POLICIES AND PROCEDURES

STUDENT HANDBOOK

MS in Nutrition Sciences,
Dietitian Education Program

(A Coordinated Program)
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Introduction

Welcome to the UAB MS in Nutrition Sciences, Dietitian Education Program. The faculty and staff of the University of Alabama Dietitian Education Program join in welcoming you. We are very pleased that you have selected the Dietitian Education Program (DEP) in the Department of Nutrition Science to pursue your professional education and training. The Student Handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are a student enrolled in the DEP. The DEP Handbook is not intended to be all-inclusive, but rather, to be used as a supplement to the UAB Graduate Handbook. Each student is required to review this handbook thoroughly and to retain it as a source of ready reference. At the end of this document are two signature pages, which you must sign and return to the program director, indicating that you have read and agree to the policies outlined. These policies and procedures provide a basis and a rationale for the fair and equitable treatment of all program participants. The handbook outlines accepted policy, based on our program’s compliance with the 2017 Academy of Nutrition and Dietetics’ Standards of Education and provides the framework within which the program director, University faculty and staff, and students can work together effectively.

MS in Nutrition Sciences, Dietitian Education Program

The MS in Nutrition Sciences, Dietitian Education Program is a coordinated program that is five semesters in length. If you have chosen the Lifestyle Management and Disease Prevention DEP Certificate pathway, the total length of the program is four semesters. After successfully completing the program you will receive a Master of Science degree in Nutrition Science and a Verification Certificate that enables graduates to take the national Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).

Program Mission
DEP’s mission is to prepare graduates who are highly trained entry-level dietitians through utilizing community partnerships, the application of research, and acquisition of knowledge, skills and experiences to improve the nutritional well-being of Birmingham, the state and beyond.

Program Goals
1. Facilitate graduates’ entry into the dietetic profession as entry-level registered dietitians to serve in the Birmingham area and beyond.
2. Graduate competent, entry-level practitioners who obtain employment in dietetics or related field.
Program Objectives

A. Over a five-year period, at least 80% of graduates will complete program/degree requirements within 150% (3 years) of the planned program length in the dietitian education program track or (2.25 years) in the Lifestyle Management and Disease Prevention Certificate track.

B. At least 90% of program graduates will take the CDR credentialing exam for dietitian nutritionist within 12 month of program completion.

C. Over a five-year period, at least 80% of graduates will pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.

D. Within a five-year period, at least 20% of program graduates will serve the Birmingham area through employment and/or involvement in a professional association.

E. Over a five-year period, at least 90% of program graduates will be employed in the dietetics field within 12 months of exiting the program.

F. Over a five-year period, at least 90% of employers will indicate satisfaction with graduate preparation for entry-level practice with a score of three or greater on a five-point Likert scale.

G. Over a five-year period, 50% of graduates will be seeking or will be employed in one of the program concentration areas.

Accreditation Status

The University of Alabama at Birmingham’s Dietitian Education Program has been granted candidate status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, USA, (312) 899-0040 ext. 5400. http://www.eatright.org/ACEND.

The University of Alabama at Birmingham is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) sets the guidelines for how one becomes a Registered Dietitian (RD).

How do I become a RD?
The RD is earned after successfully passing the national CDR credentialing exam. Exam eligibility requires completion of two different components of educational study:

1) a classroom component (didactic)
2) a supervised practice component- 1,200 hours in length (experience).
Coordinated Program in Dietetics
The Dietitian Education Program (DEP) at UAB is a Coordinated Program in Dietetics (CP). This program combines the classroom and supervised practice component within the M.S. Nutrition Sciences degree program, enabling the student to take the RDN exam after graduation. When you complete the DEP, you will receive a Verification Statement, which then admits you to take the RD exam.

Core Knowledge and Competencies for the RDN
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has specific core competencies for the Registered Dietitian Nutritionist (RDN). Prior to program completion, each student must demonstrate proficiency in the following areas:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.

Knowledge
Upon completion of the program, graduates are able to:
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
CRDN 1.3 Apply critical thinking skills.

Competencies
Upon completion of the program, graduates are able to:
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge
Upon completion of the program, graduates are able to:
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice. KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8 Demonstrate understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies
Upon completion of the program, graduates are able to:
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4 Function as a member of inter-professional teams.
CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7 Apply leadership skills to achieve desired outcomes.
CRDN 2.8 Demonstrate negotiation skills.
CRDN 2.9 Participate in professional and community organizations.
CRDN 2.10 Demonstrate professional attributes in all areas of practice.
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15 Practice and/or role play mentoring and precepting others.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge
Upon completion of the program, graduates are able to:
KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
KRDN 3.2 Develop interventions to effect change and enhance wellness in diverse individuals and groups.
KRDN 3.3 Develop and educational session or program/educational strategy for a target population.
KRDN 3.4 Demonstrate counseling and education methods to facilitate behavior change for diverse individuals and groups.
KRDN 3.5 Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.6 Describe basic concepts of nutrigenomics.

Competencies
Upon completion of the program, graduates are able to:
CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2 Conduct nutrition focused physical exams.
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4 Design, implement and evaluate presentations to a target audience.
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge
Upon completion of the program, graduates are able to:
KRDN 4.1 Apply management theories to the development of programs or services.
KRDN 4.2 Evaluate a budget and interpret financial data.
KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
KRDN 4.4 Apply the principles of human resource management to different situations.
KRDN 4.5 Describe safety principles related to food, personnel, and consumers.
KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.
KRDN 4.1 Participate in management of human resources.
Competencies

Upon completion of the program, graduates are able to:
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3 Conduct clinical and customer service quality management activities.
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Program-Defined Competencies. Choose one:

Lifestyle & Community Wellness Concentration
Upon completion of the program, graduates are able to:
LCW1.1 Demonstrate understanding of the influence of socio-ecological trends and factors influencing nutritional status.
LCW1.2 Conduct a community based food and nutrition outcome intervention utilizing Precede-Proceed or CHIP model.
LCW1.3 Present Lifestyle & Community Wellness research outcomes in a professional setting.

Diabetes Practice
Upon completion of the program, graduates are able to:
MNT 2.1 Conduct a diabetes outcome intervention utilizing Precede-Proceed or CHIP logic model. Course: Advanced Practice in Dietetics.
MNT 2.2 Demonstrate the ability to collect measurable data, analyze research and document outcomes in the practice setting.

Engagement in translational research
Upon completion of the program, graduates are able to:
OBR 3.1 Engagement in translational research.
OBR 3.2 Present obesity and/or cancer translational research findings in a professional setting.
Admission Requirements

To be eligible for the MS in Nutrition Sciences, Dietitian Education Program, a student must have:

(a) Received a minimum of a baccalaureate degree from an accredited college or university in the United States.

(b) Completed 18 hours in the UAB undergraduate Nutrition Science minor or comparable courses from another institution. A transcript and the catalog course description is required to evaluate prerequisites from other institutions. The Nutrition minor courses are as follows: (NTR222 Nutrition and Health 3 hours, NTR232 Lifecycle Nutrition 3 hours, NTR320 Nutrition and the Consumer 3 hours, NTR330 Nutrition and Metabolism 3 hours, NTR420 Nutritional Genetics 3 hours, and NTR421 Assessment and the Nutrition Care Process 3 hours).

(c) Completion of the first 3 semesters in the program of study in the MS, Nutrition Sciences Lifestyle Management and Disease Prevention track may also serve as entry into the program.

(d) A minimum cumulative GPA of 3.0 on a 4.0 scale. In some instance, students may be considered for probationary admission where applicants do not meet the GPA requirements for admission.

(e) Three letters of recommendations

(f) A Personal Statement

(g) An interview

(h) For international students:

1. An expected TOEFL (Test of English as a Foreign Language) score of 80 (internet version), 550 (paper version), 213 (computer version). Or a minimum score of 6.0 on the IELTS (International English Language Testing System). Submit official TOEFL score to UAB Graduate School:
   - TOEFL Institution code: **1856**

2. A Financial Affidavit of Support. Mail Financial Affidavit of Support (for international applicants only) to:
   UAB Graduate School LHL G03
   1720 2nd Ave South
   Birmingham, Al 35294 – 0013

   Students must contact The Office of International Student and Scholar Services (ISSS) at iss@uab.edu for additional information regarding admissions requirements for international students in distance learning programs.

The MS in Nutrition Sciences, Dietitian Education Program’s admission criteria, is intended to select students based on the potential for success in the program.
Application Process
To apply for the MS in Nutrition Sciences, Dietitian Education Program, students are required to apply to the UAB Graduate School.

During the application process:
There are three specific program concentrations: lifestyle & community wellness, diabetes practice, or translation research in obesity or cancer. Please indicate your first and second concentration preference in the place identified when applying for the DEP. The DEP specified program concentrations will be assigned according to availability of supervised practice sites.

Requirements Upon Acceptance
Prior to beginning the MS in Nutrition Sciences, Dietitian Education Program, students must complete the following tasks:

**Official Transcript**
Students are required to submit an official transcript to the UAB Graduate School showing the awarded bachelor’s degree prior to the fall term.

**BlazerID**
Students are required to register for a BlazerID using their student number and date of birth. [Click here](#) to register. After registering for a BlazerID, students will automatically be assigned a UAB email address using the chosen BlazerID (which cannot be changed in future years so choose wisely).

**ONE Card**
The UAB One Card is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library check-out, 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](http://www.uab.edu/onecard).

Students are required to have a ONE Card made after receiving a BlazerID. ONE Cards will serve as photo ID which should be worn during each practicum. Students can get their ONE Card made at the One Stop office (Hill Student Center, Suite 103) before or during Program Orientation. All new students get their first card free of charge.

**Medical Insurance**
Students are required to have medical insurance. [Click here](#) to access the VIVA Health student insurance information or the insurance waiver form.

**Physical Exam and Immunizations**
Students are required to have a physical examination and provide proof of immunizations (including the Hepatitis B vaccination) prior to beginning the program. [Click here](#) to review the level 3 - immunization requirements, forms and important due dates. Students will use the [UAB Student Health and Wellness Portal](#) to submit immunization forms. *Supervised practicum facilities may require additional immunizations to be completed by students prior to scheduled rotation.*
Background Check and Drug Screen
Students are required to complete a criminal background check and drug screening. Click here for instructions on completing a background check and drug screening through CastleBranch. Supervised practice facilities may require additional background checks or drug screenings prior to scheduled rotation. Students are responsible to pay for any additional costs for background checks or drug screens required by supervised practice facilities. (Response to required element 10.2.d).

Policies And Procedures

The Equal Opportunity And Discrimination Harassment Policy
“The University of Alabama at Birmingham is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment” UAB is an equal employment and education opportunity provider. The Equal Opportunity and Discrimination Harassment Policy states, “The University of Alabama at Birmingham prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.” To review the University’s policy in its entirety, visit http://www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx

Student Health Services And Medical Clearance
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. SHP students are required to receive medical clearance at the time of program admission. A secure web based process using BlazerNET, UAB Student Health Services and Castlebranch, an external vendor, is used to document medical information and immunization records. Each student will have a personal account with Castlebranch for storage of required documents. More information is available at the Student Health and Wellness website http://www.uab.edu/studenthealth/medical-clearance.

Students who are injured or become ill during supervised practice experience away from campus should report it to their preceptor first and DEP director as soon as possible. Students will be sent to the Emergency Room or private physician as appropriate. Students are responsible for financial/medical insurance to cover such emergencies and follow up care as needed. (Response to Required Element 10.2.c.).

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. S. For more information, call 205-934-5816 or visit: http://www.uab.edu/studenthealth/counseling
The SHP Office Of Student Recruitment, Engagement And Success (OSRES)
The SHP Office of Student Recruitment, Engagement and Success (OSRES) supports students with academic coaching, peer tutoring and supplemental instruction, career skills training, campus resource referral, test taking strategies, time management, résumé preparation, interview skills and techniques, and seminar to teach professionalism in health care. They have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed –call 205-934-4194, email shp@uab.edu, or schedule a meeting. They are here to help students make the most of their UAB experience.

Disability Support Services
The purpose of these services is to make UAB’s programs and services accessible to students with disabilities. Students must be registered with DSS and be assessed for type of disability and need for accommodations. It is best to register with DSS upon application to UAB. A request for assessment and accommodations can be made at any time, but accommodations are not granted retroactively. For more information about DSS, contact the office directly or visit their website. Disability Support Services (205) 934-4205 (Voice) (205) 934-4248 (TDD) Fax: (205) 934-8170 Email: dss@uab.edu Website: http://www.uab.edu/dss

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, including resources and services specifically for students. The brochure “IRB Guidance for Student Research and Class Projects” may be downloaded from this site as a PDF document.

Libraries And Learning Resource Center
UAB’s libraries house excellent collections of books, periodicals, microforms, and other media. The libraries have online remote access to catalogs and online collections. Customer services are extensive. All facilities have computers available for student use during regular hours of operation.

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 Telephone: (205) 934-2230 Website: www.uab.edu/lister/

Learning Resource Center (LRC)
The School of Health Professions Learning Resource Center (LRC) is charged with providing a unique set of enterprise solutions that promotes a learning environment that is exciting, intriguing and innovative. Under the leadership of the LRC Director with direction from the SHP-LRC Executive Committee, LRC is responsible for all applications and systems that are provided centrally to support the school’s academic, administration, and research missions. Location: 1700 University Boulevard Telephone: (205) 934-2230 Website: www.uab.edu/lister/
**ServSafe Training**
Students are required to be ServSafe certified and submit proof of training to the Dietitian Education Program Director prior to Program Orientation.

**CITI Training**
Students are required to complete the Collaborative Institutional Training Initiative (CITI) Basic course prior to Program Orientation; choose Biomedical Research Investigators and Key Personnel OR Social Behavioral Research Investigators and Key Personnel training (as appropriate for your research area or interest). [Click here](#) to access instructions for CITI training. Submit CITI Completion Record to the Dietitian Education Program Director prior to Program Orientation.

**HIPAA Training**
After creating a BlazerID, students will see the UAB/UABHS HIPAA Privacy and Security Training appear under the ‘To Do’ tab in the [Learning Management System](#) (may take up to 48 hours for training to appear). [Click here](#) to access instructions for completing the HIPAA online training course. Submit HIPAA Training completion record to the Dietitian Education Program Director prior to Program Orientation.

**AND Membership**
Students are required to be a member of the Academy of Nutrition and Dietetics prior to the fall term.

**Apply for UAB Parking**
Birmingham students assigned to the Birmingham local Program must apply for a UAB Parking Permit after receiving a ONE Card. [Click here](#) to apply for graduate student parking.

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**Financial Aid & Scholarships**

**Financial Aid**
Federal financial aid and loans may be available for eligible students. Those interested should contact the Student Financial Aid office or visit [http://www.uab.edu/students/paying-for-college/](http://www.uab.edu/students/paying-for-college/).

University Center
University of Alabama at Birmingham
Birmingham, AL 35294
Office: 205-934-8223

**Scholarships**
For more information on other available scholarships, visit [http://www.uab.edu/students/paying-for-college/](http://www.uab.edu/students/paying-for-college/).
## Program Curriculum

**Dietitian Education Program Plan of Study (Local and Remote)**

### YEAR 1 - FALL SEMESTER – 13 HOURS

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>NTR 600*</td>
<td>Principles of Food Science Operations and Menu planning</td>
<td>3</td>
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<tr>
<td>NTR 604*</td>
<td>Principles and Practice of Nutrition Support</td>
<td>3</td>
</tr>
<tr>
<td>NTR 621*</td>
<td>Statistical Methods in Nutrition Science I</td>
<td>3</td>
</tr>
<tr>
<td>NTR 632*</td>
<td>Nutrition Counseling and Education</td>
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### YEAR 1 - SPRING SEMESTER - 12 HOURS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>NTR 601*</td>
<td>Advanced Medical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NTR 611*</td>
<td>Advanced Food System and Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>NTR 631*</td>
<td>Community Interventions for Healthy Lifestyle</td>
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<tr>
<td>NTR 637*</td>
<td>Applied Research in Nutrition Sciences</td>
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### YEAR 1 - SUMMER SEMESTER - 10 HOURS

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<tbody>
<tr>
<td>NTR 500*</td>
<td>Communication in Nutrition</td>
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<tr>
<td>NTR 618*</td>
<td>Nutritional Biochemistry</td>
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<tr>
<td>NTR 670</td>
<td>Practicum in Wellness</td>
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### YEAR 2 - FALL SEMESTER - 11 HOURS

<table>
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<th>COURSE #</th>
<th>COURSE NAME</th>
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<tbody>
<tr>
<td>NTR 671</td>
<td>Practicum in Community Nutrition</td>
<td>3</td>
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<tr>
<td>NTR 672</td>
<td>Practicum in Food Systems Management</td>
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<tr>
<td>NTR 673</td>
<td>Practicum in Medical Nutrition Therapy I</td>
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<td>NTR 690*</td>
<td>Seminar</td>
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### YEAR 2 - SPRING SEMESTER - 12 HOURS

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<tr>
<td>NTR 674</td>
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<td>NTR 675</td>
<td>Practicum in Dietetic Administration</td>
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<td>NTR 676</td>
<td>Advance Practicum in Dietetics</td>
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</tr>
<tr>
<td>NTR 501**</td>
<td>RDN Certification Review</td>
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</tbody>
</table>

*Denotes online course**Students are required to register for NTR 501 in the Spring semester year 2 (non-refundable fee of $550). NTR 501 will be scheduled during the Summer semester.

The maximum amount of time allowed for Dietitian Education Program completion is 3 years.

Upon successful completion of all requirements, students will receive a MS in Nutrition Science and Verification Certificate (Statement) as required by the Accreditation Council for Education in Nutrition and Dietetics.
### Estimated Program Cost
*****Fall 2018 - Summer 2019*****

**Dietitian Education Program**

**First Year**

<table>
<thead>
<tr>
<th>Fees</th>
<th>Fall 13 hrs.</th>
<th>Spring 12 hrs.</th>
<th>Summer 10 hrs.</th>
<th>Total</th>
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<tbody>
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<tr>
<td>History &amp; Physical Exam Fee</td>
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<td>Parking</td>
<td>0</td>
<td>0</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Cost to Travel</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
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<tr>
<td>Books/Supplies</td>
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<td>Professional Membership</td>
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<tr>
<td>Background Check/Drug Test</td>
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<td>Professional Meetings</td>
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<td>Housing During Orientation</td>
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<td><strong>Total</strong></td>
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<td><strong>$7,485</strong></td>
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<tr>
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<td>$2,340</td>
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<td><strong>$9,385</strong></td>
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Estimated Program Cost  
Fall 2019 - Summer 2020

Dietitian Education Program  
Second Year  
Resident

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<td>Cost to Travel</td>
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<td>220</td>
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<tr>
<td>Housing During Pediatric Intensive Nutrition Course</td>
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Optional cost:

| Hospitalization Insurance                | $780         | $1,560         |               | $2,340 |

Total: $9,643 $8,835 $18,228

Resident = $740 first credit hour; $510 subsequent  
Non-Resident = $1,435 first credit hour; $1,203 subsequent  
**Online Graduate Course Tuition: $250 per online course  
For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/ tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
## Estimated Program Cost

**Fall 2018 - Summer 2019**

### Dietitian Education Program

#### First Year

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<thead>
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<td>Professional Meetings</td>
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<td>45</td>
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<tr>
<td>Housing During Orientation</td>
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<td>Varies</td>
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<tr>
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<td><strong>$8,335</strong></td>
<td><strong>$7,784</strong></td>
<td><strong>$26,093</strong></td>
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</table>

| Optional cost:                            |              |                |                |        |
| Hospitalization Insurance                 | $780         | $1,560         |                | $2,340 |
| **Total**                                 | **$10,179**  | **$9,895**     |                | **$28,433** |
Estimated Program Cost  
Fall 2019 - Summer 2020

*Dietitian Education Program*  
*Second Year*  
*Non Resident*

<table>
<thead>
<tr>
<th>Fees</th>
<th>Fall 11 hrs.</th>
<th>Spring 12 hrs.</th>
<th>Summer 0 hrs.</th>
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<tr>
<td>Medical History Review Fee</td>
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<td>Laboratory Fees</td>
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<tr>
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<tr>
<td>Licensure Fee</td>
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<tr>
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<tr>
<td>Background Check/Drug Test</td>
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<tr>
<td>Professional Meetings</td>
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<td>175</td>
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<tr>
<td>Housing During Pediatric Intensive Nutrition Course</td>
<td>Varies</td>
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<td></td>
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<tr>
<td>RD Exam Review Workshop</td>
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<td>Total</td>
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<td>$15,593</td>
<td>$29,663</td>
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Optional cost:  
Hospitalization Insurance: $780, $1,560, $2,340

Total: $14,850, $17,153, $32,003

Resident = $740 first credit hour; $510 subsequent  
Non-Resident = $1,435 first credit hour; $1,203 subsequent. Online courses are based on in state rates after the first credit hour.  
**Online Graduate Course Tuition:** $250 per online course  
For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
## Lifestyle Management & Disease Prevention DEP Certificate Plan of Study

(Local and Remote)

<table>
<thead>
<tr>
<th>YEAR 1 - FALL SEMESTER - 12 HOURS</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>COURSE #</td>
<td>COURSE NAME</td>
<td>CREDIT HRS</td>
</tr>
<tr>
<td>NTR 600*</td>
<td>Principles of Food Science Operations and Menu planning</td>
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<td>NTR 604*</td>
<td>Principles and Practice of Nutrition Support</td>
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<td>NTR 670</td>
<td>Practicum in Wellness</td>
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<td>NTR 671</td>
<td>Practicum in Community Nutrition</td>
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<table>
<thead>
<tr>
<th>YEAR 1 - SPRING SEMESTER - 12 HOURS</th>
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<tbody>
<tr>
<td>NTR 601*</td>
<td>Advanced Medical Nutrition</td>
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<td>Practicum in Food Systems Management</td>
<td>3</td>
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<td>NTR 673</td>
<td>Practicum in Medical Nutrition Therapy I</td>
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<td>KIN 644*</td>
<td>Physiology of Exercise</td>
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<table>
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<th>YEAR 1 - SUMMER SEMESTER - 12 HOURS</th>
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<tbody>
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<td>NTR 500*</td>
<td>Communication in Nutrition</td>
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<tr>
<td>NTR 611*</td>
<td>Advanced Food Systems and Resource Management</td>
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<tr>
<td>NTR 674</td>
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<td>NTR 675</td>
<td>Practicum in Dietetic Administration</td>
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<table>
<thead>
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<td>Applied Nutrition for Physical Activity and Disease Prevention</td>
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<td>CDS 605*</td>
<td>Survival Spanish for Health Professions</td>
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<tr>
<td>NTR 501**</td>
<td>NTR501 RDN Certification Review</td>
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</table>

*Denotes online course**Students are required to register for NTR 501 in the Fall semester (non-refundable fee of $550). Course will be scheduled during the Spring semester.

The maximum amount of time allowed for completion of the Lifestyle Management and Disease Prevention DEP Certificate is 2.25 years.

Upon successful completion of all requirements, students will receive a MS in Nutrition Science and Verification Certificate (Statement) as required by the Accreditation Council for Education in Nutrition and Dietetics.
## Estimated Program Cost
### Fall 2018 - Fall 2019

**Lifestyle Management & Disease Prevention DEP Certificate**

### First and Second Year

**Resident**

<table>
<thead>
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<th>Fees</th>
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<th>Spring 12 hrs.</th>
<th>Summer 12 hrs.</th>
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<td>67</td>
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<tr>
<td>Professional Meetings</td>
<td>45</td>
<td>175</td>
<td>45</td>
<td>67</td>
<td>265</td>
</tr>
<tr>
<td>Housing During Orientation and Pediatric Intensive Nutrition Course</td>
<td>Varies</td>
<td>Varies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RD Exam Review Workshop</td>
<td></td>
<td></td>
<td></td>
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<td><strong>Total</strong></td>
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<td>$7,325</td>
<td>$7,288</td>
<td>$8,815</td>
<td>$33,012</td>
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</table>

**Optional cost:**

| Hospitalization Insurance                     | $780         | $1,560         | $780           | $3,120      |           |

**Total**                                      | $10,564      | $8,885         | $9,395         | $36,132     |           |

*Resident = $740 first credit hour; $510 subsequent*

*Non-Resident = $1,435 first credit hour; $1,203 subsequent*

**Online Graduate Course Tuition: $250 per online course**

For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
# Estimated Program Cost

Fall 2018 - Summer 2019

**Lifestyle Management & Disease Prevention DEP Certificate**

**Year One**

<table>
<thead>
<tr>
<th>Fees</th>
<th>Fall 12 hrs.</th>
<th>Spring 12 hrs.</th>
<th>Summer 12 hrs.</th>
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<td>Tuition</td>
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<td>On Line Course Fee</td>
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<td>500</td>
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<td>Medical History Review Fee</td>
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<td>Parking</td>
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<td>Books/Supplies</td>
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<td>Uniform, Shoes, Equipment</td>
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<tr>
<td>Professional Conferences</td>
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<td>Professional Membership</td>
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<tr>
<td>Background Check/Drug Test</td>
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<td><strong>Total</strong></td>
<td>$11,765</td>
<td>$11,485</td>
<td>$12,781</td>
<td>$36,031</td>
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</table>

Optional cost:

| Hospitalsation Insurance            | $780         | $1,560         | $0             | $1,722 |

**Total** $12,545 $13,045 $12,781 $37,753
## Estimated Program Cost
### Fall 2019

**Master of Nutrition Sciences-Lifestyle Management & Disease Prevention**

**Year Two**  
Non Resident

<table>
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<tr>
<th>Fees</th>
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<td>Books/Supplies</td>
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<td>Review Course</td>
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<td>Certificate Fee</td>
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<td>Graduation Fee</td>
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<tr>
<td>RD Exam Review Workshop</td>
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</tr>
<tr>
<td>Background Check/Drug Test</td>
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<td>Total</td>
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</table>

Optional cost:

| Hospitalization Insurance                 | $780          | $0              | $0              | $1,722    |

Total: $9,469 $0 $0 $10,451

---

*Resident = $740 first credit hour; $510 subsequent*  
*Non-Resident = $1,435 first credit hour; $1,203 subsequent*  
**Online Graduate Course Tuition: $250 per online course**  
For updated rates, visit [http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees](http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees)
Course Descriptions

NTR 500. Communications in Nutrition
This course is designed to enable students to communicate effectively with the public via blogs, media interviews, traditional written education materials, social media, and websites. Emphasis in all of these areas of communication will be on translating scientific evidence into accurate and engaging communications for consumers and the press.

NTR 501. RDN Certification Review
Review Instructors of Breeding and Associates will come to UAB campus to provide a comprehensive 3-day workshop to prepare students for the Commission on Dietetics Registration (CDR) Registration Examination through guided instruction of key content areas and practice exams. The Reviewer Instructors are highly qualified practicing RDNs.

NTR 600. Principles of Food Science Operations and Menu Planning
Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of food services to individuals and organizations.

NTR 601. Advanced Medical Nutrition
Roles of nutrition in relationship to health; prevention of disease and correction of disorders due to nutritional imbalance throughout life cycle; disease states and their nutritional management; biochemical, clinical, and dietary assessment of nutritional status; drug-nutrient interactions; inborn errors of metabolism.

NTR 604. Principles and Practice of Nutrition Support
Critical review of current methods of providing nutrition support for critically ill patients; theory integrated with clinical practice.

NTR 611. Advanced Food System and Resource Management
Management systems and their application to hospital food service; legal aspects of dietetic practice; quality assurance, departmental planning, and organization.

NTR 618. Nutritional Biochemistry
Metabolism and function of nutrients; biosynthesis of vitamins and their cofactors; human requirements for energy, amino acids, minerals, and vitamins; current human nutritional problems.

NTR 621. Statistical Methods in Nutrition Sciences I
This course has been designed to introduce students to statistical methods and approaches used to test hypotheses in the field of nutrition. Students will learn statistical tools that will equip them to analyze data, and will apply their knowledge to data sets addressing scientific questions related to nutrition and the application of nutrition to health.
NTR 631. Community Interventions for a Healthy Lifestyle.
Community-based strategies for promoting healthy lifestyles through improved eating and physical activity behaviors; emphasis on childhood obesity prevention and intervention; integration of the Life Course model

NTR 632. Nutrition Counseling and Education.
Theoretical and applied aspects of nutrition counseling and education. Practical application of counseling strategies to promote consumer health.

NTR 637. Applied Research in Nutrition Sciences
Introduction to research methodologies and application of research related to nutrition and dietetics using practical application of qualitative and quantitative research and evaluation methods in community and health-related settings.

NTR 690. Seminar
Review of current literature and research in nutrition.

CDS 605. Survival Spanish for Health Professions
Health care professionals will be introduced to basic vocabulary, useful questions, and expressions in Spanish needed to communicate in practical health care situations. Students will participate in speaking exercises, dialogue, and role-play activities (field-specific scenarios).

KIN 637/644. Physiology of Exercise I - Basic content related to exercise physiology.
This course is designed to provide the candidate with a basic understanding of the physiological basis of exercise training, and provide an overview of bioenergetics, metabolism, nervous system, skeletal muscle function, and cardiorespiratory function. The course will also provide a cursory examination of the role of exercise as it relates to energy balance, body composition, health and disease.

NTR 670. Practicum in Wellness
Practical experiences to meet nutrition and wellness needs in a variety of populations. Students will complete wellness activities in campus dining, corporate, healthcare, and school sites developing wellness messages for social media, investigating new wellness and nutrition trends, and practicing counseling/health coaching skills leading to health behavior change.

Additional: Students will participate in initiatives related to healthy living and wellness. Students will gain competence in program planning and evaluation. Cultural Competency and effective communication are emphasized. Activities may include learning portfolios, role-playing, simulations, research, readings, pre-tests, and post-tests.

NTR 671. Practicum in Community Nutrition
Strategies to meet nutrition needs outside of the acute-care setting with emphasis on cultural competency, effective communication, nutrition education, public policy, program planning and food assistance programs.

Additional: Selected organizations including Head Start, WIC, and Agency on Ageing, Senior Centers, and Public housing, Meals on Wheels, Fire House Shelter, Food Bank, Public Schools and Boys and Girls Club will provide students with real-life challenges to address. Students will gain a first-hand understanding of the complexities of the external environment on health outcomes. Students will gain further competence in program planning and evaluation. Cultural Competency and effective communication are emphasized. Activities may include learning portfolios, team learning, research, readings, pre-tests, and post-tests.

NTR 672. Practicum in Food Systems Management
Supervised experiences that will help students explore issues and topics to develop the skills necessary to manage foodservice systems, including production, inventory control, and sanitation and quality management. Emphasis on applications to healthcare facilities.

Additional: The Inpatient Foodservice, Production, and Management Rotation focuses on all aspects of producing and delivering nutrition, within an inpatient setting, to patients who have medical needs related to their diets including menu modifications, meal orders, tray preparation and delivery, meal promotion, food production, and patient satisfaction. Activities may include learning portfolios, role-playing, simulations, team learning, research, readings, pre-tests, and post-tests.

NTR 673. Practicum in Medical Nutrition Therapy I
Competence in the Nutrition Care Process in long-term, in-patient, and outpatient hospital or clinic setting. Prepare and present case study reports to become skillful in investigating and discussing these disease states and conditions in professional settings -using a clinical log to track the populations serving and the disease states and conditions treated.

Additional: Students will be working in a variety of patient care units. They will perform assessments, diagnose nutritional problems; plan and implement nutrition interventions, monitor and evaluate the nutritional problem. Student will provide patient-centered, age-specific and culturally competent nutritional care for patients. They may also chart in electronic medical records and work with work with multi-disciplinary teams. Activities may include learning portfolios, role-playing, simulations, team learning, research, readings, pre-tests, and post-tests.

NTR 674. Practicum in Medical Nutrition Therapy II
Under the supervision of registered dietitians, in local hospitals (acute care, outpatient) and long-term medical care facilities to assess, diagnose, chart and plan Medical Nutrition Therapy practicing skills developed in— the Practicum in Medical Nutrition Therapy I.

Additional: Students have the opportunity to interact and practice medical nutrition therapy with clients and patients at an advanced level. Activities may include learning portfolios, role-playing, simulations, team learning, research, readings, pre-tests, and post-tests.
NTR 675. Practicum in Dietetic Administration
Application of management and leadership principles and techniques specific to the provision of nutrition services in foodservice. Practicing the care and operation of equipment, sanitation audits, HACCP Guidelines, budget planning and customer service.

Additional: The activities in this practicum include practical hands-on practice, as well as, operations management to prepare for entry-level management responsibilities. Activities may include learning portfolios, role-playing, simulations, team learning, research, readings, pre-tests, and post-tests.

NTR 676. Advance Practicum in Dietetics
Independently work under the supervision of a registered dietitian. Demonstrating competence at an entry-level before beginning this experience.

Additional: Students will select one of the following areas with the advice and consent of their program director: lifestyle & community wellness, diabetes practice, or translation research in obesity or cancer. Activities may include learning portfolios, role-playing, simulations, team learning, research, readings, pre-tests, and post-tests.

**Program Schedule**
Monday’s are reserved for alternate activities such as simulations, role playing, meetings and projects during practicum courses. Supervised practicum rotations are scheduled from Tuesday through Friday. Work hours may vary from 4:30 a.m. to 8:00 p.m. depending upon the rotation. Students may occasionally work weekends during the program year. Students will use the Canvas e-Learning System to access all course work. Review course syllabi and practicum workbooks for schedule specifics.
The Dietitian Education Program begins prior to the start of the academic calendar. Students need to make arrangements to stay in Birmingham for the on-campus orientation.

August 20-24 Virtual Orientation for DEP track, Orientation on Campus for LMDP DEP Certificate Track
August 27 Classes Begin
September 3 Labor Day Holiday
November 19 – 23 Fall Break/Thanksgiving
December 7 Last Day of Class
Final Exams December 10-14
December 19 Grades Available On-Line
December 19 – January 2 Winter Break
January 7 Classes Begin
January 21 Martin Luther King Holiday
February Pediatric Intensive Nutrition Course TBD
March TBD Alabama Dietetic Association Annual Meeting
March 11 – 15 Spring Break
April 19 Last Day of Class
April 22 – 26 Final Exams
May 1 Grades Available On-Line
April 30 – May 4 On Campus Practicum Orientation for DEP track, Virtual Orientation for LMDP DEP Certificate Track
May 6 Classes Begin
May 27 Memorial Day Holiday
July 4 Independence Day Holiday
August 2 Classes end
August 9 Supervised Practicum Rotations End
August 14 Grades Available On-line
Year 2 Calendar not yet published.
Remote Supervised Practicum Track

How To Locate Your Own Preceptor
If you are applying to the local track for the DEP, the sites for your practicums have been selected for you. If you are applying for the remote supervised practicum track then you must locate your own practice sites.

To locate your own supervised practicum sites and/or preceptors, you may have a number of questions. Listed below are answers to those questions that also serve as guidance to meeting practice sites and preceptor requirements for admission and completion of the DEP (Includes Dietitian Education Track and Nutrition Science Lifestyle Management and Disease Prevention in Dietitian Education Certificate).

Who can be a Preceptor?

- Registered Dietitians Nutritionists (RD / RDN)
- Licensed Dietitians (LD), Certified Dietitians (CDN)
- Nutritionists
- Registered Nurses (RN), Nurse Practitioners (NP), Clinical Nurse Specialist (CNS)
- Physicians' Assistants
- Food Service Directors (Schools, Hospitals, Nursing Homes etc.)
- Pharmacists
- Licensed Social Workers, Licensed Psychologists
- Certified Diabetes Educators
- Physical Therapists
- Program Directors
- Administrators (such as in a nursing home or assisted living)
- Medical Doctors with full time nutrition practices.
- Please note that regardless of the discipline, all credentials and experience will be evaluated for appropriateness and relevance to the rotation and experiences the student will be completing.

There are some experiences that you are required to complete, that must be supervised by Registered Dietitians, but in other cases the preceptor may be a member of a team that is involved in nutrition and dietetics issues with patients, clients, or businesses and may act as a “primary preceptor” helping you find other preceptors through his or her experience and contacts.

When do I need an RD / RDN Preceptor?

You MUST have an RD / RDN Preceptor for the courses NTR 673 Practicum in Medical Nutrition Therapy, NTR 674 Practicum in Medical Nutrition Therapy II, and NTR 676 Advance Practicum in Dietetics when you will definitely be practicing the Nutrition Care Process, Medical Nutrition Therapy, and developing goals for your Professional Development Portfolio.

When should I start looking for a Preceptor?

It is NEVER TOO EARLY to start inquiring, such as at the completion of a summer job in Nutrition and Dietetics or after volunteer work, even in your sophomore or junior year. Volunteering or job shadowing
during the school year or in the summer during your undergraduate program is a great way to develop a relationship with potential preceptors.

**How many Preceptors do I need?**

- You will need at least one Preceptor for your clinical practicums NTR 673 Practicum in Medical Nutrition Therapy, NTR 674 Practicum in Medical Nutrition Therapy II, and NTR 676 Advance Practicum in Dietetics, if they are agreeable. Thus, it is possible for the same preceptor to supervise you in more than one rotation. It is better and will be encouraged for you to have at least one preceptor for each of the clinical courses listed above to broaden your scope of experiences during your rotations/practicum courses. One preceptor may act as the lead preceptor who may work with or supervise other preceptors under whom you will be supervised. You will need to make this point clear on your application. It is considerably helpful to ask preceptors/potential preceptors to give you leads for other preceptors.

- In your program application you must include at least three identified preceptors as divided:
  - The Clinical Preceptor for (NTR 673 Practicum in Medical Nutrition Therapy, NTR 674 Practicum in Medical Nutrition Therapy II, and NTR 676 Advance Practicum in Dietetics) MUST be an RD / RDN
  - The Food Service Management Preceptor for (NTR 672 Practicum in Food Systems Management and NTR 675 Practicum in Dietetic Administration) must be a credentialed food service administrator, such as a Food Service Director or Food Service Manager.
  - The Community Preceptor for (NTR 670 Practicum in Wellness and NTR 671 Practicum in Community Nutrition) may be an RD / RDN or a credentialed professional in a program in which nutrition and/or food related services are a major component of the program.

**Will the UAB DEP find a Preceptor for me?**

The UAB DEP will be able to help you determine whether a Preceptor is acceptable, and will help with other leads, to help round out the breadth and depth of your experiences. We will keep a list of Preceptors that are available for precepting and will help you as much as possible to locate suitable preceptors but it is YOUR responsibility to find your own Preceptors. The extent to which it appears that you have made that effort will be important in how we view your application. The Dietitian Education Program Director has the final decision on whether a particular Preceptor is acceptable.

**How can I find a Preceptor?**

- Since you are applying to a Program, which requires you to have, potential Preceptors already identified, you may have to use some imagination to find people willing to help you.
- Talk with your program director and other academic advisors, professors and your state dietetic association and ask for their assistance in locating preceptors.
- You might want to start by contacting someone for whom you have worked in the past or someone in a place where you have volunteered and explain to them what you are trying to accomplish. We suggest that you try to find out names and personalize your requests rather than send blanket e-mails “to whom it may concern”. You may want to ask friends and family about people they may know. It might help to show them this document.
- Cold calling (just calling from a list of RDs found online who have not necessarily shown an interest in precepting) or calling RDs working in places who already work with interns, either
because they host an internship or because they have long standing relationships with interns, may work depending on availability.

- The accrediting body of the Academy of Nutrition and Dietetics maintains a list of RDs who have indicated that they are willing to be Preceptors. You may find the list on the Find a Preceptor link on the ACEND section eatright.org/pro if you are a student member.
- Professional organizations.

If someone is leaning toward agreeing to be a Preceptor but has questions that you cannot answer to their satisfaction, you may have them call or email the UAB DEP Program Director at Telephone: 205-934-6299. E-mail: follette@uab.edu

I have identified my Preceptors. Now what should I do?

You must have each Preceptor submit a completed Preceptor form online at Web www.uab.edu/nutrition under the Information for DEP Preceptors Tab. The preceptor should complete the form online and attach his/her resume and brief record of continuing education activities to the online form. This form serves as documentation that the Preceptor has agreed to precept you and provides the information that we need to determine that the Preceptor has the appropriate credentials.

Be aware that the Preceptor must agree to complete and submit the required documentation, which includes proof of credentials (i.e. Registration, Licensure etc.) and a list of recent continuing education activities.

What is a “practice site”?

The practice site/ facility is an organization or business that provides the opportunity for the student/intern to complete the required supervised practice. Examples of Supervised Practice Sites:

- Addictions Clinic (Alcohol/drug)
- Ambulatory Care Clinics (Adult/Pediatric)
- Cardiac Rehabilitation Center
- Clinical Research Center
- College/University Foodservice
- College/University Health service
- Computer Systems Corp
- Cooperative Extension
- Correctional Facility
- Corporate Foodservice
- Corporate Test Kitchen
- Dept. of Health
- Developmental Disabilities Center
- Diabetes Education Center
- Doctor’s Office
- Fitness/Athletic Club
- Hospice
- Indian Health Service
- Journalism/Publications
- Legislative Office
- Long Term Care Foodservice
- Long Term Care/Subacute Clinical
- Managed Care System
- Mental Health Facility/Service
- Military Field Operations
- Non-Profit Agency (American Heart Assoc., American Cancer Assoc. American Diabetes Assoc., etc.)
- Office for Aging
- Pediatric-Based Program/Clinic
- Pharmaceutical Sale
- Rehabilitation Center
- Renal Dialysis Outpatient Center
- School Foodservice/Residential Dining Center
What is an affiliation agreement or contract?
An affiliation agreement is a contract that is required between UAB and the practice site/facility where you will meet with your preceptor to complete your practicum hours. These agreements will be completed between the UAB and the practice site/facility after you have been accepted to the program and at least 1 semester before you start the particular practicum course/supervised practice. Occasionally some facilities prefer to use their own version of an agreement or contract, in which case UAB and the practice site/facility will work together to reach agreement.

Professionalism

Code of Conduct
The University has outlined the expectations regarding student behavior. It is the responsibility of each student to be familiar with the rules and policies outlined in the UAB Student Handbook including the Non-Academic Student Code of Conduct Policy. Students should also be familiar with the policies and procedures outline in both the Graduate School Catalog and the SHP Student Handbook. Students are expected to demonstrate professional behavior within any and all activities related to UAB and the program.

Code of Ethics for the Profession of Dietetics

Fundamental Principles
1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code.

Responsibilities to the Public
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients
8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.
Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
   a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
   b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

Core Performance Standards

Listed below are the core performance standards for admission and progression in the MS in Nutrition Sciences, Clinical Track - Dietitian Education Program. Before applying, students should review the technical standards.

DIDACTIC CORE STANDARDS

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Develop nutrition care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds</td>
<td>Establishes rapport with colleagues, works effectively in groups on course activities</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading and writing) sufficient to interact with others in verbal and written form</td>
<td>Able to complete written assignments, participate in classroom discussion/activities; complete group projects. Focuses in class without causing or creating disruption interruptions</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move location to location</td>
<td>Attends class, able to sit during class period and take notes</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to complete classroom assignments</td>
<td>Able to access and use a computer</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory skills sufficient to hear class presentations and participate in classroom activities</td>
<td>Able to participate in class lectures/discussions</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to attend class and participate in classroom activities</td>
<td>Observes colleagues/faculty responses; audio visual aids in class</td>
</tr>
<tr>
<td>Tactile</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Some Examples of Necessary Activities (not all inclusive)</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Critical</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Must have ability to complete all ACEND objectives and planned experiences</td>
</tr>
<tr>
<td>Thinking</td>
<td>Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds</td>
<td>Establishes rapport with patients, clients and colleagues</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Communication abilities (hearing, speaking, reading and writing)</td>
<td>Explain diet plans, initiate health teaching. Able to document and interpret lab values, patient responses and communicate nutrition care plans.</td>
</tr>
<tr>
<td></td>
<td>(hearing, speaking, reading and writing)</td>
<td>Ability to document and interpret lab values, patient responses and communicate nutrition care plans.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ability to interact in small and large group classes. Ability to interact in numerous formats including classroom, medical rounds, clinical cases etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ability to fully participate in occasions including but not limited to patient assessment, classroom and community service events</td>
</tr>
<tr>
<td></td>
<td>Physical abilities sufficient to move location to location</td>
<td>Must have transportation/ability to get to various facilities throughout the city and county. Must have ability to complete practicums in a variety of settings and facilities. This may involve prolonged standing, walking, and moving/lifting equipment, patient charts, etc.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Gross and fine motor abilities sufficient to complete hospital and clinic assignments</td>
<td>Ability to operate multiple forms of computers and software</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Auditory skills sufficient to hear class presentations and participate in clinical and community assignments</td>
<td>Ability to interact in small and large group classes. Ability to interact in numerous formats including classroom, medical rounds, clinical cases etc.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Visual ability sufficient including but not limited to accessing patients, participating in classroom and community activities</td>
<td>Ability to fully participate in occasions including but not limited to patient assessment, classroom and community service events</td>
</tr>
<tr>
<td>Visual</td>
<td>Tactile Physical ability sufficient to perform nutrition-focused physical examination.</td>
<td>Complete measurements, hair pluck ability, assess for edema, evaluate skin</td>
</tr>
</tbody>
</table>

**SHP Netiquette Guidelines**

The faculty and staff of the School of Health Professions promote a learning environment that incorporates individual respect, inclusiveness, and professionalism, whether the environment is physical
or virtual. Communicating in an online environment typically does not allow for individuals to view facial expressions or body language, or hear tone of voice. Thus, written messages should be clearly and concisely stated using professional language and tone.

The following statements are intended as guides for student interactions in the SHP online environment.

1. Do not write or share anything online that is not appropriate to say or present in a face-to-face encounter. Apply common rules of courtesy to online communications, such as addressing faculty with professional titles, and using ‘please’ when making a request and ‘thank you’ to show appreciation.

2. Treat other persons, their time, and their points of view with respect, and protect their privacy. Don’t quote or forward an individual’s materials without permission. Think about your message before you write it, and don’t write when you are angry or emotional. Words on the Internet have a very long life.

3. Use correct language, spelling, and grammar, just as you would with written business communication, and read it carefully before you submit it. “Text talk,” creative spelling, slang or profanity, and symbols are not appropriate in the learning environment. Don’t use ALL CAPS, as this is the written equivalent of shouting in a conversation.

4. Encourage and participate in thoughtful, polite discussion with students and faculty. Ask for clarification when you don’t understand a point or think there is a miscommunication.

5. Use a professional tone and language in your course communications, just as you would for communicating in a work environment.

6. Don’t post any information unrelated to the course without explicit permission from the course instructor.

Additional guides to professional online behavior may be found at:
- [https://www.qualitymatters.org/top-five-rules-netiquette-online-course](https://www.qualitymatters.org/top-five-rules-netiquette-online-course)
- The SHP Office of Student Recruitment, Engagement, and Success, which provides professional development seminars and one-on-one student coaching.

**Unprofessional Behavior**

*The School of Health Professions Policy for Adherence to Standards of Academic and Professional Conduct states:* Failure to behave according to accepted standards applied to practicing health professionals, including failure to demonstrate respect for faculty, staff, students, and patients. Examples of unprofessional behavior include (1) falsification of patient records, (2) improper practice of the profession, (3) willful neglect of a patient, (4) improper use of equipment or participation in
activities which may damage equipment, supplies, and/or private and public property, (5) misrepresentation of professional status, (6) falsification of student records, (7) failure to respect confidentiality of patient information, (8) failure to adhere to established dress codes, and (9) engaging in personal (i.e., romantic or sexual) relationships with faculty, staff, preceptors, patients, or other individuals involved in the learning experience.

**Attendance**
Class and supervised practice rotation attendance is mandatory. If you are unable to attend class (whether virtual or in-person), you must email or call the Course Director. If you are unable to attend a scheduled rotation, you must contact the preceptor and the Program Director. Missed assignments or learning experiences must be completed. Excessive absences (more than 2 per semester) without proper excuse will result in disciplinary action by the Program Director.

**Tardiness**
Students are expected to report promptly to their assigned rotation site and/or class and to remain there as scheduled. If a student will be late arriving, a call should be made to the preceptor or course director as soon as possible. Habitual tardiness (more than 3 times per semester) will result in disciplinary action by the Program Director.

**Work Breaks**
Work schedule permitting, breaks are allowed. Permission should be obtained from the supervising preceptor or manager before taking a break or leaving the duty station.

**Sick Days**
Sick time benefits are provided by the program for the protection of the student in time of illness. The student must notify by phone or email both the Dietitian Education Program Director and the supervising preceptor of illness as early as possible in advance of their scheduled time of duty. They should describe the nature of the illness and the expected time of return to the rotation. Students are required to give eight hours’ notice when possible. If eight hours’ notice is not possible, a minimum of two hours’ notice should be given. Students will be eligible for **three days of sick leave** during the entire program; additional sick days require a physician statement. If rotation objectives are not completed due to absences, additional experiences will be scheduled during breaks and/or at the end of the program.

**Personal Days**
Each student will be provided **two days of personal leave** during the entire program. Personal leave must be requested by email and approved by the Dietitian Education Program Director a minimum of one week (if possible) in advance of the requested day off. The student will be responsible for completing all objectives in the rotation affected. Personal days may NOT be used during Staff Practice Experience (SPE) unless prior approval is requested and granted by the Dietitian Education Program Director.
**Bereavement Absences**

Students may be given **up to three days leave** of absence to attend funerals for members of their immediate families (parents, husband, wife, children, brothers, sisters, brother-in-law, sister-in-law, sons-in-law, or daughters-in-law). To be eligible for bereavement leave, the students should notify the Dietitian Education Program Director immediately. The student will be responsible for completing all objectives in the rotation affected.

**Emergency Absences**

Extended leaves of absence may be granted for serious medical conditions which prevent the student from completing supervised practicum rotations. The student must submit a written request to the Dietitian Education Program Director and provide written certification from a licensed MD to justify the time off. Sick leave granted for serious illness or injury to a member of the student’s immediate family will be restricted to a **maximum of three days**. The same procedures and definitions of immediate family outlined in bereavement absences apply to emergency absences. Any requests for absences from duty should be requested in writing for approval of the Program Director. If approved, any missed work must be made up.

**Bad Weather or Other Emergencies**

Occasionally the area experiences bad weather with snow and ice on the roads making it difficult to get to work. Health care is different from many organizations, having many departments operating on an around-the-clock, seven days per week schedule. These essential services cannot be suspended, and as a result the University’s policy toward bad weather must reflect the different nature of our work and the diversity of the various departments.

Students assigned to patient care areas in hospitals, which must remain open, are expected to make every effort to get to the assigned duty area. Be prepared to stay overnight, if necessary. Students assigned to areas outside the hospitals, which do not open during extremely bad weather, should call the preceptor to whom they are assigned for special instructions and/or assignments.

**Transportation and Parking**

You are expected to provide your own transportation to and from practicum sites. You are responsible for liability for safety in travel to or from assigned areas. You are required to provide a copy of your liability insurance. You are to follow the parking guidelines at each facility.

Students are expected to park in designated areas. When parking at affiliation sites, you must obey the facilities’ parking regulations. The preceptor at each facility will provide you with parking information. When attending program activities on the UAB campus, students are responsible for requesting a **visitor parking permit** through the UAB Parking and Transportation website. Please allow 3-5 business days for processing.
**Cell Phone Use**
Cell phones or other personal electronic devices (iPads etc.) may not be used during class times or during supervised practicum rotations (do not use cell phones as calculators). Students may use cell phones during designated breaks. Cell phones must be placed in “silent” mode during classes and rotations.

**Employment**
Students are discouraged from working part-time jobs while enrolled in the UAB DEP. This particular program is accelerated and demands a lot of the student’s time and energy.

**Liability Insurance**
Practicum courses which are comprised of experiences with patients, is taken at health care facilities both on the UAB campus and at other approved affiliates. Liability insurance is provided by the University to all students registered for the practicum courses. The coverage protects students in any assigned supervised practice site to which they are assigned as a student.

**Patient Information Confidentiality Policy**
Patient and employee information is considered confidential. This applies to documented and undocumented information. Failure to maintain confidentiality of patient information is grounds for dismissal from the program.

- DO NOT discuss patients or their cases with anyone except as necessary to provide patient care.
- DO NOT discuss patient cases on the elevator, cafeteria, halls, or other public places.
- DO NOT post any patient information or photos on social media.

**UAB Blood/Body Fluid Exposure Guidelines**
Students may be exposed to blood/body fluids in the course of their clinical and/or research duties at a UAB facility or at a non-UAB facility where a student is involved in a practical experience for credit at UAB. As all blood and body fluids are considered infectious, regardless of the perceived status of the source individual, all students must follow OSHA guidelines for universal precautions to prevent contact with blood or body fluids in classroom settings and clinical rotation sites. This includes use of gloves, eyewear, and protective clothing, as well as proper care of sharp objects and other precautionary measures. These guidelines are printed on UAB Medicine safety cards; students should keep a safety card with them and consult it in the event of exposure. Guidelines are located [here](#) on the UAB Student Health and Wellness website.

**Dress Code**
It is our belief that the dress or appearance promotes a positive, professional image that projects a caring atmosphere to the clients and patients. Students will be expected to follow the program’s dress code for all rotations, graduate courses, and meetings/conferences. In instances where a facilities dress code differs from the program’s dress code, students should follow the preceptor’s instruction keeping in mind that they are representing the profession and UAB.
• All students are expected to maintain standards of neatness, cleanliness, grooming, and professional dress. Inappropriate clothing is defined as: evening wear, sheer fabrics, low necklines, sundresses, halter dresses, spaghetti straps, jeans, jean type pants, cargo pants, tank tops, t-shirts, tube tops, midriff tops, shorts, miniskirts, athletic wear, leggings, sweatpants/sweatshirts.
• Clothes should be clean, wrinkle-free and loose fitting to allow for freedom of movement. Shirttails must be tucked in for men.
• White lab coats are required and should be worn over professional clothes during clinical rotations.
• Dresses/skirts cannot exceed two inches above the knee in length.
• Patterned, appliquéd or seamed hosiery is not acceptable. Socks are required for men.
• Clothing with slogans or advertisement should not be worn.
• Shoes must be clean and in good repair. Shoes should be a comfortable height, appropriate for the work environment and consistent with professional attire. No tennis shoes or sandals without heel straps are allowed.
• Sunglasses (or other tinted, non-prescription glasses) should not be worn inside the facilities.
• Caps or hats are not acceptable.
• Jewelry should be conservative. No facial jewelry is allowed (except earrings). Body piercing other than the earlobe is not acceptable business dress. Jewelry should be limited to:
  o Rings: no more than 2 per hand (not to extend above the knuckle).
  o Earrings: no more than 2 pair may be worn. Earrings will be no larger than two inches in diameter or length.
• Nails should be no longer than one-half inch from the end of the finger; acrylic nails are not allowed. Nail polish should not be worn in food production areas.
• Hair should be neat and clean. Bandannas, headbands or any extreme adornment is not allowed.
• Miscellaneous: Gum chewing is not allowed during rotations, makeup should be appropriate for business hours, perfume is not allowed, and identification should be worn at all times during rotations at collar/shoulder level.

**Academic Performance**

For a student to maintain good academic standing in the program, they must maintain a cumulative grade point average (GPA) of at least 3.0 (B average) and an overall satisfactory performance in practicum courses. Achieving a grade of A in the UAB Graduate School indicates superior performance, B indicates adequate performance, and C indicates performance only minimally adequate for a graduate student. The Graduate School does not use the grade of D; students who perform below the C level will receive a failing grade for the course.

Students who do not maintain a cumulative GPA of at least 3.0 will be placed on academic probation. Once a student is placed on academic probation, they will have two semesters to re-establish good
academic standing with a cumulative GPA of at least 3.0. Failure to re-establish good academic standing at the end of their second term of enrollment while on academic probation will result in academic dismissal from the UAB Graduate School and thus the program. Students may work on raising their cumulative GPA and reapply to the Dietitian Education Program.

**Performance Monitoring**
The course syllabus includes course content, assignments, schedule, attendance requirements, late policies, and grading criteria. Students are advised to review and follow syllabus procedures for each class. Students are to evaluate their progress in the class in relation to the rest of the class by viewing score details in the Canvas Management Learning System. Students should monitor Canvas routinely for communications from faculty and to manage course assignments. The UAB Early Alerts System allow instructors to notify students about academic performance, attendance, and other related issues in courses. Academic advisors may also view these alerts.

The program director will meet with each student at least once each semester to discuss progress and activities for continued success in the program. If students need referral to additional support services, the program director will encourage students to utilize the services offered at UAB, including professional counseling, disability support, and health and wellness. The School of Health Professions Office of Student Success is also beneficial in providing resources and support to promote academic and professional success.

**Retention Procedures**
Faculty will encourage students to consult with them on assignments to help to prevent or resolve poor performance. Faculty may suggest tutoring options, assistance with writing, or examination of study skills for students having difficulty. Referrals may be made to professional counseling for problems that may be interfering with student performance.

The program director will meet with each student virtually or in person at least once each semester to discuss progress and activities for continued success in the program. If students need referral to additional support services, the program director will encourage students to utilize the services offered at UAB, including professional counseling, disability support, and health and wellness. The School of Health Professions Office of Student Success is also beneficial in providing resources and support to promote academic and professional success.

**Supervised Practicum Performance**
Students are required to receive a minimum overall score of 3/5 (satisfactory) on the ACEND Competency Evaluation for each supervised practicum rotation. Students receiving an overall score below 3/5 during a rotation will meet with the DEP Director to develop a plan for performance improvement. The student may be required to repeat the rotation to assure satisfactory achievement of ACEND-required core and program-defined concentration competencies. The decision to repeat a rotation is at the discretion of the DEP Director.
In addition, in cases where it becomes evident that the student will not meet performance standards the DEP Director will provide guidance with designating an alternate career path that aligns with the student’s interest, strengths and abilities.

Students will be expected to let their preceptor and the program director know if they are struggling in their practicum. Preceptors will be expected to make the student and program director aware of any issues or concerns as soon as they arise. Students will be assessed throughout, at mid-term, and during the summative evaluation of each supervised practicum course by their primary preceptor and program director.

Students receiving below 80% or 3 on a 5-point scale on a specific assignment or practice activity will be required to repeat the assignment or practice activity to assure satisfactory achievement of ACEND-required competencies. For students who do not receive an overall score of 3 out of 5 on the repeat evaluation, the program director will work with the student to resolve issues that may be present in specific performance areas.

Students log their supervised practice hours in professional work settings and alternate practice activities in the E*Value system. E*Value is a healthcare education administration system. Preceptors will receive an email from E*Value notifying them of a pending approval for hours logged. The program director or program manager will monitor student hours monthly to ensure each student is meeting the program’s supervised practice and alternate activity hour requirements.
Prior Learning
The Dietitian Education Program does not grant credit for prior learning for any portion of the practicum components. All students must complete the required number of supervised practicum hours to receive a verification statement.

Identity
All students, local and remote, are assigned a unique ID and password which enables them to access the University’s protected online software portals, such as Canvas. This creates a secure environment for assignment submissions, exams, grading and other student performance information. The burden of proper password security resides with the person to whom the password is assigned; students, are responsible for all activities associated with their user ID.

Proctor U is an online proctoring service that allows students to take exams online while ensuring the integrity of the exam for the institution. The Dietitian Program will utilize this service provided by the University to verify identity and monitor exam takers.

Withdrawal from Course/Program
UAB Graduate School Policy on Withdrawing from Courses
http://catalog.uab.edu/graduate/financialinformation/financialinformation.pdf
To avoid academic penalty, a student must withdraw from a course by the withdrawal deadline shown in the academic calendar and the UAB Class Schedule and receive a grade of W (withdrawn). Failure to attend class does not constitute a formal drop or withdrawal. Withdrawal from courses can only be accomplished using official procedures. The official withdrawal must be completed online in BlazerNET. The student must submit a completed withdrawal form to the Office of the Registrar. This office will date stamp the form and return a copy. These documents should be carefully retained by the student. The date printed on the receipt is the official date of withdrawal.

In extraordinary circumstances, if it is impossible for the student to withdraw online or obtain an official withdrawal form, the student may mail a withdrawal letter to the Office of the Registrar. The official date of withdrawal will be the date the letter is received in this office. If the official date of withdrawal is after the last day to drop without paying, no tuition or fees will be refunded.

Program Policy on Withdrawing from Program
A student may withdraw from the MS in Nutrition Sciences, Dietitian Education Program at any time and for any reason by submitting written notification to the Dietitian Education Program Director. The program director will conduct an exit interview. Re-entry into the program that year is not possible; however, the student may complete the application process for consideration of future admission. All program fees paid are non-refundable.
Disciplinary Action

Regulations and procedures are necessary for the orderly progression of the Dietitian Education Program. Depending on the gravity of the situation, a progressive discipline process will be used as follows:

1. Oral Warning: This may be given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the Dietitian Education Program Director and the student.

2. Written Warning with Imposed Probation: The written warning is given for substandard performance, poor attendance, and other types of offenses that occur for the second time. The time frame for immediate correction will be determined by the Dietitian Education Program Director and the student.

3. Program Dismissal: If any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur. Once a student has been dismissed from the program, re-entry will not be allowed.

A student may be dismissed from the program without any prior disciplinary action for grave offenses which include, but are not limited to:

1. gaining entry into the program by submitting false information.
2. committing an act of academic or non-academic misconduct.
3. failing to maintain confidentiality of patient information.

Grievance Policy

Although it is rare, issues can arise between a student and professor, preceptor or program director. To ensure that concerns are addressed in an appropriate and timely manner, students should follow the program’s procedure for resolving issues and document each stage of the processes. The program is required to maintain a record of student complaints for a period of seven years, including the resolution of complaints.

1. Address concerns or problems with the responsible party, i.e., professor, preceptor or program director. Students should make all attempts to communicate and resolve concerns with the responsible party prior to contacting the program director.

2. If no resolution is found, identify the problem and clearly document the situation in writing. Present documentation to the Dietitian Education Program Director who will then arrange a combined meeting with all parties involved to work to resolve the issue. If the grievance is with the DI Program Director, submit documentation to the Vice Chair of Education in the Department of Nutrition Sciences.

3. If no resolution is found, the Dietitian Education Program Director will arrange for a meeting with the MS in Nutrition Sciences Program Director and all parties involved. If appropriate, an impartial third party will be called to act as mediator.
4. If no resolution is found, a meeting will be arrange involving the Vice Chair of Education in the Department of Nutrition Sciences and all parties involved.

5. If at this point the issue is not resolved, documentation of the problem and grievance process will be submitted to the Chair of the Department of Nutrition Sciences for review and will contact the School of Health Professions Senior Associate Dean for Academic and Faculty Affairs.

6. If these steps do not culminate in a resolution, the student should follow the University’s Student Complaint Policy.

7. Once all University procedures have been exhausted and the matter remains unresolved, file a formal complaint with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND). All student matters will be handled in a private and non-retaliatory manner. Students are assured they may also discuss their concerns with the program director or other faculty members without fear of retaliation.

**Filing a Complaint with ACEND**

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Students may submit a complaint to ACEND only after all University grievance procedures have been exhausted. For instructions on filing a complaint to ACEND, review the ACEND Policy and Procedure Manual.

ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, promotion or dismissal of students.

**Student Records**

Student records are maintained by the Dietitian Education Program Director in a confidential manner. Access to your records is limited to the Dietitian Education Program Director, yourself, program faculty, and other authorized persons. Your access to your own records is provided on a ‘need to know’ basis. If necessary to review your records, you should contact the Dietitian Education Program Director who will be present during your review. You have access to your application, performance appraisals, attendance records and notices of commendation/discipline. You do not have access to letters of recommendation.

**Graduation Requirements**

The MS in Nutrition Sciences, Dietitian Education Program follows the UAB Graduate School’s policy for academic standing. Students must maintain a cumulative grade point average (GPA) of at least 3.0 (B average).

Upon successful completion of the MS in Nutrition Sciences, Dietitian Education Program, student will receive their degree and a Verification Statement/Certificate. Students are then eligible to sit for the Commission on Dietetic Registration (CDR) National Registration Examination for credentialing as a
Registered Dietitian Nutritionist. Students are expected to complete the program within three years for the Dietitian Education Program or two and a half years for the LMDP Dietitian Education Certificate (or 150% of program length).

**Verification Statement Guidelines**
Verification Statements are signed and delivered by the Dietitian Education Program Director after the student has completed all program requirements and maintained a 3.0 GPA or above in graduate and practicum coursework. All fees must be cleared with the University before receiving the Verification Statement. Students performing below standard will be given an opportunity for additional experience and/or be dismissed from the Dietitian Education Program as previously discussed. A Verification Statement/Certificate is required to take the national Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).
Program Meetings
Each semester, each student will be required to either meet at least once on the UAB Campus or join a Virtual Classroom to discuss progress or any other items pertinent to the students success with the program director.

Professional Meetings/Conferences
Students are required to attend professional meetings and conferences throughout the program year. Students are expected to attend meetings of the local District Dietetic Association and the State Dietetic Association Annual Meeting, and the Pediatric Intensive Nutrition Course. **Students are responsible for transportation, lodging and registration fees.** Students may attend Food and Nutrition Conference and Expo (FENCE) with permission from the program director. Requests to attend other seminars/meetings which are not required learning activities may be submitted to the program director. Each request will be considered individually in conjunction with the necessary preceptor(s). Consideration will be given to educational benefit and time availability.

Site Visits
The Dietitian Education Program will visit program sites periodically. Site visits may include a 30 minute meeting with available preceptors followed by student presentations.

Supervised Practicum

**Purpose of Supervised Practicum**
Students must not replace employees to complete employee responsibilities within the supervised practice rotations, unless the work aligns with objectives and learning activities outlined by the program. The purpose of supervised practice is to provide students with experiences and activities that are needed to successfully achieve the ACEND-required core competencies of an entry-level registered dietitian nutritionist (RDN). Students do not receive any paid compensation or stipend as part of the program.

Evaluation Process
Evaluations regarding the student’s progress will be conducted throughout the program year. These evaluations are designed to clarify the expectations for completion of the program and to assist the student in identifying strengths and areas for improvement.

Evaluation methods include the following:
• Assignment and presentation grading rubrics are used to evaluate the student’s performance.
• The completion of evaluations are required by the preceptor and student at the end of each rotation. Refer to your practicum course syllabus and workbook each semester for more information regarding evaluations. Preceptors are instructed to review the evaluations with each student at mid-point for rotations longer than 2 weeks and prior to the end of a rotation.
• Informal discussion as deemed necessary by supervised practice preceptor.
• The Dietitian Education Program Director meets with students each semester during the program for discussion and review of student progress.

**Staff Practicum Experience**

Students will complete five weeks of a culminating Staff Practicum Experience (SPE) rotation in the course NTR676 at the end of the program. Students choose one of three competencies and rotation site from their individual schedule to work for a total of five weeks with minimal supervision. Personal days may not be used during SPE rotations unless prior approval is requested and granted by the program director.

**Department of Nutrition Sciences Awards**

During the program, students will be assessed by preceptors and program faculty on the following award criteria.

**Outstanding Dietetic Student**

Criteria for selection of the Outstanding Dietetic Student:

1. The outstanding student will demonstrate the ability to work well with the immediate supervisor, peers, employees and other staff members in the hospital.
2. The individual demonstrates enthusiasm in performing the responsibilities in his/her assigned areas.
3. The individual demonstrates ability and willingness in making decision and directing employees.
4. The individual demonstrates cooperative attitude in accepting assigned tasks.
5. The individual demonstrates keen interest and initiative in making suggestions for improvements in each area assigned.
6. The individual demonstrates the ability to use the knowledge and theory acquired in dietetics in solving everyday problems and the application of that knowledge in clinical and practical setting.
Contact Information

Dietitian Education Program Director
Claudia Follette, MS, RDN
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MS in Nutrition Sciences Program Director
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Vice-Chair Education Mission
Jose Fernandez, PhD
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Statement of Confidentiality

The undersigned hereby acknowledges his/her responsibility under federal applicable law and the agreement to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersign agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the Facility, as described to the student by the Facility.

Dated this ______ day of ________________, 201_.

______________________________
Signature of Student
I have read, understand, and agree to abide by the rules and regulations of the UAB MS in Nutrition Sciences, Dietitian Education Program as presented in the UAB Dietitian Education Program Policy and Procedure Student Handbook.

__________________________________  ______________________
Signature of Student  Date

__________________________________  ______________________
Signature of Student  Date