MS in Nutrition Sciences, Clinical Track/ Prior Learning Option
2018-2019

STUDENT HANDBOOK
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INTRODUCTION

DEAN’S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), one of the nation’s leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master’s, and doctoral levels with over 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB’s thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and a Master’s in Biomedical and Health Sciences, which can be completed within eleven months. Our newest programs are Healthcare Simulation and Clinical Pathologist Assistant, and we have many other well-established curriculums.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration, and enjoy being in high demand within the job market. Our first-time student exam pass rate on credentialing exams is an astounding 98 percent.

All of our programs with rankings preside among the nation’s top 25 of the U.S. News and World Report. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in healthcare, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: ‘be a sponge, learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance’. I look forward to seeing you grow in your respective field and watching you become the professional we know you can be.

Harold P. Jones, PhD
Dean, UAB School of Health Professions
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts nationally ranked programs. What began in the 1950’s as a collection of courses in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970’s and 80’s the school’s offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including the consistently nationally ranked program in Nutrition Sciences.

Dr. Harold Jones became the school’s dean in 2001. Through his visionary leadership and guidance, the school is experiencing unparalleled success. Up until that time, the SHRP’s programs were housed in various locations throughout the UAB campus. However, in the spring of 2002, many of the classrooms, laboratories and faculty offices moved to the newly completed School of Health Professions Building (SHPB). This was the first building dedicated to housing health related programs since their original grouping more than 30 years prior.

Today, the school is the School of Health Professions, and is comprised of more than 25 programs – at the baccalaureate, master’s and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation’s top 25
- Research funding is over $14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

STUDENT HANDBOOK 2018-2019
Office for Student Recruitment, Engagement and Success (OSRES)

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB’s mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions’ mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow’s healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Academic Coaching
- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university’s non-academic conduct policies. Subcommittees of SAC include the following:

- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

OSRES - Location: SHPB 230  Telephone: 205-934-4195 or 205-934-4194  Email: shp@uab.edu
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR

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

ACADEMIC HONOR CODE (UAB)

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person’s ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal if the violation is substantiated.

For more information go to: www.uab.edu/students/one-stop/policies/academic-honor-code
**AskIT**

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

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

**Attendance**

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

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.
AWARDS AND HONOR SOCIETIES

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

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.

- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.

- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.

- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.

- Dean’s Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.

- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

BACKGROUND CHECK

SHP students are required by policy, to undergo a background check using the school’s approved vendor, CastleBranch www.castlebranch.com, at the time of program admission, and again, prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

BLAZERID / BLAZERNET / EMAIL

BLAZERID: All students receive a unique identifier, the BlazerID, established at: www.uab.edu/blazerid. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one’s BlazerID, select “Activate Accounts.”
BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

Email: uab.edu Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft Office 365, a cloud based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

Blazer Express

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to www.uab.edu/blazerexpress/.

Bookstore

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stock UAB memorabilia and college wear in addition to all required textbooks and course material.

UAB Barnes and Noble Bookstore
Location: 1400 University Blvd, 35233
Hours: M – F 9:00 a.m. – 5:00 pm.; Sat 7:00 a.m. – 6:30 p.m.; Sun --Closed
Telephone: (205) 996-2665 Website: http://uab.bncollege.com

Campus OneCard

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at www.uab.edu/onecard.

Campus Map

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

Canvas Learning Management System

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

The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health and Wellness Center at 1714 9th Ave. South. For more information, call 205-934-5816 or www.uab.edu/studenthealth/counseling

STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students’ behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. The UAB student conduct code may be accessed online: http://www.uab.edu/students/sarc/services/student-conduct-code

DISABILITY SUPPORT SERVICES (DSS)

“DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations.”

“DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship.”

To apply for accommodations contact DSS. **Note: You must have your Blazer ID and password.**

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: dss@uab.edu Website: www.uab.edu/students/disability/

DRUG SCREENING

By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch www.castlebranch.com, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building.

For more information visit: http://www.uab.edu/shp/home/about-shp/student-services
EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

UAB Police: Dial 911 from a campus phone or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165
- University home web page: www.uab.edu
- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Twitter@UABALERT: www.twitter.com/uabalert
- facebook.com/UABALERT
- Cell phone messages and SMS text – register for B-ALERT notices via www.uab.edu/balert

DIVERSITY, EQUITY AND INCLUSION (DEI)

The mission of DEI is to “… champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel.” Inspired by “… what we value, what we learn from research and what we teach and share with the world.” DEI’s goal is “… to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day.” Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: http://www.uab.edu/dei/

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites: https://sa.uab.edu/enrollmentservices/ferpa/. If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office for Student Recruitment, Engagement and Success.

FINANCIAL AID

Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website www.uab.edu/students/paying-for-UAB.

FOOD SERVICES

Dining facilities available on campus, closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

Vending machines are located in the basement of the Learning Resource Center and on the 6th floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at www.uab.edu/dining.
GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master’s specialist programs, and master’s level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at www.uab.edu/graduate/.

GRADUATION

All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to www.uab.edu/commencement/degree-applications. SHP holds a special commencement ceremony for graduates in the professional masters programs in the spring and fall semesters. The SHP ceremonies are scheduled on the Friday afternoon prior to the university commencement ceremonies being held the next morning on Saturday. The University holds commencement every semester. Check the commencement website for the most current information: http://www.uab.edu/commencement/

STUDENT HEALTH AND WELLNESS

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3581.

MEDICAL CLEARANCE

SHP students are required to receive medical clearance at the time of program admission. UAB Student Health and Wellness utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health and Wellness website: www.uab.edu/students/health/medical-clearance/immunizations.

HIPAA TRAINING

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at www.uab.edu/learningsystem. Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website www.uab.edu/irb
INTELLECTUAL PROPERTY

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx.

LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at www.uab.edu/women/resources/campus-lactation-centers.

LIBRARIES AND LEARNING RESOURCE CENTER

UAB’s libraries house excellent collections of books, periodicals, microforms, and other media. have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation.

Learning Resource Center (LRC)
The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs. Web: http://www.uab.edu/lrc/

Located: 1714 9th Avenue S. Phone: (205) 934-5146 Email: shplrc@uab.edu

Hours: Monday – Thursday 7:00 am – 8 pm; Friday 7 am – 5:30 pm; closed weekends

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

Location: 1700 University Boulevard Phone: (205) 934-2230
Website: www.uab.edu/lister/

Mervyn H. Sterne Library
A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13th Street South Website: www.mhsl.uab.edu
Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)
**OneStop Student Services**

If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787. onestop@uab.edu. Additional information is available at www.uab.edu/onestop.

**Parking**

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at www.uab.edu/parking.

**Patient Care Partnership**

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) (www.aha.org) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.


**Plagiarism and TurnItIn**

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

**Recreation Center**

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at www.uab.edu/campusrecreation.
**Scholarships: Blazer Scholarship Management and Resource Tool (B-SMART)**

The OSRES manages the School of Health Professions’ scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP.

OSRES manages the following:

*National Alumni Society Dean’s Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

*Carol E. Medders Endowed Scholarship* – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

*Matthew F. McNulty Jr. Health Services Emergency Loan* – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need.

*SHP Dean’s Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

*Sandra Dunning Huechtker Endowed Memorial Award* – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

You must visit B-SMART [http://www.uab.edu/students/paying-for-college/](http://www.uab.edu/students/paying-for-college/) to apply.

Many programs in SHP also have scholarships available to currently enrolled students. Please see the program section of this handbook for that information.
SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School’s official sites are the following:

- Twitter: https://twitter.com/uab_shp
- Vimeo: http://vimeo.com/uabshp
- Facebook: www.facebook.com/UABSHP
- LinkedIn: www.linkedin.com/groups?gid=3596638
- YouTube: www.youtube.com/uabshp
- Website: www.uab.edu/shp

The School’s Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for others.

**Professional Use** - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy¹, the authorized employee may post on a social network profile: the University’s name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

**General Use** - The following guidelines are strongly suggested:

1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.

2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.

3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.

4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.

5. Do not post any confidential or sensitive information online.

6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.

7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.

8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.
TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses.

SHP programs have specific fees attached to programs, courses or laboratories. These fees are addressed in the program section of this handbook. Current standard tuition and fees for the School are posted at www.uab.edu/shp/home/admissions-tuition/tuition.

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at www.uab.edu/whentopay/. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at www.uab.edu/emergency/preparedness. Other information sources include:

- Webpage: www.uab.edu/emergency
- Hotline: (205)-934-2165
- B-ALERT system: www.uab.edu/balert
- WBHM Radio (90.3 FM)

WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the handbook for additional information.

Check the Academic Calendar for deadlines: https://www.uab.edu/students/academics/academic-calendar
SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN
www.uab.edu/shp/home/images/PDF/SHP_Background_and_Drug_Screen_Policy05_2012.pdf

GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS
www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

IMPAIRMENT AND SUBSTANCE ABUSE
www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf

PLAGIARISM
www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf

Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

UAB POLICIES

CLASSROOM BEHAVIORS

ATTENDANCE / ABSENCE (UNDERGRADUATE)
http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext

HEALTH

AIDS AND HIV INFECTION
www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx

BODY FLUID EXPOSURE
www.uab.edu/humanresources/home/employeehealth/reportingexposures

IMMUNIZATIONS
www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx
SUBSTANCE USE/ABUSE

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION
www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx

DRUG FREE CAMPUS (GENERAL POLICY)
www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx
Drug-free Campus Policy for Students (Attachments)
Attachment A - www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx
Attachment B - www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx
Attachment B.1 - www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx
Attachment C - www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx

NONSMOKING
www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx

TECHNOLOGY GUIDELINES

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)
www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx

COMPUTER SOFTWARE COPYING AND USE
www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx

INCLUSIVENESS

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT
www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx

RESEARCH AND SCHOLARLY ACTIVITIES

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES
www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx

PATENT (INTELLECTUAL PROPERTY)
www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS
www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at www.uab.edu/policies/Pages/default.aspx.
A. The Department of Nutrition Sciences

The University of Alabama at Birmingham (UAB) has a heritage of over 75 years of involvement in nutrition, pioneered by Drs. James McLester, Tom Spies, and Charles Butterworth and their interest in the use of vitamins for the treatment and prevention of disease. Recognized as one of the top nutrition programs in the United States, the Department of Nutrition Sciences (DNS) has had national impact on the health care practices of Americans through its federally supported research, leadership in providing multi-professional nutrition support services, exceptional training programs for physicians and other health professionals, and for the public service activities provided nationwide.

Most of the larger nutrition programs in the U.S. are fragmented both physically and programmatically among different campuses and schools. In contrast, DNS at UAB (with more than 100 students, staff, and faculty) is a joint department of three Schools (Medicine, Dentistry, and Health Professions) and, thus, is a single, multi-professional department that is highly integrated into and centrally located within the Academic Health Center. This integration of DNS into multiple schools on campus provides an ideal academic setting for our programs, which encompass well-funded basic and clinical research, extensive inpatient and ambulatory nutrition support services, and one of the most comprehensive health professions nutrition education programs in the world.

The DNS has long-standing research programs in nutrient metabolism, cancer, obesity, and energy metabolism and regulation, which encompass both clinical and human nutrition as well as basic molecular nutrition. The program leading to the Master of Science in Nutrition Sciences, Research Track degree is designed to provide students with coursework and research experiences that emphasize the science of nutrition in maintaining the health of individuals and populations. Areas of emphasis may include molecular and basic nutrition investigations, studies of body composition, obesity and energy metabolism, cancer, osteoporosis, genetics, community nutrition, and disease prevention.

For a complete narration of the history of the Department of Nutrition Sciences, please visit http://www.uab.edu/shp/nutrition/about-the-department/history.

DNS Faculty

The diversity inherent to the field of nutrition is reflected in our faculty and our students.

For a full list of our faculty, please visit our webpage:

http://www.uab.edu/shp/nutrition/about-the-department/faculty-and-staff
Facilities for Research in the Department of Nutrition Sciences

Susan Mott Webb Nutrition Sciences Building

Constructed in 1983, the six-story Susan Mott Webb Nutrition Sciences Building provides dedicated laboratories, animal facilities, offices and class and conference rooms that are used regularly by our faculty and students. The Susan Mott Webb Nutrition Sciences Building is located within the Academic Health Center and is in easy walking distance to all other major campus facilities. This assures easy access to the 2,000-bed University Hospital complex, which constitutes one of the major medical facilities in the eastern United States. In addition to access to this large patient population, DNS benefits from the on campus presence of and collaboration with outstanding regional and national institutes and centers. DNS is also close to the Southern Research Institute and Baptist Medical Center, two additional collaborating institutions.

Our research laboratories provide all of the major equipment needed for basic, animal, and clinical nutrition research in human and animal samples. Notably, DNS operates one of the most complete Energy Metabolism/Body Composition Research Laboratories in the country. This Laboratory contains indirect hood calorimeters, a whole-room indirect calorimeter, a facility for hydrodensitometry, a dual energy X-ray absorptiometry (DEXA), a bioelectrical impedance analysis (BIA), exercise testing equipment, and a mass spectrometer equipped with a gas chromatograph for stable isotope analyses.

DNS is unique in housing two prestigious NIH-funded centers that include the Nutrition and Obesity Research Center (NORC) and the Diabetes Research Center (DRC). These Centers are directly involved in our student training and research experiences, also providing accessibility to core facilities and educational opportunities. Further information about the NORC can be found at http://www.norc.uab.edu/, and about the DRC at http://www.uab.edu/shp/drc/

Centers for Research at UAB

Because of UAB’s high quality research environment, many specialized research Centers of Excellence have been established. A partial listing includes the Cardiovascular Research and Training Center, Center for Aging, Center for Interdisciplinary Research in Immunological Diseases, Center for Research in Oral Biology, Comprehensive Cancer Center, Diabetes Research and Training Center, Multipurpose Arthritis and Musculoskeletal Diseases Center, Center for AIDS Research, Cystic Fibrosis Research Center, Neurobiology Research Center, Nephrology Research and Training Center and many others. Most of these specialized centers are actively involved in the diversity of training activities for students.
LIBRARY RESOURCES

UAB maintains two major libraries, the Mervyn H. Sterne Library and the Lister Hill Library of the Health Sciences.

The Mervyn H. Sterne Library is one of the leading biomedical libraries in the South, and the largest in Alabama. It serves as a Resource Library in the National Network of Libraries of Medicine for the Southeast/Atlantic region. Its collections span seven centuries of knowledge. The holdings include 10,000 old and rare books, 2855 current journal subscriptions, and 324,000 volumes of books and bound journals.

The Lister Hill Library, which serves the Academic Health Center, is located directly across the street from the Susan Mott Webb Nutrition Sciences Building. In addition to providing traditional library services, the Lister Hill Library also offers a wide variety of on-line capabilities, thereby allowing instant access to the library’s catalog of holdings and numerous electronic databases. More information about the UAB Library Resources may be found here, http://library.uab.edu/.

RESEARCH AND TRAINING FACILITIES

Student access to most UAB resources is readily available, either directly to students or through their Research Advisor or Thesis Committee members. Certain centers on campus, such as the Comprehensive Cancer Center, have a broad spectrum of diagnostic and analytical services available to the UAB faculty at-large. Both NIH-funded centers housed in DNS (the NORC and DRC) provide opportunities for research experiences and resources through their cores, as well as educational and training events.
B. MASTER OF SCIENCE (MS) IN NUTRITION SCIENCES, CLINICAL TRACK/PRIOR LEARNING OPTION

The DNS is housed in the School of Health Professions (SHP). The Clinical Track/Prior Learning Option is one of five Master of Science in Nutrition Sciences Tracks offered in the DNS.

MS in Nutrition Sciences Program, UAB Department of Nutrition Sciences

The graduate level courses included in all Tracks of the Master of Science in Nutrition Sciences Program are accredited by the Southern Association of Colleges and Schools Commission on Colleges. The University of Alabama at Birmingham is accredited by the SACSCOC to award baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Alabama at Birmingham.
C. PROGRAM ADMISSION REQUIREMENTS

Applicants should have a Verification Statement from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics demonstrating successful completion of 1,200 hours of supervised practice from a supervised practice program. Additional items required to meet the UAB Graduate School and DNS admission standards include the following:

- Non-refundable application fee;
- Three letters of recommendation that speak to the applicant’s aptitude and abilities;
- Official transcripts from all colleges and universities attended;
- Letter of application that addresses the following:
  1. Why did you choose to apply to our program?
  2. In what ways have your previous experiences prepared you for graduate study in our program?
  3. What do you believe your greatest challenge will be if you are accepted into this program?
  4. How will you be able to make a contribution to the field by earning this degree?
- Results of the Test of English as a Foreign Language (TOEFL) exam (required only for applicants whose native language is not English, regardless of having a degree from an American university)

Students who have a degree from a foreign university must have all foreign transcripts evaluated and "translated" into an American system by an external company, such as World Education Services International Credential Evaluation (WES) and Educational Credential Evaluators (ECE), which can be accessed through their websites [http://www.wes.org/](http://www.wes.org/) or [https://www.ece.org/](https://www.ece.org/), respectively.

ADMISSION DECISIONS

Applications for the MS in Nutrition Sciences, Clinical Track/ Prior Learning Option are evaluated by a departmental committee. Recommendations from the Committee are given to the MS in Nutrition Sciences Program Director, who makes recommendations to the UAB Graduate School for admission into the program. Students recommended for admission will receive a letter from the Dean of the UAB Graduate School. A notification of acceptance is also sent by email from the MS in Nutrition Sciences Program Director to the email address provided in the student’s application.
D. IMPORTANT RESOURCES AND STEPS TOWARD EARNING A MS IN NUTRITION SCIENCES DEGREE

The UAB Graduate Catalog as well as the UAB Policies and Procedures are important resources for you throughout your program of study.

The following is an overview of the main steps required to earn the MS in Nutrition Sciences, Clinical Track/ Prior Learning Option degree:

1. Maintenance of good academic standing;
2. Completion of 30 semester hours of graduate work, as recommended by the MS Program Director and the student’s Academic Advisor;
3. Application for Degree - See www.uab.edu/graduate/deadline-dates for the deadline each semester; and
4. Conferring of degree.

THE GRADUATE CATALOG

The Graduate Catalog outlines all of the policies and procedures pertaining to academic performance, degree progress, academic and non-academic conduct, and student responsibilities. You are expected to be familiar with these policies and to abide by them. The Graduate Catalog can be found here: http://catalog.uab.edu/graduate/

This handbook is intended as an additional resource to the UAB Graduate Catalog. The handbook provides program specific guidance for progress toward your MS in Nutrition Sciences Research Track degree.

UAB POLICIES AND PROCEDURES

In addition to Graduate School policies, you are responsible for knowing and abiding by all UAB Policies and Procedures. These are located in the UAB Policies and Procedures Library, found here: http://www.uab.edu/policies/Pages/default.aspx

THE GRADUATE SCHOOL PROFESSIONAL DEVELOPMENT PROGRAM

Through its Professional Development Program, the Graduate School offers courses, workshops and seminars designed to help graduate students develop communication and other career-enhancing skills. Current offerings include credit-bearing courses and workshops, as well as free seminars in writing, funding, presentations, and teaching at the college level. We encourage you to take advantage of these opportunities. More information and schedules are available at the Professional Development Program Website (www.uab.edu/pdp).
E. PROGRAM DESCRIPTION AND COURSEWORK

The UAB Graduate School designates the Clinical Track/ Prior Learning Option as a Plan II program, which is the designation assigned to non-thesis program. Some Plan II programs require students to pass a comprehensive examination towards earning their degree. The Clinical Track/Prior Learning Option does not require a comprehensive examination as a degree requirement.

The MS in Nutrition Sciences, Clinical Track/Prior Learning Option requires the completion of 30 semester hours of graduate work, comprised of 14 semester hours of Core Courses and 16 Clinical Track/ Prior Learning Option courses, in good academic standing.

The Core Completion Requirements are required courses that provide the basic knowledge expected of all students in the MS in Nutrition Sciences program. The seminar course (NTR 690) is designed to broaden your knowledge within and outside of your interest areas, and to provide the opportunity for you to practice critically evaluating scientific research. Clinical Track courses (NTR 500, NTR 601, NTR 604, NTR 611) are designed to enhance skills specific to Registered Dietitian Nutritionists. All required coursework is offered entirely online.

Elective program options, including completion of a traineeship, research experience, or elective coursework, have in-person commitments.

MS in Nutrition Sciences Core Completion Requirements

Listed below are the courses required of the program, along with the semester when the courses are currently offered. The term taught may change based on the needs of the department.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 618</td>
<td>Nutritional Biochemistry</td>
<td>6</td>
<td>Summer</td>
</tr>
<tr>
<td>NTR 621</td>
<td>Applied Statistics to Nutrition Sciences I*</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>NTR 637</td>
<td>Applied Research in Nutrition Sciences*</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>NTR 690</td>
<td>Seminar</td>
<td>2</td>
<td>Fall</td>
</tr>
</tbody>
</table>

Total semester hours for Core Courses: 14

*NTR 621 is a pre-requisite for NTR 637

Beyond the Core Completion Requirements, there are 16 semester credit hours that are specific to the Clinical Track/ Prior Learning Option, as listed below.

Clinical Track/ Prior Learning Option Course Requirements (required in addition to Core Courses)

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 500</td>
<td>Communications in Nutrition</td>
<td>1</td>
<td>Summer</td>
</tr>
<tr>
<td>NTR 601</td>
<td>Advanced Medical Nutrition</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>NTR 604</td>
<td>Principles and Practice of Nutrition Support</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>NTR 611</td>
<td>Advanced Food System and Resource Management</td>
<td>3</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>Approved Electives</td>
<td>6</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

Total semester hours for CT/PL Courses: 16

25
The Clinical Track/ Prior Learning Option is designed to be completed in three consecutive semesters for students' enrolled full time, as illustrated below. Your plan of study may differ from that proposed based on whether you are enrolled full or part time, both are allowable options. The maximum amount of time allowed by UAB Graduate School to complete a MS degree is five years.

**Clinical Track/ Prior Learning Option Suggested Course Sequence**

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Spring Year 1</th>
<th>Summer Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prefix</strong></td>
<td><strong>Credit hours</strong></td>
<td><strong>Prefix</strong></td>
</tr>
<tr>
<td>NTR 604</td>
<td>3</td>
<td>NTR 601</td>
</tr>
<tr>
<td>NTR 621</td>
<td>3</td>
<td>NTR 637*</td>
</tr>
<tr>
<td>NTR 690</td>
<td>2</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Approved electives are listed below. Other courses may be approved as electives by the MS in Nutrition Sciences Program Director.

**Approved Electives**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
<th>Years Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 609</td>
<td>Applied Nutrition for Physical Activity and Disease Prevention</td>
<td>3</td>
<td>Fall</td>
<td>Every</td>
</tr>
<tr>
<td>NTR 631</td>
<td>Community Interventions for Healthy Lifestyles</td>
<td>3</td>
<td>Spring</td>
<td>Every</td>
</tr>
<tr>
<td>NTR 632</td>
<td>Nutrition Counseling and Education</td>
<td>4</td>
<td>Fall</td>
<td>Every</td>
</tr>
<tr>
<td>NTR 691-697</td>
<td>Clinical Practicum**</td>
<td>3-6</td>
<td>Fall</td>
<td>Every</td>
</tr>
<tr>
<td>NTR 698</td>
<td>Masters Level Non-Thesis Research***</td>
<td>1-6</td>
<td>Every</td>
<td>Every</td>
</tr>
<tr>
<td>NTR 755</td>
<td>Teaching Practicum****</td>
<td>3</td>
<td>Every</td>
<td>Every</td>
</tr>
<tr>
<td>NTR 769</td>
<td>Race, Nutrition and Health</td>
<td>3</td>
<td>Spring</td>
<td>Even</td>
</tr>
<tr>
<td>NTR 779</td>
<td>Obesity in the 21st Century</td>
<td>3</td>
<td>Spring</td>
<td>Odd</td>
</tr>
</tbody>
</table>

The DNS Education Mission regularly reviews the curriculum and program. Generally, the addition of new courses or changes to current curriculum are directed by job market demands and research advancements in nutrition science.

**NTR 691-697 are available for students who are completing a traineeship and are available face-to-face only. Please see additional information on traineeships on the next page.**

***Clinical Track/ Prior Learning Option students have the option to complete thesis research, though this will require additional face-to-face coursework and will extend the time to complete the degree.***

****NTR 755 may only be taken following the completion of the UAB Graduate School’s Center for Integration of Research, Teaching, and Learning (CIRTL) teaching certificate. More information may be found, [http://www.uab.edu/cirtl/teaching-certificates](http://www.uab.edu/cirtl/teaching-certificates).
**Traineeship Descriptions**

Although not a requirement of the MS in Nutrition Sciences, Clinical Track/ Prior Learning Option, clinical practicum courses (traineeships) are available for individual pursuit of specialized training in the areas of pediatric nutrition, weight management, and clinical research. The clinical practicum courses and training are face-to-face. The traineeships are awarded on a competitive basis through the specific traineeship, as described below. If you are interested in learning more about a particular traineeship, then please contact the Contact for that traineeship directly:

**General Pediatric and Adolescent Nutrition Traineeship**

The Pediatric/Adolescent Nutrition Traineeship is offered to individuals working on a Master’s degree in Nutrition, Public Health or related fields. Areas of emphasis include general pediatric nutrition, eating disorders, nutrition clinic, complex interdisciplinary assessments and public health emphasis. Applicants must be a RDN or RDN eligible. Applicants are evaluated based upon the established guidelines and in agreement with the principles outlined in the project’s goals and objectives. Up to two traineeships are available each year.

Length of Traineeship: 10 months. Requires 20 hours/week work commitment plus 4 credit hour graduate course

Stipend: Monthly stipend plus some tuition support

Contact: Krista Casazza PhD, RDN
UAB Department of Pediatrics
Division of Adolescent Medicine
1600 7th Ave South, CPPI 310
Birmingham, Alabama 35233
kcasazza@peds.uab
PEDIATRIC PULMONARY CENTER TRAINEESHIP

Pediatric Pulmonary Center, (PPC), Department of Pediatrics, School of Medicine, UAB

Purpose: To develop leaders who will promote comprehensive, coordinated, family centered care to improve the health of children and youth with respiratory conditions including Cystic Fibrosis, Bronchopulmonary Dysplasia, Asthma, Sleep Disorders, and Home Ventilator Program. The PPC, LEND, MCH Nutrition, and LEAH are all programs that are funded by the Maternal Child Health Bureau. Our goal is to provide interdisciplinary MCH leadership to trainees and fellows. www.al.mchtraining.net

Length of Traineeship: Interdisciplinary long term traineeships are typically 12 month appointments and consist of at least 300 hours of clinical and didactic experiences. The traineeship begins in August and ends the following July.

Stipend: Monthly stipend plus tuition and National Conference registration support.

Contact: Valerie Eubanks Tarn
evetarn@peds.uab.edu / 205-638-7104

Applications for the PPC nutrition traineeship can be found on the website, https://www.uab.edu/medicine/peds/ppc/ppc-pro-ed-training

GRADUATE PEDIATRIC CLINICAL NUTRITION TRAINING PROGRAM

The pediatric assistantship is designed to provide a broad knowledge base, skills and professional resources to practice in pediatric acute, critical and ambulatory care settings. Children’s of Alabama in conjunction with a graduate nutrition program offers two 9-month clinical pediatric nutrition assistantships. The assistantship includes weekly rotations with the department’s staff of registered dietitians, lactation consultants and dietetic technicians offering the nutrition resident an exposure to a wide range of experiences in management of disease states in both the inpatient and outpatient settings. Research is required as part of the assistantship. The nutrition resident must successfully pass the CDR exam for registered dietitians within 2 months of beginning the assistantship.

Length of Traineeship: 9 months. Requires 20 hours/week of clinical experience, complete 3 hours of graduate credit in a research clinical practicum course

Stipend: Please contact traineeship coordinator regarding stipend.

Contact: Michelle Jeffcoat, MS, RDN
Traineeship Coordinator
Dept. of Clinical Nutrition and Lactation Services, Children's of Alabama
1600 7th Ave. South, Birmingham, AL 35233
205-638-9594
michelle.jeffcoat@childrensal.org
F. COURSE REGISTRATION AND ACADEMIC PERFORMANCE

REGISTRATION

Students must register for all courses for which they wish to earn graduate credit. The UAB class schedule is accessible via BlazerNET located at http://www.uab.edu/blazernet. The class schedule lists the courses offered each semester and provides full details on prerequisites, registration dates, and procedures. You are able to register for courses and adjust your schedule by adding and dropping courses through the end of the drop/add period which is denoted on the academic calendar.

To be enrolled as a full-time graduate student, you must register for at least 9 semester hours in the fall, spring, and summer semesters. To be classified as a half-time graduate student, you must register for at least 5 semester credit hours in the fall, spring, and summer semesters. Degree-seeking students who wish to receive financial aid must be enrolled at least half-time.

Policies about Tuition and Fees, Student Accounts Payment Deadlines, Payment Processes, Withdrawal from Courses, Leave of Academic Absence, Withdrawal from the UAB Graduate School and Exceptions to Policies can be found in The Graduate Catalog (http://catalog.uab.edu/graduate/).

ACADEMIC PROGRESS

Students are expected to complete the MS degree within 5 years of beginning the program. Masters courses taken more than 5 years before graduation will not be applied toward a degree without the approval of the MS in Nutrition Sciences Program Director and Dean of the UAB Graduate School. Throughout the graduate program of study, the student’s status in the program is critically evaluated in terms of the progress and quality of academic and research productivity.

Grading and Grade Point Average (GPA)

The grade of A indicates superior performance, B is adequate performance, and C is performance only minimally adequate for a graduate student. Any graduate student completing a course at the 500 level or above with a performance below the C level will receive a grade of F; the Graduate School does not use the grade of D. A grade of C is accepted in a given course to receive a passing grade, however a B average overall is required to maintain good academic standing in the program.

Four (4.0) quality points are awarded for each semester hour in which an A is earned, three (3.0) for a B, and two (2.0) for a C. No quality points are awarded for a grade of F. Your GPA is determined by dividing the total quality points awarded by your semester hours attempted at the graduate level. You can review your degree progress online through the Graduate Planning System (GPS). You are able to view your satisfied requirements, those not yet satisfied for your degree, along with the GPA calculator. You can learn more about use of GPS here http://www.uab.edu/students/academics/gps or via your BlazerNET page.

For courses designated as pass/not pass, a grade of P (passing) signifies satisfactory work. A grade of NP (not passing) indicates unsatisfactory work although there is no penalty assessed with respect to GPA.
**Academic Standing**

It is critically important that you understand the Graduate School’s academic standing policy, which also serves as the program policy for the Clinical Track/ Prior Learning Option. It is also important that you are aware of your academic standing at all times. For you to maintain good academic standing in the Graduate School and MS program, you must maintain a cumulative grade point average GPA of at least 3.0 (B average) and an overall satisfactory performance on pass/not pass courses. Satisfactory performance on pass/not pass courses is defined as earning at least as many hours of P as of NP grades.

If you do not meet the criteria to maintain good academic standing at the end of any semester then you will be placed on academic probation. Students on academic probation must re-establish good academic standing within the next two semesters while enrolled at UAB. Academic dismissal from the UAB Graduate School will occur if you do not re-establish good academic standing at the end of the second term of enrollment while on academic probation.

The rules stated above govern academic probation and dismissal, administered by the Graduate School. Individual graduate programs may establish and administer program probation and dismissal governed by more stringent requirements. In general, a student’s retention in a specific graduate program is contingent on the faculty’s belief that the student is likely to complete the program successfully. If the faculty ceases to hold this belief at any point, the student may be dismissed from the program. It is a graduate student’s responsibility to be aware of and abide by program academic standing requirements in addition to the general academic standing policy in the Graduate School. Program probation and dismissal policies preempt the Graduate School policies.

**Temporary Grade Notation – No Grade Reported**

If an instructor does not submit a grade at the end of a semester, a temporary grade of “N” (no grade reported) will be recorded. A grade of N had no impact on your GPA. However, if no permanent grade is been reported by the end of the following semester, an F will automatically be entered in your academic record for the course.

**Temporary Grade Notation – Incomplete**

The temporary notation of “I” (incomplete) may be reported at the discretion of the instructor to indicate that you have performed satisfactorily in the course but, due to unforeseen circumstances, you’ve been unable to finish all course requirements. This notation is used only if there is reasonable certainty that the requirements will be completed during the following semester. This is because, at the end of the next semester, the incomplete automatically changes to an F if it has not been replaced with a letter grade. In highly unusual circumstances, you may request an extension of time to complete the requirements. This request must be submitted in writing in advance of the time when the grade automatically changes to an F because the approval of the instructor, graduate program director, and the Graduate School are all required. An incomplete is never given to enable a student to raise a deficient grade.

Policies about *Repeated Courses, Grade Replacement, Grade Changes,* and *Time Limitations* can be found in The Graduate Catalog ([http://catalog.uab.edu/graduate/](http://catalog.uab.edu/graduate/)).
G. COMPLETION OF A DEGREE

FACULTY ADVISOR

Immediately after a degree-seeking student enters the UAB Graduate School, a member of the faculty of the DNS is assigned to serve as the student’s Academic Advisor. Because traditionally, graduate study is highly flexible and individualized, it is important that the graduate student take ownership and responsibility for their own Plan of Study. It is expected that the student will keep their academic advisor appraised of their academic progress towards their degree on a regular basis. The student is expected to work with their Academic Advisor to establish and make revisions to their academic Plan of Study, and to inquire about courses and any additional training requirements of the graduate program.

APPLICATION FOR DEGREE

Candidates for a degree must notify their Program Director and the UAB Graduate School of their intent to graduate by submitting the Application for Degree/Certificate by the appropriate deadline. The application is accessible through BlazerNET by clicking Links/Forms and selecting Apply for Graduate Degree/Certificate.

Upon receipt of the Application for Degree/Certificate, both the MS in Nutrition Sciences program and the Graduate School will audit the students’ requirements to ensure the degree can be awarded. UAB’s Graduation Planning System (GPS) contains a personalized degree audit which includes all courses required to earn the degree and will display completed, in-progress, and outstanding requirements. GPS is accessible through BlazerNET by clicking the GPS button in the menu on the right side of the page.

Master’s students must be registered for at least one (1) credit hour during their term of graduation. If degree candidates are covered by the student health insurance policy, hold an assistantship, or have student loans, it may be necessary to register for a prescribed minimum number of credit hours to retain these benefits. Students should check with the appropriate office(s) if retention of these benefits is a concern.

AWARD OF DEGREE

Upon approval by the Graduate School Dean and payment of any outstanding financial obligations to the university, the President confers students’ degrees by authority of the Board of Trustees. UAB does not determine the official degree type awarded as this is governed by the Alabama Commission on Higher Education and the Board of Trustees after receiving a program proposal. Students’ majors will be reflected on their transcript. For more information, please visit the UAB Graduate Catalog.
H. Academic Misconduct

Academic misconduct is considered an offense at UAB. You are encouraged to review the School of Health Profession's policy, http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf

DNS Academic Ethics & Misconduct Statement

DNS recognizes and strongly endorses the principles of integrity and ethical behavior as they apply to the behavior of its faculty, staff, and students who are engaged in research, scholarship, teaching, and service activities. Ethical and professional behaviors are key parts of your education in our Department and we are committed to promoting professionalism in all aspects of your training. Therefore, procedures for managing academic and professional conduct will be followed. Examples of misconduct include abetting, cheating, plagiarism, fabrication, and misrepresentation. For the definition of these terms, please refer to UAB Graduate School’s Academic Ethics and Conduct information in the link provided, http://catalog.uab.edu/graduate/academicprogress/#academicethicsandmisconducttext.

A key component of academic and scientific integrity is the proper attribution and acknowledgement of the contributions of others to the acquisition of new knowledge. In an effort to promote responsible conduct of research and academic integrity, DNS has developed the following statement and procedures concerning plagiarism:

Plagiarism, as defined by UAB Graduate School is “claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, copying other’s ideas”. DNS is particularly concerned with the education of our students, which includes ethics, honor codes, and the responsible conduct of research in science. From this perspective, the following procedures have been identified to address the University and School Policy on Plagiarism.

All papers submitted for grading in any School of Health Professions programs may be reviewed using various plagiarism monitoring methods, such as the software Turitin.com.
I. ADDITIONAL INFORMATION

Please contact us for additional information about the graduate programs in the Department of Nutrition Sciences.

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