Clinic)*

**OPHT 3510—Clinical Practicum I**

Introduction to procedures for care of ophthalmology patients. Students observe techniques in various specialty clinics performed by a faculty member. Many procedures will be observed, but emphasis will be on basic skills needed to begin patient examination. When possible, clinical applications will coincide with the classroom portions of the course. Students will be introduced to appropriate equipment and instruments for patient examination, assigned examination rooms to maintain, taught basic procedures for information gathering in an examination, and become contributing members of the health care team. *(5 Credits, Clinic)*

**OPHT 3611—Clinical Practicum II**

Continuation of Clinical Practicum I, with further instruction in patient care and examination techniques. The course will build on the newly acquired basic skills as well as introduce new skills to be learned. More specific examination techniques will be observed, discussed, and return demonstrations given for these more advanced tasks. Students will begin to greet patients and start examinations. Clinical applications will reflect, where possible, the classroom portions of the course. *(6 Credits, Clinic)*

**OPHT 4101—Clinical Skills Laboratory IV**

Continue to develop clinical skills including familiarizing the student with advanced protocols required for performing the following ophthalmic tests and procedures: contact lens fitting & evaluation, ophthalmic photography and angiography, and basic Goldmann perimetry. *(1 Credit, Laboratory)*

**OPHT 4108—Clinical Skills Laboratory V**

Continue to develop clinical skills including familiarizing the student with advanced protocols required for performing the following ophthalmic tests and procedures: Biometry, advanced Goldmann perimetry, ocular motility, and surgical assisting. *(1 Credit, Laboratory)*

**OPHT 4201—Ocular Motility II: Abnormalities of Binocular Vision**

Continuation of Motility I, and acquaints the student with advanced motility problems. The diagnosis and treatment of amblyopia are also studied. *(2 Credits, Lecture)*

**OPHT 4202—Survey of Eye Diseases**

Familiarizes the student with pathophysiological conditions of the globe and orbital region, encompassing both the more common conditions as well as some of the more unusual diseases. *(2 Credits, Lecture)*

**OPHT 4204—Ophthalmic Photography & Angiography**

Familiarizes the student with the more common forms of ophthalmic photography, and includes lectures and hands-on training in fluorescein angiography, fundus and external photography, and slit-lamp biomicrography. *(2 Credits, Lecture)*

**OPHT 4205—Ocular Emergencies & Oculoplastics**

Familiarizes students with varying degrees of ocular emergencies, triage of patients, immediate interventions, long-term complications, and preventative measures. Familiarizes the student with various aspects of oculoplastics including surgical interventions. *(2 Credits, Lecture)*

**OPHT 4207—Advanced Concepts in Ophthalmology**

This course will use journals and ophthalmic literature to introduce students to on-going research in clinical and surgical ophthalmology, and re-introduce important ophthalmic concepts to enable the student to become more effective in assisting ophthalmologists deliver eye care to patients. *(2 Credits, Lecture)*

**OPHT 4303—Special Testing**

Familiarizes the student with special testing procedures not normally accomplished during routine ophthalmic examinations. *(3 Credits, Lecture)*

**OPHT 4306—Special Topics**

Introduces student to concepts of billing and coding, and management and supervision of allied health personnel. Additional topics may be added as new techniques, protocols, and treatments emerge. *(3 Credits, Lecture)*

**OPHT 4309—Ophthalmic Surgical Assisting**

Prepares the student to serve as a sterile scrub assistant, sterile first assistant, and circulator for the more common ophthalmic surgical procedures. Students will also learn about various ophthalmic surgical procedures. *(3 Credits, Lecture)*

**OPHT 4412—Clinical Practicum VI**

The final course in patient care experiences. Students are expected to act as full members of the health care team in all clinical areas. Students will use this semester to advance their skills across the discipline. *(4 Credits, Clinic)*

**OPHT 4510—Clinical Practicum IV**

Continuation of previous clinical experiences completed in the junior year. Students will begin to develop autonomy in patient care, and basic skills will become more advanced. New tasks will be demonstrated first by a member of the faculty, followed by student performance. When possible, classroom portions will coincide with clinical experiences in this course. *(5 Credits, Clinic)*

**OPHT 4511—Clinical Practicum V**

Continuation of previous clinical experiences in patient care. The student will be required to perform at a high level of competence in all phases of ophthalmic technology. Classroom instruction will decrease, as most of this material will already have been presented. Emphasis will be placed on advanced supervision techniques, specialized testing techniques, and autonomy. *(5 Credits, Clinic)*

**PHTH (Physical Therapy)****PHTH 5101—Human Anatomy I (Upper Extremity)**

Comprehensive study of human anatomy concentrating on the nervous, skeletal, arthrodiagonal, muscular and circulatory systems of the upper extremity, with prosection labs and surface anatomy labs. *(2 credits, Lecture/Lab) (8 weeks: Aug-Oct)*

**PHTH 5102—Human Anatomy II (Lower Extremity)**

Continuation of PHTH 5101 with a comprehensive study of human anatomy concentrating on the nervous, skeletal, arthrodiagonal, muscular and circulatory systems of the lower extremity with prosection labs and surface anatomy labs. Co-requisite: PHTH 5101 *(2 credits, Lecture/Lab) (9 weeks: Oct-Dec)*

**PHTH 5103—Human Anatomy III (Spine)**

Continuation of PHTH 5102 with a comprehensive study of human anatomy concentrating on the nervous, skeletal, arthrodiagonal, muscular and circulatory systems of the cervical, thoracic and lumbar spine and pelvis with prosection labs and surface anatomy labs. Prerequisite: PHTH 5102 *(2 credits, Lecture/Lab) (18 weeks: Jan-May)*

**PHTH 5105—Neuroscience**

Survey of the structure and function of the nervous system, with emphasis on principles related to physical therapy practice. Special fee. Prerequisite: PHTH 5103 *(2 credits, Lecture/Lab) (8 weeks: May-Jun)*

**PHTH 5111—Pathophysiology I (Musculoskeletal Disorders)**

Physiological approach to the study of pathological changes in the human body brought about by trauma or disease, including cell injury, inflammation, immunopathology, neoplasia, infections, and the musculoskeletal and endocrine systems. Co-requisite: PHTH 5121 *(2 credits, Lecture) (18 weeks: Jan-May)*

**PHTH 5114—Pharmacology I (Musculoskeletal and Cardio-pulmonary Disorders)**

The first of a two part study of pharmacological principles in relation to rehabilitation, with emphasis on the possible benefits and side-effects of chemotherapeutic agents on patients receiving physical therapy treatment. The focus of this course is to examine pharmacological agents commonly used in the treatment of musculoskeletal and cardiopulmonary disorders. Co-requisite: PHTH 5111 *(2 credits, Lecture) (18 weeks: Jan-May)*

**PHTH 5121—Exercise Physiology I (Musculoskeletal)**

Study of the effect of physical activity on human physiology with an emphasis on the musculoskeletal and endocrine systems. *(2 credits, Lecture/Lab) (18 weeks: Jan-May)*



**PHTH 5123—Movement Sciences I (Biomechanics and MS Gait)**

A study of human movement as it relates to clinical physical therapy practice with an emphasis on biomechanical principles of movement. (2 credits, Lecture/Lab) (17 weeks: Aug-Dec)

**PHTH 5124—Movement Sciences II (Growth and Development)**

Continuation of Movement Sciences I, with a focus on how we control movement. Prerequisite: PHTH 5123 (2 credits, Lecture) (8 weeks: May-Jun)

**PHTH 5125—Movement Sciences III (Motor Control)**

Continuation of Movement Sciences II, exploring the theories and principles of motor control and motor learning as they apply to the analysis of human movement and physical therapy assessment and intervention. Co-requisite: PHTH 5124 (2 credits, Lecture/Lab) (8 weeks: May-Jun)

**PHTH 5131—Introductory PT Skills**

Introduction to the principles and techniques of patient care utilized in physical therapy practice. (3 credits, Lecture/Lab) (17 weeks: Aug-Dec)

**PHTH 5132—Therapeutic Intervention I (EPA)**

Study of specific techniques of therapeutic intervention in physical therapy with an emphasis on electrophysical agents and the role they play in rehabilitation. Prerequisite: PHTH 5144 (3 credits, Lecture/Lab) (8 weeks: May-Jun)

**PHTH 5141—Musculoskeletal Disorders I (Upper Extremity)**

Introduction to musculoskeletal disorders, including the etiology, diagnostic procedures and radiography, medical management, physical therapy evaluation, treatment and intervention of selected musculoskeletal disorders, with an emphasis on the upper extremities. (4 credits, Lecture/Lab) (8 weeks: Aug-Oct)

**PHTH 5142—Musculoskeletal Disorders II (Lower Extremity)**

Continuation of PHTH 5141, that includes etiology, diagnostic procedures and radiography, medical management, physical therapy evaluation, treatment and intervention of selected musculoskeletal disorders, with an emphasis on the lower extremities. Co-requisite: PHTH 5141 (3 credits, Lecture/Lab) (9 weeks: Oct-Dec)

**PHTH 5143—Musculoskeletal Disorders III (Lumbar Spine and Pelvis)**

A continuation of PHTH 5142 that includes etiology, diagnostic procedures and radiography, medical management, physical therapy evaluation, treatment and intervention of selected musculoskeletal disorders with an emphasis on the lumbar spine and pelvis. Prerequisite: PHTH 5142 (4 credits, Lecture/Lab) (11 weeks: Jan-Mar)

**PHTH 5144—Musculoskeletal Disorders IV (Cervico-Thoracic Spine)**

Continuation of PHTH 5143 that includes etiology, diagnostic procedures and radiography, medical management, physical therapy evaluation, treatment and intervention of selected musculoskeletal disorders with an emphasis on the cervical and thoracic spine, the ribs, and temporomandibular joint (TMJ). Co-requisite: PHTH 5143 (3 credits, Lecture/Lab) (7 weeks: Mar-May)

**PHTH 5171—Professional Issues I**

Study of physical therapy as a profession with emphasis on the patient management model, legal and ethical issues, psychosocial issues, PT/patient relationships and a review of medical terminology. (1 credit, Lecture) (17 weeks: Aug-Dec)

**PHTH 5172—Professional Issues II**

Continuation of Professional Issues I, this course examines the professional behaviors required to practice physical therapy effectively in various healthcare delivery models. Prerequisite: PHTH 5171 (2 credits, Lecture) (18 weeks: Jan-May)

**PHTH 5181—Clinical Reasoning I**

Development of clinical judgment as part of patient management including examination, evaluation based on examination data, establishing a physical therapy diagnosis, consideration of patient prognosis, and development of an individualized plan of care. Primary emphasis will be on musculoskeletal disorders of the upper and lower extremities. (1 credit, Lecture/Clinic) (17 weeks: Aug-Dec)

**PHTH 5182—Clinical Reasoning II**

Continuation of Clinical Reasoning I, this course designed to provide opportunities to develop clinical judgment as part of patient management including examination, evaluation based on examination data, establishing a physical therapy diagnosis, consideration of patient prognosis, and development of an individualized plan of care. Emphasis will be on musculoskeletal spinal disorders and pediatric disorders. Prerequisite: PHTH 5181 (1 credit, Lecture/Clinic) (18 weeks: Jan-May)

**PHTH 5191—Clinical Experience I**

Planned learning experience of clinical education designed to integrate previous didactic knowledge in a full time, 8-week long supervised clinical experience in a Physical Therapy outpatient orthopaedic practice setting. Prerequisite: PHTH 5181; Co-Requisite: PHTH 5132 [Pass/Fail] (5 credits, Clinic) (8 weeks: Jul-Sep)

**PHTH 5204—Human Anatomy IV (Organ Systems)**

Continuation of PHTH 5103 with a comprehensive study of human anatomy concentrating on the nervous, skeletal, arthrodiol, muscular and circulatory systems of the head, face and trunk, with an emphasis on organ systems. Prerequisite: PHTH 5103 (2 credits, Lecture/Lab) (10 weeks: Jan-Mar)

**PHTH 5212—Pathophysiology II (Neuromuscular Disorders)**

Physiological approach to the study of pathological changes in the human body brought about by trauma or disease, with a focus on neurological conditions. Prerequisite: PHTH 5111 (2 credits, Lecture) (14 weeks: Sep-Dec)

**PHTH 5213—Pathophysiology III (Cardio-pulmonary Disorders)**

Physiological approach to the study of pathological changes in the human body brought about by trauma or disease, with a focus on cardiovascular and pulmonary conditions. Prerequisite: PHTH 5212 (2 credits, Lecture) (10 weeks: Jan-Mar)

**PHTH 5215—Pharmacology II (Neuromuscular Disorders)**

The second of a two part study of pharmacological principles in relation to rehabilitation, with emphasis on the possible benefits and side-effects of chemotherapeutic agents on patients receiving physical therapy treatment. The focus of this course is to examine pharmacological agents commonly used in the treatment of neurological disorders. Prerequisite: PHTH 5114; Co-requisite: PHTH 5212 (1 credit, Lecture) (14 weeks: Sep-Dec)

**PHTH 5222—Exercise Physiology II (Cardio-pulmonary Disorders)**

Study of the effect of physical activity on human physiology, with an emphasis on the physiology of the cardiovascular and pulmonary systems. Prerequisite: PHTH 5121 (2 credits, Lecture/Lab) (10 weeks: Jan-Mar)

**PHTH 5233—Therapeutic Intervention II**

Continuation of therapeutic intervention I this course involves the theory and practice of various physical therapy interventions, including biofeedback, functional electrical stimulation and aquatic therapy. Prerequisite: PHTH 5132 (2 credits, Lecture/Lab) (14 weeks: Sep-Dec)

**PHTH 5234—Mobility & Assistive Equipment (with Neuro Gait)**

Study of human functional mobility, including pathological aspects of locomotion. The course will address gait analysis of individuals with neurological condition, and the use of devices such as standing frames, modified wheelchairs prosthetics and orthotics. Co-requisite: PHTH 5251 (2 credits, Lecture/Lab) (14 weeks: Sep-Dec)

**PHTH 5235—Psychosocial Aspects of Rehabilitation**

Discussion of human interactions in professional-patient relationships and how they influence patient outcomes. Prerequisite: PHTH 5292 (2 credits, Lecture) (12 weeks: Jun-Aug)

**PHTH 5245—Musculoskeletal Disorders V (Special Topics)**

Special topics in the management of musculoskeletal conditions - including ergonomics, sports medicine, chronic musculoskeletal pain and musculoskeletal issues in obstetrics and gynecology. Prerequisite: PHTH 5144 (3 credits, Lecture/Lab) (12 weeks: Jun-Aug)

**PHTH 5251—Neuromuscular Disorders I (Pediatrics)**

Preparation of the entry-level physical therapist to provide services to children with special health care needs/disabilities and their families in a manner consistent with family-centered care. Prerequisite: PHTH 5125 (3 credits, Lecture) (14 weeks: Sep-Dec)

**PHTH 5252—Neuromuscular Disorders II (Adult)**

Study of the management of adults with neurological disorders. Co-requisite: PHTH 5251 (4 credits, Lecture/Lab) (14 weeks: Sep-Dec)

**PHTH 5253—Neuromuscular Disorders III (Geriatrics)**

Study of the management of geriatric disorders. Prerequisite: PHTH 5252 (3 credits, Lecture/Lab) (10 weeks: Jan-Mar)

**PHTH 5261—Cardiovascular and Pulmonary Disorders**

Study of the principles and practice of physical therapy for patients with cardiovascular and pulmonary disease. Co-requisites: PHTH 5204, 5213 (2 credits, Lecture/Lab) (10 weeks: Jan-Mar)

**PHTH 5262—Integumentary Disorders**

Study of the practice of physical therapy in management of skin disorders and underlying disease with an emphasis on the patient with open wounds, including burns. Prerequisite: PHTH 5261 (3 credits, Lecture/Lab) (12 weeks: Jun-Aug)

**PHTH 5273—Professional Issues III**

Continuation of Professional Issues II, this course examines the professional behaviors required to build a career in physical therapy. Prerequisite: PHTH 5172 (1 credit, Lecture) (12 weeks: Jun-Aug)

**PHTH 5274—Research Principles & Evidence-based Practice**

Introduction to research concepts and statistical methods and critical analysis of the scientific literature. Topics include descriptive and inferential analysis of research data, sensitivity and specificity and predictive ratios. (2 credits, Lecture) (12 weeks: Jun-Aug)

**PHTH 5283—Clinical Reasoning III**

Continuation of Clinical Reasoning II, this course designed to provide opportunities to develop clinical judgment as part of patient management, with an emphasis on adult neuromuscular disorders. Prerequisite: PHTH 5182 (1 credit, Lecture/Clinic) (14 weeks: Sep-Dec)

**PHTH 5284—Clinical Reasoning IV**

Continuation of Clinical Reasoning III, this course designed to provide opportunities to develop clinical judgment as part of patient management, with an emphasis on geriatric, cardiovascular and pulmonary disorders. Prerequisite: PHTH 5283 (1 credit, Clinic) (10 weeks: Mar-Jun)

**PHTH 5285—Clinical Reasoning V**

Continuation of Clinical Reasoning IV, this course designed to provide opportunities to develop clinical judgment as part of patient management to include debriefing from Clinical Experience II and using case studies to prepare for Clinical Experience III. Prerequisite: PHTH 5284 (1 credit, Clinic) (12 weeks: Jun–Aug)

**PHTH 5292—Clinical Experience II**

Planned learning experience of clinical education designed to integrate previous didactic knowledge in a full time, supervised 10-week long clinical experience in a physical therapy practice setting. Prerequisite: PHTH 5191 [Pass/Fail] (7 credits, Clinic) (10 weeks: Mar-Jun)

**PHTH 5336—Health Promotion & Wellness**

Prevention of impairments, functional limitations, or disabilities by identifying disablement risk factors and providing educational intervention to facilitate a positive change in the health behavior of patients. Co-requisite: PHTH 5375 (2 credits, Lecture/Lab) (12 weeks: Feb-May)

**PHTH 5346—Manual Therapy**

Advanced study of manual therapy techniques, with an emphasis on techniques used in orthopaedic practice. (3 credits, Lecture/Lab)

**PHTH 5347—Strength and Conditioning**

This elective will prepare the student to take the National Strength and Conditioning Association (NSCA) exam for a Certified Strength and Conditioning Specialist (CSCS). (Elective course. Fall or Spring semester.) (3 credits, Lecture)

**PHTH 5348—Women's Health**

Advanced study of the role of physical therapy in women's health disorders, with an emphasis on assessment and treatment of pelvic floor disorders. (Elective course. Fall or Spring semester.) (3 credits, Lecture/Lab)

**PHTH 5354—Advanced Pediatrics**

Advanced study of physical therapy for the pediatric patient. (Elective course. Fall or Spring semester.) (3 credits, Lecture/Lab)

**PHTH 5355—Advanced Adult Neuro/Geriatrics**

Advanced study of physical therapy for the adult/geriatric patient with neurological disorders. (Elective course. Fall or Spring semester.) (3 credits, Lecture/Lab)

**PHTH 5356—Vestibular Rehab**

Focus on the assessment and treatment of patients with vertigo and disequilibrium from vestibular causes. (Elective course. Fall or Spring semester.) (3 credits, Lecture/Lab/Clinic)

**PHTH 5357—Electroneuromyography**

Introduction to the principles and practice of electroneuromyography (ENMG), which includes the use of nerve conduction studies (NCS) and needle EMG. (Elective course. Fall or Spring semester.) (3 credits, Lecture/Lab)

**PHTH 5375—Administration & Healthcare Management**

Study of current organizational and management principles and issues related to health care delivery systems, with special emphasis on the current and future roles of Physical Therapy. Co-requisite: PHTH 5394 (3 credits, Lecture)

**PHTH 5376—Capstone (Comprehensive Exam/Board Prep)**

Occurring in the final weeks of the curriculum, this course involves a comprehensive review and preparation for taking the National Physical Therapy Examination. Co-requisite: PHTH 5394 (2 credits, Lecture)

**PHTH 5377—Research Proposal**

Application of research concepts and methods in the preparation of a proposal for a faculty-assisted research project including IRB submission and preparation of the proposal for presentation in written and seminar formats. (Elective course. Fall semester.) (3 credits, Seminar)

**PHTH 5378—Research Project**

Continuation of PHTH 5377, this is the undertaking of a faculty-assisted research project, including analysis and preparation of the research results for presentation in paper and poster formats. (Elective course. Spring semester.) (3 credits, Seminar)

**PHTH 5386—Clinical Reasoning VI**

Continuation of Clinical Reasoning V, this course designed to provide opportunities to develop clinical judgment as part of patient management including examination To include debriefing from Clinical Experience III and using case studies to prepare for Clinical Experience IV. Prerequisite: PHTH 5285 (1 credit, Lecture) (4 weeks: Nov-Dec)

**PHTH 5387—Directed Study**

This course could take many paths, including a review of the literature, data collection on an existing research project, producing a patient-education product, or continuing education activities. (Elective course. Fall or Spring semester.) (3 credits, Seminar)

**PHTH 5388—Teaching & Learning**

Students will have an opportunity to prepare and deliver teaching content for the first or second year physical therapy students, under the guidance of one of the PT faculty. (Elective course. Fall or Spring semester.) (3 credits, Lecture/Lab)

**PHTH 5393—Clinical Experience III (Neuro and/or Acute)**

Planned learning experience of clinical education designed to integrate previous didactic knowledge in a full time, supervised 10-week long full-time clinical experience in a physical therapy practice setting. Prerequisite: PHTH 5292 [Pass/Fail] (7 credits, Clinic)

**PHTH 5394—Clinical Experience IV**

Planned learning experience of clinical education designed to integrate previous didactic knowledge in a full time, supervised 8-week long clinical experience in a physical therapy practice setting at an elective clinical site. Prerequisite: PHTH 5393 [Pass/Fail] (5 credits, Clinic)

**PHTH 5396—Service Learning**

Exploration of the physical therapist's role in providing a variety of services to medically underserved communities. (3 credits, Seminar)

**PHTH 5397—Spanish for PTs**

This elective is designed to improve students' communication in clinical situations with Spanish speaking patients and their caregivers. The focus will be on learning conversational skills necessary to take clinical histories, conduct physical examinations and give instructions to Spanish speaking patients and their families. (3 credits, Lecture/Lab)

**RESP (Respiratory Care)****RESP 3113—Equipment and Techniques I Laboratory**

Respiratory care equipment function, maintenance, and use; guided practice prior to clinical experiences. (1 Credit, Laboratory)

**RESP 3115—Basic Assessment and Diagnosis Laboratory**

Cardio-respiratory assessment and diagnostic equipment function, maintenance and use; guided practice prior to clinical experience. (1 Credit, Laboratory)

**RESP 3116—Pharmacology I**

Practical and clinical pharmacology related to inhaled drugs administered by the respiratory therapist. (1 Credit, Lecture) (8 weeks: Aug-Oct)

**RESP 3117—Clinical Practicum I**

Supervised clinical experience in basic respiratory care procedures and practices. (1 Credit, Clinical)

**RESP 3124—Introduction to Clinical Practice**

Review and application of practical and clinical pharmacology and basic cardio-respiratory assessment and an introduction to therapeutic and diagnostic procedures commonly used in respiratory care practice. The course will include clinical observation of therapeutic and diagnostic procedures and discussion of case studies. (Elective course. Spring semester only.) (1 Credit, Lecture) (8 weeks: Jan-Mar)

**RESP 3128—Pulmonary Function Testing**

The Registered Respiratory Therapist (RRT) is expected to understand pulmonary function testing (PFT) methods, perform PFT procedures, interpret PFT result, and analyze data related to pulmonary function lab quality control and quality assurance. This course is designed to prepare students for clinical experience with PFT performance, PFT interpretation, use of PFT results in patient care management, an understanding of quality control/quality assurance methods used in the PFT lab. (1 Credit, Lecture) (10 Weeks: Jan-Apr)

**RESP 3132—Pharmacology II**

A continuation of Pharmacology I. Emphasis will be placed on non-steroidal, anti-asthmatic and anti-infective drugs as well as sedatives, analgesics, neuromuscular blocking agents, and cardiac drugs. (1 Credit, Online)

**RESP 3223—Equipment and Techniques II Laboratory**

Critical respiratory care equipment and function, maintenance and use; guided practice prior to clinical experiences. (2 Credits, Laboratory)

**RESP 3226—Clinical Practicum II**

Continuation of Clinical Practicum I; includes an introduction to critical respiratory care procedures and practice. (2 Credits, Clinical)

**RESP 3231—Clinical Internship I**

Concentrated clinical experiences in critical and non-critical respiratory care procedures and practices. (2 Credits, Clinical)

**RESP 3314—Basic Assessment and Diagnosis**

Basic cardio-respiratory assessment and diagnostic procedures and practice. (3 Credits, Lecture)

**RESP 3322—Equipment and Techniques II**

Cardio-respiratory Care of critically ill patients with emphasis on mechanical ventilation and physiologic monitoring. (3 Credits, Lecture)

**RESP 3327—Neonatal Cardiopulmonary Care**

Study of neonatal respiratory care with emphasis on: physiology, cardiopulmonary disorders, assessment, evaluation, monitoring, and modalities of treatment. The laboratory will focus on neonatal critical care equipment function, maintenance, and use and guided practice prior to clinical experiences. Neonatal Resuscitation Program (NRP) certification required. (2 Credits, Lecture)

**RESP 3411—Cardiopulmonary Anatomy and Physiology**

Emphasis on the respiratory, cardiac, and renal systems. (4 Credits, Lecture)

**RESP 3412—Equipment and Techniques I**

Respiratory Care procedures and equipment; emphasis on basic respiratory care procedures and practice. (4 Credits, Lecture)

**RESP 3421—Cardio-Respiratory Disorders**

Study of common respiratory and cardiac disorders. (4 Credits, Lecture)

**RESP 4131—Patient Care Simulations**

Clinical simulations designed to enhance critical thinking skills in patient assessment, airway management, development of plan of care and management of a critically ill respiratory care patient. (1 Credit, Laboratory)

**RESP 4140—Legal and Ethical Issues in Health Care**

A review of basic legal and ethical principles which serve as a foundation for interprofessional clinical practice. (1 Credit, Lecture/Online)

**RESP 4146—Foundations of Respiratory Care Education**

An overview of the basic concepts and principles in respiratory care education. Emphasizes practical aspects of planning, implementing and evaluating student learning. (1 Credit, Online) (8 weeks: Jan-Mar)

**RESP 4241—Advanced Assessment and Diagnosis**

Advanced cardiopulmonary assessment and diagnostic procedures and practices. (2 Credits, Lecture)

**RESP 4243—Pediatric Cardiopulmonary Care**

Study of pediatric respiratory care with emphasis on: physiology, cardiopulmonary disorders, assessment evaluation, monitoring, and modalities of treatment. The laboratory will focus on pediatric critical care equipment function, maintenance and use and guided practice prior to clinical experiences. Pediatric Advanced Life Support (PALS) certification required. (2 Credits, Lecture)

**RESP 4244—Scholarship Project**

An introduction to the application of scientific research methods. (Variable Credits, Independent Study)

**RESP 4248—Bachelor's Thesis Proposal**

Planning the Bachelor's thesis, practicum, research project or scholarly activity. Pre-requisites include RESP 4330 and 4257. (2 Credits, Independent Study)

**RESP 4250—Integration Project**

Integration of respiratory care course work, focused on a case study. (2 Credits, Independent Study) (8 weeks: Jan-Mar)

**RESP 4255—Respiratory Care Seminar**

Review of respiratory care as it pertains to credentialing examination administered by the National Board for Respiratory Care (NBRC) and other agencies that offer specialty credentials of interest to the respiratory therapist. (2 Credits, Lecture) (8 weeks: Jan-Mar)

**RESP 4257—Literature Review**

Discussion of advanced theory and application of cardio-respiratory care as found in the professional literature. Prerequisite: RESP 4330. (2 Credits, Independent Study)

**RESP 4330—Research and Evaluation**

An introduction to the methods of scientific research and evaluation. *(3 Credits, Lecture)*

**RESP 4342—Critical Care Practices**

Special techniques, case studies and pathological complications associated with the critically ill patient; emphasis on the care of the cardiac and trauma patient. *(3 Credits, Lecture)*

**RESP 4355—Leadership and Management**

Basic concepts, principles, and practices necessary for effective supervision and leadership in a health care environment. *(3 Credits, Lecture) (8 weeks: Jan-Mar)*

**RESP 4356—Clinical Internship II**

Continuation of Clinical Practicum III; includes alternate care site and additional critical care practices and procedures. *(3 Credits, Clinical) (8 weeks: Mar-May)*

**RESP 4445—Clinical Practicum III**

A continuation of Clinical Practicum II; includes neonatal and diagnostic procedures and practices. *(4 Credits, Clinical)*

**RESP 4452—Disease Management**

Introduction to chronic disease management. *(3 Credits, Online) (8 weeks: Jan-Mar)*

**RESP 4653—Bachelor's Thesis**

The Bachelor's thesis is implemented, evaluated, and evidenced-based recommendations are disseminated. Prerequisite: RESP 4248. *(6 Credits, Independent Study)*

**RISP (Radiologic Imaging Sciences)****RISP 2121—Basic Patient Care Lab**

Practice and application of common patient care theories, procedures, and techniques emphasizing the physical and psychological wellness of the patient during diagnostic imaging procedures. *(1 Credit, Laboratory)*

**RISP 2123—Radiographic Procedures I Laboratory**

Laboratory session to accompany Radiographic Procedures I. Guided practice in principles of radiographic positioning. *(1 Credit, Laboratory)*

**RISP 2212—Radiologic Anatomy**

An investigation of human anatomy of the skeletal, gastrointestinal, genitourinary, cardiovascular, and central nervous systems as demonstrated on radiologic images. *(2 Credits, Lecture and Online)*

**RISP 2226—Clinical Practicum I**

Supervised clinical experience emphasizing radiographic procedures of the chest, abdomen, and extremities. *(2 Credits, Clinical)*

**RISP 2322—Radiographic Procedures I**

A study of radiographic positioning of the chest, abdomen, extremities, and vertebral column. *(3 Credits, Online)*

**RISP 2331—Imaging Foundations I**

A study of the fundamental concepts related to electromagnetic radiation and electromagnetic generators and transformers, and basic circuitry of the x-ray unit; to culminate in an understanding of x-ray production, filtration, spectral analysis, interactions and x-ray energy and matter, and fluoroscopy. *(3 Credits, Lecture and Online)*

**RISP 2332—Radiographic Procedures II**

A study of radiographic positioning of the cranium, gastrointestinal structures, and genitourinary structures. *(3 Credits, Online)*

**RISP 2334—Imaging Foundations II**

This is a study of the digital imaging capture system, image characteristics including density/IR exposure, contrast, spatial resolution, distortion and the prime factors that affect them; and an introduction to the specialty certification areas CT, MRI, mammography, sonography, nuclear medicine, therapy, interventional (vascular and cardiovascular) radiography, and fusion imaging. *(4 Credits, Online)*

**RISP 2335—Clinical Practicum II**

Supervised clinical experience emphasizing radiographic procedures of the extremities and vertebral column. *(3 Credits, Clinical)*

**RISP 2421—Basic Patient Care**

A discussion of common patient care theories, procedures, and techniques emphasizing the physical and psychological wellness of the patient during diagnostic imaging procedures. Ethical and legal principles are included. *(4 Credits, Online)*

**RISP 3213—Radiographic Sectional Anatomy**

A study of human sectional anatomy in transverse, longitudinal, and coronal planes with an emphasis on the organs of interest in Computed Tomography and Magnetic Resonance Imaging. *(2 Credits, Online)*

**RISP 3242—Professional Development**

Interactive course focusing on critical job search skills and professional development in healthcare. This course is intended to provide students with the knowledge and skills needed to find and attain a job in the imaging sciences. The course will also serve as guidance for students preparing for the national registry certification, as well as maintaining licensure. *(2 Credits, Online)*

**RISP 3253—Radiographic Procedures III**

A study of alternate radiographic projections, pediatric radiography, geriatric radiography, and trauma radiographic procedures. *(3 Credits, Online)*

**RISP 3351—Special Imaging Procedures**

A study of advanced radiologic procedures of the skeletal, cardiovascular, genitourinary, and gastrointestinal systems emphasizing pharmacology, the use of radiologic contrast media, and the equipment used during these procedures. *(3 Credits, Online)*

**RISP 3352—Radiation Protection and Radiobiology**

A study of the principles and practices of the safe application of radiation and of the responses of biological systems to irradiation. *(3 Credits, Online)*

**RISP 3461—Radiologic Pathology**

A study of disease processes emphasizing major organ-related and multiple system disease from a clinical and radiologic standpoint. *(3 Credits, Online)*

**RISP 3541—Clinical Practicum III**

Supervised clinical experience emphasizing radiographic procedures of the cranium, gastrointestinal system, and genitourinary system. *(4 Credits, Clinical)*

**RISP 3554—Clinical Practicum IV**

Supervised clinical experience emphasizing pediatric and trauma radiographic procedures and the refinement of radiographic skills in orthopedic, gastrointestinal, and genitourinary procedures. *(5 Credits, Clinical)*

**RISP 3663—Clinical Practicum V**

Supervised clinical experience emphasizing geriatric and advanced skeletal, cardiovascular, genitourinary, and gastrointestinal radiographic procedures; an introduction to various imaging modalities; and the demonstration of competency on all required clinical skills. *(5 Credits, Clinical)*

**RISP 4102—Independent Study**

Guided investigation of a topic selected in consultation with the instructor. Open to students of superior ability who seek special research in the field. *(1-3 Credits, Online)*

**RISP 4375—Mammographic Fundamentals**

The study of mammographic fundamentals includes a detailed introduction to equipment and instrumentation, methods for producing quality images, breast anatomy and physiology, and breast pathology. *(3 Credits, Online)*

**RISP 4376—Mammographic Procedures & Techniques**

This course focuses on advanced mammographic imaging, diagnostic procedures, and breast cancer treatments. Emphasis is placed upon current and upcoming technologies, quality control, and patient care during intensive situations. *(3 Credits, Online)*

**RISP 4377—Cardiac Interventional I**

Advanced cardiac angiographic procedures performed using angiographic equipment. This course includes an in-depth study of cardiac imaging equipment, the use of sterile technique and supplies, the study of pharmacology, vascular access, cardiac anatomy and cardiac hemodynamics. *(3 Credits, Online)*

**RISP 4378—Cardiac Interventional II**

Advanced cardiac angiographic procedures performed using angiographic equipment. This course includes an in-depth study of cardiac anatomy, cardiac hemodynamics, diagnostic cardiac catheterization, cardiac interventional procedures, cardiac pathologies, and a brief introduction to electrophysiology. *(3 Credits, Online)*

**RISP 4381—Imaging of Special Populations**

Imaging of special populations can be challenging. This course is designed to review various special populations and discuss imaging techniques for them. *(3 Credits, Online)*

**RISP 4382—Advanced Patient Care**

A study of advanced patient care skills emphasizing the cardiovascular and respiratory systems. *(3 Credits, Online)*

**RISP 4386—Physics of Computed Tomography**

A study of the instrumentation of computed tomography, computed tomographic image formation, and radiation dose and safety concerns. *(3 Credits, Online)*

**RISP 4387—Computed Tomographic Procedures**

A study of computed tomographic procedures of the head, neck, vertebral column, chest, extremities, abdomen, and pelvis. Anatomy, positioning, scanning procedures, post-processing procedures, and patient care are emphasized. *(3 Credits, Online)*

**RISP 4392—Physics of Magnetic Resonance Imaging**

A study of the instrumentation of magnetic resonance imaging, magnetic resonance image formation, and magnetic field safety concerns. *(3 Credits, Online)*

**RISP 4393—Magnetic Resonance Imaging Procedures**

A study of magnetic resonance imaging procedures of the head, neck, vertebral column, chest, extremities, abdomen, and pelvis. Anatomy, positioning, scanning procedures, post-processing procedures, and patient care are emphasized. *(3 Credits, Online)*

**RISP 4394—Current Issues in Health Care**

An emphasis on the critical evaluation of ethical, legal, and economic problems associated with health care delivery. *(3 Credits, Online)*

**RISP 4395—Vascular Interventional I**

Advanced vascular angiographic procedures performed using angiographic equipment. This course includes an in-depth study of vascular imaging equipment, cerebral angiography, abdominal visceral angiography, and upper and lower extremity angiography. *(3 Credits, Online)*

**RISP 4396—Vascular Interventional II**

Advanced vascular angiographic procedures performed using angiographic equipment. This course includes an in-depth study of pulmonary and thoracic angiography, cardiac catheterization, the venous system, and non-vascular special procedures. *(3 Credits, Online)*

**RISP 4579—Cardiac Interventional Practicum**

Supervised clinical experience in cardiovascular interventional imaging. *(5 Credits, Clinical)*

**RISP 4585—Mammography Practicum**

Supervised clinical experience in mammography. *(5 Credits, Clinical)*

**RISP 4588—Computed Tomography (CT) Practicum**

Supervised clinical experience in computed tomography. *(5 Credits, Clinical)*

**RISP 4594—MRI Practicum**

Supervised clinical experience in magnetic resonance imaging. *(5 Credits, Clinical)*

**RISP 4597—Vascular Interventional Practicum**

Supervised clinical experience in vascular interventional imaging. *(5 Credits, Clinical)*

**SURG (Surgical Technology)****SURG 2123—Professional Certifications Seminar**

Preparation for the Certification Examination for the Surgical Technology profession. *(1 Credit, Lecture)*

**SURG 2211—Basic Operating Room Techniques I Laboratory**

Fundamental procedures of perioperative patient care. Guided practice prior to clinical experiences. Must be taken concurrently with SURG 2510: Basic Operating Room Techniques and successful completion is pre-requisite to SURG 2215: Clinical Practicum I. *(2 Credits, Laboratory)*

**SURG 2215—Clinical Practicum I**

Supervised clinical experience in the application of basic patient care procedures, safe practice, and beginning skills of sterilization/disinfection and aseptic technique. Prerequisite: Successful completion of competency evaluation in SURG 2211. *(2 Credits, Clinic)*

**SURG 2221—Pharmacology for the Surgical Technologist**

Introduction to the classification, actions, and uses of drugs. Emphasis on drugs associated with various surgical, obstetrical, and emergency care procedures. Includes calculation of dosages and drug preparation. *(2 Credits, Lecture)*

**SURG 2222—Perioperative Practice**

An overview of surgical technology as a health care profession. Explores standards of care, criteria for professional growth, psychological aspects of the patient including social and cultural dimensions, and the ethical and legal issues surrounding the profession. *(2 Credits, Lecture)*



**SURG 2232—Clinical Practicum III**

Four (4) week clinical course work in all subspecialty areas of the operating room at the advanced level. Prerequisites: SURG 2215, SURG 2425. *(2 Credits, Clinic) (5 weeks: May-June)*

**SURG 2312—Medical Terminology**

Introduction to commonly used medical abbreviations and terminology used in the health care setting. Includes prefixes, suffixes, and root words. *(3 Credits, Lecture)*

**SURG 2313—Surgical Pathophysiology**

Emphasis on the anatomical structures of those body regions in which surgery is most commonly performed and the diseases related to the surgical patient. *(3 Credits, Lecture)*

**SURG 2510—Basic Operating Room Techniques**

Orientation to surgical technology with emphasis on the fundamental principles of basic patient care concepts, asepsis and the surgical environment, and basic case preparation and procedures before, during and after a surgical procedure. Classroom. *(5 Credits, Lecture)*

**SURG 2520—Advanced Operating Room Techniques**

Emphasis placed on specialty surgical procedures and instrumentation. *(5 Credits, Lecture)*

**SURG 2523—Clinical Practicum II**

Supervised clinical experience in the application of basic, intermediate, and advanced surgical procedures, and a continuation of aseptic technique and sterilization/disinfection skills. *(4 Credits, Clinic)*



# ADMINISTRATION AND FACULTY/STAFF

# ADMINISTRATION

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The following abbreviations indicate a faculty member's primary appointment or employment if outside the College: ACH, Arkansas Children's Hospital; ADH, Arkansas Department of Health; ADE, Arkansas Department of Education; AHEC, UAMS Regional Centers; ARC, Arkansas Red Cross; BH, Baptist Health; CARTI, Central Arkansas Radiation Therapy Institute; CAVHS, Central Arkansas Veterans Healthcare System; DHHS, Department of Health and Human Services; JRMC, Jefferson Regional Medical Center; LRAFB, Little Rock Air Force Base; MP, Merck Pharmaceuticals; PR Private Practice; RMH, Rebsamen Memorial Hospital; SI, Syncor International; STJ, St. Joseph Mercy Medical Center; SVIMC, St. Vincent Infirmary Medical Center; and UAMS, University of Arkansas for Medical Sciences.

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