Department of Nutrition Sciences
PhD in Nutrition Sciences
2016-2017

STUDENT HANDBOOK
SCHOOL OF HEALTH PROFESSIONS

DEPARTMENT OF NUTRITION SCIENCES
PHD IN NUTRITION SCIENCES PROGRAM

2016-2017 ACADEMIC HANDBOOK

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22 June 2016
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INTRODUCTION

DEAN’S WELCOME MESSAGE

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

We are home to one of the largest health professions schools in the nation with more than 20 programs at the baccalaureate, master’s, and doctoral levels with nearly 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB’s thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that health care needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, a Ph.D. in Rehabilitation Science, and a Master’s in Biomedical and Health Sciences which can be completed within eleven months. We offer Health Physics, our newest program. We offer all of these in addition to our many other well-established programs.

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

Several of our programs preside among the nation’s top 25 of the U.S. News and World Report including our bachelor’s degree in Health Care Management- ranked at number two, our master’s in Health Administration- ranked at number two, entry level Physical Therapy- ranked at number 19, Physician Assistant program- ranked at number 16 and Occupational Therapy- ranked at number 85. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

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

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

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

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

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

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

In 2001, Dr. Harold Jones was recruited to become the school’s dean. Through his visionary leadership and guidance the school has experienced a period of unparalleled success beginning with the SHR’s reorganization and relocation. Up that point in time, the SHR’s programs had been housed in various locations throughout the UAB campus but during the spring of 2002, many of the classrooms, laboratories and faculty offices moved into the newly completed School of Health Professions Building (SHPB), the first such building dedicated to housing those programs since their original grouping more than 30 years before.

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

With more than 2,100 faculty, staff and students, the SHP is one of the six schools comprising the world-renowned UAB Academic Health Center. Students are exposed to vast resources, state-of-the-art facilities, and progressive research during their academic and clinical education at UAB.

SHP is proud of many accomplishments including:
- *U.S. News & World Report* ranks several SHP programs in the nation’s top 25
- Research funding is rapidly approaching the $12 million level
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969
- All of the school’s programs with professional accrediting agencies are fully accredited by those associations
The SHP Office of Student Recruitment, Engagement and Success (OSRES) supports UAB’s mission and values with a focus on achievement, collaboration and diversity and furthers the School of Health Professions’ mission to be a leader who is shaping the future of healthcare. OSRES’s mission is to recruit the best and brightest to SHP; develop students to impact the campus and communities; and graduate tomorrow’s healthcare leaders. Guided by this commitment OSRES provides support to all students through a number of programs including:

- Academic coaching
- Peer tutoring and Supplemental Instruction
- Career skills training
- Campus resource referral

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

- Homecoming
- Orientation
- Student Activities
- Non-Academic Conduct Grievances

We understand that undergraduate and graduate studies can be challenging. Therefore, we provide students with a network of services specifically designed to address those challenges and explore the opportunities afforded by attending an internationally renowned research university. We have created a series of seminars to assist students with the following skill areas:

- Test taking strategies
- Time management
- Résumé preparation
- Interview skills and techniques
- Professionalism in health care

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students in the health professions have particularly demanding schedules. In response, we bring resources to you and serve as liaison between us and campus student service areas. One of these programs is the OSRES Brown Bag Lunch Seminar Series. Each semester, campus representatives are available to provide information and answer questions.

The team at OSRES is here to support students and student groups. We 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. We are here to help students make the most of their UAB experience.
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

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

ACADEMIC HONOR CODE (UAB)
The University expects the highest ethical and professional behaviors from the academic community. The code, including penalties for violations, is published on the UAB website at http://www.uab.edu/graduate/area-3/online-orientation/227-the-uab-academic-honor-code.

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<th>The UAB Academic Honor Code</th>
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<td>The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:</td>
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<td>ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.</td>
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<td>CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.</td>
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<td>PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person’s ideas.</td>
</tr>
<tr>
<td>FABRICATION means presenting falsified data, citations, or quotations as genuine.</td>
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<tr>
<td>MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.</td>
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Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal if the violation is substantiated.
AskIT
AskIT is the technology help desk for faculty, staff, and students. AskIT staff provides free support via telephone, email, or in-person. AskIT is physically located in the Center for Teaching and Learning in the Education Building, room 238. You can make contact through the website at https://ask.it.uab.edu/ or by telephone at 205-996-5555. Questions or problems can also be submitted by email to ASKIT@uab.edu. You will be asked to supply your BlazerID when you request assistance.

Attendance
Class attendance is expected in all SHP programs. Specific program requirements for class, laboratory, and clinical site attendance may be more stringent than those established by the University. Please refer to the program requirements elsewhere in this handbook and in individual course syllabi for program attendance policies. The UAB policy for undergraduates follows. Please note the categories of excused absences; they typically apply to both undergraduates and graduates.

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<th>UAB Attendance and Excused Absence Policy</th>
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<td>The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.</td>
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The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
  - Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.
AWARDS AND HONOR SOCIETIES

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

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

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

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

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

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

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

Who’s Who Among Students in American Colleges and Universities – Membership in this national organization is open to outstanding college juniors, seniors, and graduate students. Criteria include scholarship, leadership, and service to the School and community. Applications should be submitted in spring term to the Office of Student Recruitment, Engagement and Success.

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

BACKGROUND CHECK

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

All students are assigned a unique identification, their BlazerID, which is established by the student at www.uab.edu/blazerid. BlazerNET is the official portal to the UAB information networks. The portal can be accessed from any Internet-accessible computer, on- or off-campus from the UAB home page www.uab.edu. To activate blazerid, select “Activate Accounts.” Your BlazerID is required to access BlazerNET and other campus information resources, such as your UAB email account. Your UAB email is the official communication medium and should be monitored routinely. UAB student email is provided through Microsoft Office 365, a cloud based email and file storage system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

**Blazer Express**

The UAB Blazer Express Transit System is a bus service operating under the Business & Auxiliary Services Department. The service provides transportation throughout the University campus. With a valid UAB ID badge, students, employees, and authorized visitors can enjoy fare-free bus transportation along 6 designated routes. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [http://www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

**Bookstores**

Two bookstores are located on the UAB campus, both offering a wide variety of products and services to students, including online purchasing and shipping. Both bookstores stock UAB memorabilia and college wear in addition to all required textbooks and course material.

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

**Snoozy’s Bookstore**
Location: 1321 10th Avenue South
Hours: M – F 7:45 a.m. – 6:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
Telephone: (205) 328-2665 Fax: (205) 933-2229
Email: [info@snoozysbookstore.com](mailto:info@snoozysbookstore.com) Website: [www.snoozysbookstore.com](http://www.snoozysbookstore.com)

**Campus OneCard**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library 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).
**CAMPUS MAP**
UAB’s campus map can be found at the following:
http://www.uab.edu/map/

**CANVAS LEARNING MANAGEMENT SYSTEM**
The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites can be accessed through BlazerNET or at http://www.uab.edu/online/canvas. Students should monitor their course sites routinely for communications from faculty and to manage course assignments.

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

**DIRECTIONS STUDENT HANDBOOK**
The UAB student handbook, *Directions*, may be accessed online at http://www.uab.edu/handbook/. The Graduate School has an additional handbook available at:

**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)
Fax: (205) 934-8170
Email: dss@uab.edu
Website: http://www.uab.edu/dss

**DRUG SCREENING**
By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements related to drug use and substance abuse.
www.castlebranch.com
EMERGENCIES
Any suspicious or threatening activity should be reported to the UAB Police Department immediately. In addition to calling via a regular telephone, more than 300 emergency blue light telephones connected directly to the police dispatcher are located throughout the campus. Police are staffed 24 hours, seven days a week.

UAB Police Numbers: 911 from a campus phone; 934-3535; 934-HELP (4357); 934-4434.

Emergency situations affecting the campus are communicated to students in several ways:
- Webpage: www.uab.edu/emergency
- University home web page: www.uab.edu
- Cell phone messages and SMS text – register to receive these notices with the UAB Emergency Notification System (B-ALERT) via www.uab.edu/balert; text short code will be 23177 or 63079; cell phone calls will come from (205) 975-8000. Store these numbers and codes in your cell as B-ALERT.
- Mass emails – uses the official xxx@uab.edu email system
- Announcements on the BlazerNET portal
- Facebook and Twitter – B-Alert integrates with these media at www.facebook.com/UABALERT and @UABALERT: www.twitter.com/uabalert
- Weather and Emergency Hotline: (205) 934-2165

DIVERSITY, EQUITY AND INCLUSION
The mission of the UAB Office of Diversity, Equity and Inclusion is to “increase, retain and enhance faculty, student, and staff diversity at all levels of the University and to ensure equity.” UAB defines diversity as “the full range of human difference and potential...” This administrative office supports faculty recruitment, provides scholarships for graduate and undergraduate students, and promotes programs to enhance the campus diversity experience. The office provides a diversity awareness training program for employees. A key component of this Office is the Commission on the Status of Women, which is charged with assuring the best possible conditions for women who work and study at UAB. Additional information is available at http://www.uab.edu/equitydiversity/. Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this Office.

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

FINANCIAL AID
Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website http://www.uab.edu/students/paying-for-UAB.
FOOD SERVICES
UAB offers seven meal plans for students that are billed to the student’s account. All students, even commuters, are required to purchase a meal plan. Up to 25% of dining fees not used by the end of the school year are converted to Blazer Bucks, which can be used to shop at campus bookstores, local restaurants, and the campus CVS. Several dining facilities that accept the meal plans are available on campus. Those closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, just south of 9th Avenue and the Campus Recreation Center.
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.
- Sandella’s—NEW to Lister Hill. Open Monday-Friday.

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

GRADUATE SCHOOL
The UAB Graduate School offers doctoral programs in 40 areas, eight post-master’s specialist programs, and master’s level programs in 51 areas. Most graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at http://www.uab.edu/graduate/.

GRADUATION
UAB offers two commencement ceremonies, one in the fall and one in the spring. All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to http://www.uab.edu/commencement/degree-applications. SHP also offers its own graduation ceremonies for fall and spring.

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.
HIPAA Training

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

Institutional Review Board for Human Use (IRB)

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

Intellectual Property

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

Lactation Centers

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

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.

Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) is charged with providing a unique set of enterprise solutions that promote 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.

The LRC is designed to provide state-of-the-art, highly specialized services for SHP faculty, staff and students that includes:

- State-of-the-art media studio
- Audio/visual supp
• Information technology management of public, classroom and testing labs computers

HOURS OF OPERATION AND CONTACT INFORMATION

Monday-Thursday: 7:00 am-8:00 pm  
Friday: 7:00 am-5:30 pm  
Saturday: Closed  
Sunday: Closed  

Phone: (205) 934-5146  
Fax: (205) 934-1190  
Email: shplrc@uab.edu  
Address:  
1714 9th Avenue South, Birmingham, AL 35294

Birmingham Public Library
In addition to the main library facility, there are 17 branch libraries. The library holdings include print and digital media. Library services are described on the website.

Location: 2100 Park Place  
Hours: M – Tu 9:00 a.m. – 8:00 p.m.; W – Sat 9:00 a.m. – 6:00 p.m.; Sun 2:00 p.m. – 6:00 p.m.  
Telephone: (205) 226-3600  
Website: http://www.bham.lib.al.us/

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/

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

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

Reynolds Historical Library
A collection of rare and important books, manuscripts and artifacts in the medical sciences. The Reynolds historical collection is located on the top floor of the Lister Hill Library.

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

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Commuter student lots are designated as Lot 15, Deck 12, and Deck 16. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [http://www.uab.edu/parking/](http://www.uab.edu/parking/).

**Patient Care Partnership**

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

**Plagiarism and TurnItIn**

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

**Recreation Center**

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

**Scholarships**

Many programs in the School have scholarships available to currently enrolled students. Please see the program section of this handbook for that information. The following scholarships are available to students enrolled in any program in the School.

*Dean’s National Alumni Society Scholarship* — Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student. One student per program is nominated by the program director for consideration by the School’s Scholarship Committee.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* — Funding for baccalaureate students with GPA 3.0 or above and unmet financial need. Students apply to the UAB Office of Student Recruitment, Engagement and Success, SHPB 230.
Lettie Pate Whitehead Foundation Scholarship – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need. Students apply in the SHP Office of Student Recruitment, Engagement and Success, SHPB 230.

Matthew F. McNulty Jr. Health Services Emergency Loan – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need. Students apply in the Office of Student Recruitment, Engagement, and Success, SHPB 230.

SHP General Scholarship – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need. Program directors apply for funding on behalf of qualified students. Awards up to $4500 over the length of the student’s duration in the program are made by the School’s Scholarship Committee.

SOCIAL MEDIA

Social media such as Facebook and Twitter are useful communication tools, but health professions students should use these forums judiciously. In addition to the School’s official sites listed below, individual programs and student organizations may have networking sites.

- Website: [http://www.uab.edu/shp/](http://www.uab.edu/shp/)
- Twitter: [https://twitter.com/uab_shp](https://twitter.com/uab_shp)
- Facebook: [http://www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- LinkedIn: [http://www.linkedin.com/groups?gid=3596638](http://www.linkedin.com/groups?gid=3596638)
- Vimeo: [http://vimeo.com/uabshp](http://vimeo.com/uabshp)
- YouTube: [http://www.youtube.com/uabshp](http://www.youtube.com/uabshp)
The School’s Academic Affairs Committee published the following guidelines related to use of social media.

**UAB School of Health Professions**

**Guidelines for Social Networking**

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like Facebook, MySpace, Flickr, and Twitter provide opportunities for faculty, staff, and students to share and explore interests that enrich the higher education learning experience. However, using these mediums with discretion is advised. UAB online community members are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others.

**Professional Use**

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

**General Use**

The following guidelines are strongly suggested:
1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world — even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

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TUITION AND FEES
Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition for all lecture-based courses. Non-resident tuition is charged for clinical practicums, independent study courses, and project courses.

SHP programs may have specific fees attached to courses or laboratories. These fees will be addressed in the program section of this handbook. Questions about program-specific fees should be addressed with your program director. Current standard tuition and fees for the School, and links to program cost estimations, are posted at http://www.uab.edu/shp/home/admissions-tuition/tuition.

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

Tuition and fees may be paid through BlazerNET.

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

- Webpage: www.uab.edu/emergency
- B-ALERT system: Register to email, cell phone, and text notices with the UAB Emergency Notification System via; www.uab.edu/balert
- Hotline: (205)- 934-2165
- WBHM Radio (90.3 FM): Announcements about University closings or delayed openings are made on the UAB radio station.

WITHDRAWAL FROM COURSE / PROGRAM
Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curriculums are specifically sequenced. Withdrawal from a course may put you at risk for being required to wait for a full year before resuming courses in the program. Course withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Program withdrawal should be made in writing to the program director. Please refer to the program section of this handbook for additional information.
SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN
http://www.uab.edu/studenthealth/medical-clearance/school-of-health-professions

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

IMPAIRMENT AND SUBSTANCE ABUSE

PLAGIARISM
http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf
Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

UAB POLICIES

AIDS AND HIV INFECTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=252

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

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

BODY FLUID EXPOSURE
http://www.uab.edu/studenthealth/emergencies/blood-a-body-fluid-exposure

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=4

COMPUTER SOFTWARE COPYING AND USE

STUDENT HANDBOOK 2016
**Drug Free Campus (General Policy)**
http://sppublic.ad.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx

**Drug-Free Campus Policy for Students - Attachment A**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=632

**Drug-Free Campus Policy for Students - Attachment B**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=626

**Drug-Free Campus/Workplace Policy - Attachment B.1**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=627

**Drug-Free Campus Policy for Students - Attachment C**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=628

**Equal Opportunity and Discriminatory Harassment**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=52

**Ethical Standards in Research and Other Scholarly Activities**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=263

**Firearms, Ammunition, and Other Dangerous Weapons**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=257

**Immunization**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=86

**Nonsmoking**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=110

**Patent (Intellectual Property)**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=115

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at http://sppublic.ad.uab.edu/policies/Pages/default.aspx.
SECTION 3 – DEPARTMENTAL POLICIES

DEPARTMENT OF NUTRITION SCIENCES

Section 3 – Department / Program Information

University of Alabama at Birmingham
School of Health Professions
Department of Nutrition Sciences
Doctoral Degree in Nutrition Sciences

A. THE DEPARTMENT OF NUTRITION SCIENCES (DNS)

Historically, UAB has a heritage of over 75 years of involvement in nutrition, pioneered by Drs. James McLester, Tom Spies, and Charles Butterworth and their interests in the use of vitamins for the treatment and prevention of disease (for a narration of the history of the Department of Nutrition Sciences (DNS) please visit http://www.uab.edu/shp/nutrition/about/history ). Recognized as one of the top nutrition programs in the U.S., DNS has had a national impact on the health care practices of Americans through its federally supported research, leadership in providing multi-professional nutrition support services, exceptional training programs for physicians and other health professionals, and for the nationwide public service activities that we provide.

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

The PhD program in DNS provides quality training for doctoral students because of its extensive ongoing nutrition research program. DNS has long-standing research programs in nutrient metabolism, cancer, obesity, and energy metabolism and regulation which encompass both clinical and human nutrition as well as basic molecular nutrition. The program leading to the PhD degree is designed to provide students with didactic coursework and research experiences that emphasize the science of nutrition in maintaining the health of individuals and populations. Areas of emphasis may include molecular and basic nutrition investigations, studies of body composition, obesity and energy metabolism, cancer, osteoporosis, genetics, community nutrition, and disease prevention.
The mission of DNS is to improve health and quality of life in our society through realizing full faculty potential, the creation of new knowledge, the training of students, and the care of patients. To achieve this mission, DNS is structured to give emphasis to each of three main areas covered by the faculty: clinical, research, and education. As illustrated in Figure 1, DNS has creatively adopted a “matrix” organizational structure (rather than the typical “hierarchical” organizational structure that defines academic environments). The three main areas are identified as “missions” and the effective functioning of the missions are overseen by Mission Leaders (the term in the “matrix” structure) or Vice Chairs/Directors (the term in the “hierarchical” structure). The Missions are led by Drs. Tarekh Soleymani (Clinical), José Fernández (Education) and Barbara Gower (Research) who work directly with the Chair of the Department (Dr. Tim Garvey) to assure that the three areas are interrelated, providing opportunities for teamwork, and collaborative efforts among all members of DNS.

![Figure 1. Department of Nutrition Sciences Mission Structure](image)
B. DNS FACULTY

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

PRIMARY FACULTY

Brenda Bertrand, PhD, RDN
Professor and Director, MS in Nutrition Sciences Program

Interests: Community interventions and qualitative research to better understand knowledge, attitudes, barriers, and beliefs about nutrition among various healthy and chronically diseased populations

Paula C. Chandler-Laney, PhD
Assistant Professor

Interests: Lifestyle influences on metabolic health and free-living glycemia during pregnancy. Physiological, metabolic, and behavioral outcomes in children following intrauterine exposure to maternal obesity and/or hyperglycemia. Determinants of infant and early childhood feeding behavior

Pi-Lang Chang, PhD
Associate Professor

Interests: The regulation and function of matricellular proteins in tumorigenesis. Vitamin D regulation of matricellular proteins and its role in tumorigenesis. The use of synthetic rexinoids in chemotherapy. The effects glucocorticoid in regulating osteoblast differentiation

Maria De Luca, PhD
Associate Professor

Interests: The identification of genetic pathways that produce variation in fat storage and innate immune function with aging using a quantitative genetic approach and D. melanogaster as a model system

Wendy Demark-Wahnefried, PhD, RD
Professor and Webb Endowed Chair of Nutrition Sciences

Interests: Diet/hormonal and genetic interactions and their association with neoplasia (specifically breast and prostate cancer); dietary intervention to prevent chronic disease factors affecting compliance and recidivism; and lifestyle modification among cancer survivors

Isa Eto, PhD
Associate Professor

Interests: Nutritional Biochemistry and Molecular Biology. Molecular Mechanisms of Cancer Prevention
José Fernández, PhD
Professor and Vice Chair for Education
Interests: The identification of genes that contribute to racial differences in obesity and diabetes

Yuchang Fu, PhD
Assistant Professor
Interests: Gene expression and regulation related to lipid metabolism in atherosclerosis and diabetes

W. Timothy Garvey, MD
Butterworth Professor and Chair
Interests: The molecular, metabolic, and genetic basis of type 2 diabetes mellitus, insulin resistance, and obesity

Barbara A. Gower, PhD
Professor and Vice Chair for Research
Interests: The interplay between diet, endocrinology, and metabolism and their relation to chronic metabolic disease, with expertise in evaluation of body composition, body fat distribution, insulin sensitivity and beta-cell function

Elizabeth Kitchin, PhD, RD
Assistant Professor
Interests: Interpersonal communication and patient education, mass communication and health behavior

Douglas R. Mollering, PhD
Assistant Professor
Interests: Mitochondrial free-radical production contributing to altered bioenergetics, the development of obesity, insulin resistance and T2DM, increased cardiovascular disease susceptibility, and aging.

Prabhakara R. Nagareddy, PhD
Assistant Professor
Interests: Exploring similar pathways that promote/mediate sterile inflammation in different disease settings such as acute myocardial ischemia, traumatic brain injury, stroke, rheumatoid arthritis etc.

Tim R. Nagy, PhD
Professor
Interests: The regulation of body weight, the development and validation of methods for phenotyping small animals, and the link among body fat, caloric restriction and cancer

Lyse A. Norian, PhD
Associate Professor
Interests: Defining the mechanisms of tumor-induced immune dysfunction and understanding how co-morbidities such as obesity impact the quality and magnitude of anti-tumor immune responses

Courtney M. Peterson, PhD
Assistant Professor
Interests: Develop and test dietary strategies to mitigate or reverse diabetes and obesity. I am particularly interested in meal timing/circadian rhythms, intermittent fasting, and botanical-rich foods
Chandrika Piyathilake, PhD  
Professor  
**Interests:** Develop promising dietary interventions for prevention of cancer and other diet-related diseases while understanding the underlying molecular mechanisms of action and discovery of biomarkers for early detection of cancer

Carleton Rivers, MS, RDN  
Assistant Professor  
Program Director for the Dietetic Internship

Laura Q. Rogers, MD  
Professor  
**Interests:** Exercise promotion and benefits in chronic disease populations, especially cancer survivors

Laura Rutledge, MAEd, RD, LD  
Assistant Professor  
**Interests:** Clinical nutrition, nutrition and cancer, and total parenteral nutrition

Daniel L. Smith Jr., PhD  
Assistant Professor  
**Interests:** The interaction of nutrition and metabolism in relationship to aging and disease

Taraneh Soleymani, MD  
Assistant Professor  
**Interests:** Meal replacement as a weight loss modality, weight maintenance post weight loss, and neurocognitive aspects of obesity

Qinglin Yang, MD, PhD  
Professor  
**Interests:** Exploring molecular mechanisms underlying the development and progression of heart failure
SECONDARY FACULTY

David B. Allison, PhD
Associate Dean for Science
Distinguished Professor, Quetelet Endowed Professor of Public Health
Director, NORC and Office of Energetics

Monica L. Baskin, PhD
Assistant Professor, Department of Health Behavior

Marcus M. Bamman, PhD
Associate Professor, Dept. of Physiology and Biophysics

Fred “Ted” Bertrand, PhD
Assistant Dean for Undergraduate Research
Associate Professor, Department of Clinical and Diagnostic Laboratory Science
Adjunct Associate Professor, DNS

Lauren Dodd, MA, RD, LD
Nutritionist, Civitan – Sparks Clinic

Gordon Fisher, PhD
Assistant Professor, Department of Human Studies

Suzanne P. Geerts, MS, RD, LD
Assistant Professor, DNS Preceptor

Wesley Granger
Associate Professor

T. Michael Harrington, MD
Chair, Department of Family and Community Medicine

Douglas C. Heimburger, MD, FACP
Volunteer Professor, DNS

Carol Hickey, PhD
Assistant Professor, Department of Maternal and Child Health

Gary R. Hunter, PhD
Professor, Human Studies

M. Aminul Islam, PhD
Assistant Professor, Department of Psychiatry

Suzanne Judd, PhD
Associate Professor, Assistant Dean and Professor for Undergraduate Education

Robert Kesterson, PhD
Associate Professor, Department of Genetics

Karen Meneses, PhD, RN, FAAN
Professor, Department of Nursing Acute, Chronic & Continuing Care

Robert A. Oster, PhD
Associate Professor, Department of Preventive Medicine

Eric P. Plaisance, PhD, ACSM-CES, CSCS
Assistant Professor, Department of Human Studies

Bonnie A. Spear, RD, MS, PhD
Professor, Department of Human Studies

Valerie Eubanks Tarn, MS, RDN, LD
Assistant Professor, Department of Pediatrics
Stephanie Wallace, MD  
Associate Professor, Department of Pediatrics  

Kurt R. Zinn, DVM, PhD  
Professor, Department of Radiology  

**emeritus faculty**

C. Michael Brooks, EdD  
Professor Emeritus  
**Interests:** Educational and program evaluation activities involving our Cancer Prevention and Control Training Program grant

Harriet H. Cloud, MS, RD  
Professor Emerita  
**Interests:** Mental retardation and learning disabilities. Inborn errors of metabolism

Carol Craig, MS, RD  
Professor Emerita  
**Interests:** Dietetics Education

Mohammad A. Khaled, PhD  
Professor Emeritus  
**Interests:** Role of infections, particularly *H. pylori*, in induced inflammation in the pathophysiology of human chronic diseases, such as diabetes and coronary heart disease

Charles W. Prince, PhD  
Professor Emeritus  
**Interests:** Scientific integrity and the responsible conduct of research, research computing, and research centers and core facilities

Tsunenobu Tamura, MD  
Professor Emeritus  
**Interests:** Folate metabolism. Trace element nutrition. Inborn errors of metabolism

Nancy H. Wooldridge, MS, RD  
Associate Professor Emerita  
**Interests:** Nutrition and Pulmonary Disease, Children

CCC – Comprehensive Cancer Center  
DRC – Diabetes Research Center  
NORC – Nutrition Obesity Research Center

*Student Handbook 2016*
C. Facilities for Research in the Department of Nutrition Sciences (DNS)

Susan Mott Webb Nutrition Science Building

Constructed in 1983, the six-story Susan Mott Webb Nutrition Sciences Building provides modern facilities and office/laboratory space for the majority of our faculty. Total space committed directly to our faculty equals ~43,000 sq. ft. (18,000 dedicated to laboratories, 11,000 to animal facilities, 8,000 to offices, 5,000 to class/conference rooms, and 1,000 to nutrition clinics). The Susan Mott Webb Nutrition Sciences Building is located within the Academic Health Center and is in easy walking distance to all of the major campus facilities. This assures easy access to the 2,000-bed University Hospital complex, which constitutes one of the major medical facilities in the eastern United States. In addition to access to this large patient population, DNS benefits from the on campus presence of a number of outstanding regional and national institutes and centers with which DNS maintains active collaboration. DNS is also close to Southern Research Institute and the Baptist Medical Center, two collaborating institutions.

DNS research laboratories (located on floors 2-4) provide all of the major equipment needed for basic, animal, and clinical nutrition research, including assessment of vitamin and trace mineral levels in human and animal samples. Notably, DNS operates one of the most complete Energy Metabolism/Body Composition Research Laboratories in the country. This Laboratory contains indirect hood calorimeters, a whole-room indirect calorimeter, a facility for hydrodensitometry, a dual energy X-ray absorptiometry (DEXA), a bioelectrical impedance analysis (BIA), exercise testing equipment, and a mass spectrometer equipped with a gas chromatograph for stable isotope analyses.

Major pieces of equipment and instrumentation in the Susan Mott Webb Building include two double-beam recording UV-visible spectrophotometers, one single beam UV-visible spectrophotometer, one Perkin Elmer infrared spectrophotometer, one ultracentrifuge, two Sorvall refrigerated centrifuges, two Beckman Accu Spin centrifuges, two liquid scintillation counters, a Beckman gamma counter, one Coulter Counter, three laminar flow hoods, three CO\textsuperscript{2} incubators, a Nikon inverted microscope with phase contrast, brightfield and fluorescence optics, a Zeiss upright microscope, eight HPLC systems capable of gradient operation with UV, fluorescence and/or electrochemical detectors and integrators, four autosamplers. Other items of equipment include an Ericomp twin block thermal cycler, a UV crosslinker, hybridization oven, nucleic acid and protein electrophoresis equipment, X-ray film processor, a Perkin Elmer atomic absorption spectrophotometer, a Technicon Autoanalyzer II, fraction collectors, pH meters, flash evaporators, lyophilizers, glassware washers, autoclaves, analytical balances, numerous low temperature freezers and liquid nitrogen storage containers.
Because of UAB’s high quality research environment, many specialized research Centers of Excellence have been established. A partial listing includes the Cardiovascular Research and Training Center, Center for Aging, Center for Interdisciplinary Research in Immunological Diseases, Center for Research in Oral Biology, Comprehensive Cancer Center, Diabetes Research and Training Center, Multipurpose Arthritis and Musculoskeletal Diseases Center, Center for AIDS Research, Cystic Fibrosis Research Center, Neurobiology Research Center, Nephrology Research and Training Center and many others. Most of these specialized centers are actively involved in diversity of training activities (as many of their names indicate), including graduate and medical students, MD fellows, postdoctoral fellows and others. Core facilities of many centers offer analytical services for a fee.

DNS is unique in housing two prestigious NIH-funded centers: the Nutrition and Obesity Research Center (NORC - Dr. David Allison, Director) and the Diabetes Research Center (DRC - Dr. Tim Garvey, Director). These Centers are directly involved in our students training and research experiences, also providing accessibility to core facilities and educational opportunities.

**Library Resources**

UAB maintains two major libraries, the Mervyn H. Sterne Library (net area of 154,000 sq. ft., shelving capacity of >516,000 linear ft., >575,000 printed holdings, >524,000 titles and >2700 periodical subscriptions) and the Lister Hill Library of the Health Sciences.

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

The Lister Hill Library, which serves the Academic Health Center, is located directly across the street from the Susan Mott Webb Nutrition Sciences Building. In addition to providing traditional library services, the Lister Hill Library also offers a wide variety of on-line capabilities, thereby allowing access to the library’s catalog of holdings and numerous electronic databases.

**Graduate Student Access to Research and Training Facilities**

Student access to most UAB resources is readily available, either directly (e.g., the libraries) or through the student’s advisor or Dissertation Advisory Committee. In fact, gaining access to certain techniques, expertise or instrumentation is often a consideration in selecting a Dissertation Advisory Committee for a student. Certain centers on campus, such as the Comprehensive Cancer Center, have a broad spectrum of diagnostic and analytical services available to the UAB faculty at-large. Both NIH-funded centers housed in
DNS (the Nutrition and Obesity Research Center, and the Diabetes Research Center) provide opportunities for research experiences and resources through their cores, as well as educational and training events.

**D. ADMISSION TO THE PhD PROGRAM**

**ENTRANCE REQUIREMENTS FOR THE PhD PROGRAM**

Applicants should have at minimum a Baccalaureate degree (BS or BA) in a recognized field of biological, physical, chemical, agricultural or engineering science from an accredited university. To meet Graduate School and DNS admission standards, a student must submit a completed application to UAB Graduate School. As part of the application you accompanied by the following items:

- Non-refundable application fee (UAB Graduate School has waived this fee for U.S. citizens and permanent residents);
- Three letters of recommendation based on thorough knowledge of the applicant’s background and abilities;
- Official transcripts from all colleges and universities attended;
- Brief statement of research interests, professional goals, and past performance;
- Results of Graduate Record Examination (GRE) taken within the past two years;
- Results of Test of English as a Foreign Language (TOEFL) exam (required only for applicants whose native language is not English, regardless of having a degree from an American university)

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

**ACCEPTANCE TO THE DNS PhD PROGRAM**

Applications for the PhD program are evaluated by a departmental committee. Recommendations from the Committee are given to the Vice Chair for Education and/or PhD Program Director who makes recommendations to the UAB Graduate School for admission into the DNS PhD Program. Students recommended for admission to the Graduate Program will receive a letter from the UAB Dean of the Graduate School. In addition, a letter will be sent to the students from the DNS Vice Chair for Education and/or PhD Program Director that indicates the terms of the offer.

**FINANCIAL SUPPORT**

Tuition scholarships are available. However, these scholarships are extremely competitive and are generally awarded on a yearly basis. The maximum renewal period is five years. The scholarship awards are based on a combination of factors, that include availability of departmental funds and
student demonstrated excellence in academic performance, leadership to the program, and academic and research progress and productivity. Tuition scholarships generally cover the cost of tuition, student service fees and insurance.

As a condition for receiving a tuition scholarship, the student must register for, and successfully complete at least 9 hours of graduate course work during Fall and Spring semesters and 3 hours during Summer at a minimum level. Generally, students who are awarded tuition scholarships complete a maximum of 30 semester hours per academic year (i.e., Fall, Spring, and Summer terms combined).

Students who are awarded a tuition scholarship are required to consult with the Vice Chair for Education and/or PhD Program Director before registering for courses each academic term.

Students on tuition scholarship must maintain an outstanding academic record. The tuition scholarship will be terminated for a student who is placed on academic probation. Further, the tuition scholarship may be terminated if the student does not demonstrate competitive academic performance, or if the student receives full or part-time employment outside of the Department.

During the first two years of the graduate program, most of our students receive stipend support. After the second year, and until the completion of the PhD, a student is expected to have in place a form of financial support for the remainder of their PhD education. Examples of stipend support mechanisms include: Securing a stipend from your faculty mentor (your mentor should have research interests and expertise that are compatible with your research interests and objectives), individual funding through a pre-doctoral award mechanism or a pre-doctoral training grant (such as T32), or financial aid through appropriate university venues.

The Vice Chair for Education/PhD Program Director will assist the student with identifying a suitable mentor, but cannot guarantee that you will be successful in finding a mentor who has the capability to provide a stipend. The faculty mentor, Vice Chair for Education, or PhD Program Director may appoint you as a research assistant, a graduate assistant, or, in certain cases, a teaching assistant. In any of these cases, you may be awarded a service assignment by the mentor or department. The service provided will be designed to enhance your professional development as well as contribute to the teaching and research of the university. The remainder of your academic efforts should be devoted to carrying out those activities required by the program, including the original research necessary to fulfill thesis, pre-dissertation, and dissertation requirements. A student who accepts an assistantship shall not hold any form of employment outside the advisor’s or other committee member’s research laboratories, or departmental teaching responsibilities. Exceptions may be granted by the Vice Chair for Education/PhD Program Director for situations in which outside work is clearly beneficial to the overall training of the student.
E. PROGRAM DESCRIPTION AND COURSEWORK

The usual period in which the doctoral degree can be earned is 4 – 6 academic years of full-time study, or longer if you have periods of part-time enrollment. The maximum amount of time allowed by UAB Graduate School to complete a PhD degree is seven years.

The PhD program in Nutrition Sciences requires completion of 33 semester hours in core courses and at least 24 additional graduate semester hours of elective coursework. The vast majority of our didactic courses are offered entirely online.

In the first year, much of your time will be devoted to coursework; which includes laboratory/clini-cal research experience during research rotations. The program leading to the PhD in Nutrition Sciences provides training and research experience in classical nutrition and various aspects of clinical nutrition, human health, and metabolism. The program emphasizes the science of nutrition, from a variety of perspectives, as demonstrated by our Core Course Requirements, as follows:

### PhD in Nutrition Sciences Core Completion Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 621</td>
<td>Statistical Methods in Nutrition Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>NTR 623</td>
<td>Statistical Methods in Nutrition Sciences II</td>
<td>3</td>
</tr>
<tr>
<td>NTR 637</td>
<td>Applied Research in Nutrition Sciences</td>
<td>3</td>
</tr>
<tr>
<td>NTR 690</td>
<td>Seminar</td>
<td>2</td>
</tr>
<tr>
<td>NTR 718</td>
<td>Nutritional Biochemistry</td>
<td>6</td>
</tr>
<tr>
<td>NTR 733</td>
<td>Laboratory Instruments and Methods in Nutrition Research</td>
<td>2</td>
</tr>
<tr>
<td>NTR 736</td>
<td>Scientific Methods</td>
<td>3</td>
</tr>
<tr>
<td>NTR 747</td>
<td>Molecular Biology and Nutrition Sciences</td>
<td>3</td>
</tr>
<tr>
<td>NTR 779</td>
<td>Obesity in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>NTR 788</td>
<td>Advanced Nutrition Seminar</td>
<td>5</td>
</tr>
</tbody>
</table>

| Total credit hours - core | 33 |


**APPROVED ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 604</td>
<td>Principles and Practice of Nutrition Support</td>
<td>3</td>
</tr>
<tr>
<td>NTR 609</td>
<td>Applied Nutrition for Physical Activity and Disease Prevention</td>
<td>3</td>
</tr>
<tr>
<td>NTR 631</td>
<td>Community Interventions for Healthy Lifestyle</td>
<td>3</td>
</tr>
<tr>
<td>NTR 632</td>
<td>Nutrition Counseling and Education</td>
<td>3</td>
</tr>
<tr>
<td>NTR 701</td>
<td>Advanced Medical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NTR 722</td>
<td>Recent Advances in Nutrition and Cancer Research</td>
<td>3</td>
</tr>
<tr>
<td>NTR 750</td>
<td>Body Composition and Energy Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>NTR 769</td>
<td>Race, Nutrition and Health</td>
<td>3</td>
</tr>
<tr>
<td>GRD 717</td>
<td>Principles of Scientific Integrity</td>
<td>3</td>
</tr>
</tbody>
</table>

Other courses may be approved as electives by the Program Director and/or Vice Chair for Education.

The Core Courses are required courses that provide the basic knowledge expected of all students in the PhD program. Seminar courses are designed to broaden your knowledge within, as well as outside of, your interest area and also provide you the opportunity to learn how to critically evaluate scientific research methodology and presentation. A description of these courses can be found at the [UAB School of Health Professions Catalog](#) website.

Research rotations are an integral component of the first year. Most students will work in at least 3 research rotations to have first-hand experiences in conducting basic and/or clinical research. Each research rotation lasts 10 to 12 weeks. You must receive written approval by the Vice Chair of Education and/or PhD Program Director prior to each rotation. The recommended rotation schedule follows:

<table>
<thead>
<tr>
<th>Rotation number</th>
<th>Recommended time period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2nd week of September to mid-December</td>
</tr>
<tr>
<td>2</td>
<td>1st week of January to late March</td>
</tr>
<tr>
<td>3</td>
<td>3rd week of March to mid-June</td>
</tr>
</tbody>
</table>

Research rotations provide you the opportunity to identify your specific area of research interest. By the end of the summer of your first year, you should have identified a research mentor and have a general idea of your area of research interest.

It is important for first year students to understand that obtaining a publication from a particular rotation is not an expected rotation outcome. Most first year students come to the PhD program without experience in technical writing, and are not equipped during their first year to participate in the rigorous involvement that requires authorship in a peer-reviewed publication. Exceptions to this expectation may be discussed with the Vice Chair for Education and/or PhD Program Director.
By the second year of the program, and thereafter, a greater emphasis is placed on the research, grantsmanship, and professional scholarship efforts, with less emphasis placed on didactic instruction.

The DNS Education Mission regularly reviews the curriculum and program through an Advisory Committee that is generally comprised of students and faculty. Generally, new courses are added, and changes to the curriculum occur, that are directed by job market demands and research advancements in nutrition science.

UAB Graduate School has minimum course credit requirements for students in doctoral programs. UAB Graduate School minimum requirements can be found in the UAB Graduate Student Handbook, located at: http://www.uab.edu/graduate/images/acrobat/publications/UAB_Grad_Handbook.pdf

**ACADEMIC PERFORMANCE**

The grade of A is used to indicate superior performance, B for adequate performance, and C for performance only minimally adequate for a graduate student. Any graduate student completing a course at the 500-level or above with a performance below the C level will receive a grade of F; UAB Graduate School does not use the grade of D. For a student to maintain good academic standing in UAB Graduate School, a grade point average of at least 3.0 (B average) and overall satisfactory performance on pass/not pass courses are required. UAB Graduate School will place a student who fails to meet the criteria to continue in good academic standing on probation. The student must re-establish good academic standing within the next two semesters of graduate study. Students who do not accomplish this level of performance will be dismissed from UAB Graduate School. Further details about Academic Performance requirements can be found in UAB Graduate Student Handbook, located at: http://www.uab.edu/graduate/images/acrobat/publications/UAB_Grad_Handbook.pdf

DNS policy requires that if the student obtains a grade of C or less in a core course, the student is required to repeat and earn a grade of B or higher in the course. Only under very rare circumstances is this requirement waived. A waiver is at the discretion of the Vice Chair for Education or PhD Program Director.

Throughout your PhD program of study, your status in the program is critically evaluated in terms of the progress and quality of your research productivity.
F. MASTER OF SCIENCE IN NUTRITION (MS)

Students who are admitted into the PhD program who do not have a graduate degree are required to obtain a Master of Science (MS) Degree in Nutrition Sciences, which generally occurs by the end of the second year of the PhD program. The MS Program Director is available to assist you with questions that you may have throughout your program of study. It is advised that you submit your updated Plan of Study to the MS Program Director and meet each semester with the MS Program Director to provide updates on your progression through your MS plan of study. For MS students, the spring semester of the second year becomes an intense research experience. Students in pursuit of the MS Degree must have an established Graduate Study Committee, a Masters level candidacy approval form, obtain appropriate IRB or IACUC certifications, and register for 6 hours of NTR 699 (Masters Level Thesis Research). See the DNS MS in Nutrition Sciences degree and UAB Graduate School handbooks for further expectations of students completing the MS degree. The publication used for the MS thesis cannot be used to fulfill the scientific paper requirements that are a part of the PhD program requirements that are described later in this section (Model 1 and 2).

G. ADMISSION TO CANDIDACY

Admission to Candidacy is a process to evaluate if students have acquired scientific skills to transition into the independent research enterprise that underlies a doctoral dissertation. The student must be proficient in the skills of scientific and experimental design, statistical methodology/modeling, scientific writing, and scientific oral communication and presentation. Overall, the Candidacy Examination has been designed to evaluate these skills.

UAB Graduate School encourages students to apply for external funding, particularly using the NIH F31 mechanism. Funding of these grants provides an opportunity to develop your independent line of doctoral research. To provide a unique learning and training opportunity to our students, which might result in attainment of independent funding, we use the F31 format to evaluate students as part of their Candidacy Examination. It is strongly recommended that you have a first-authored peer-reviewed publication prior to your Candidacy Examination, as evidence of your ability to execute independent research and transfer your research findings into technical writing. In some instances, this publication might be the first specific aim of your Candidacy Research Proposal, or serve as preliminary data. In the rare circumstance that the research nature of a project, or special circumstance beyond the student’s control, impairs the student, in good faith, to have a timely first-authored peer-reviewed publication, the recommendation for Candidacy Examination will be decided by a committee of three faculty members, assigned by the Vice Chair of Education in consultation with the student’s Faculty Advisor.

PROCEDURES

Once the student identifies members of their Graduate Study Committee and discusses their research project with their Faculty Advisor, the student will submit to their Graduate Study Committee a Research Proposal in the format of an F31 grant. The Research Proposal represents only the scientific aspect of the application. The Research Proposal is reviewed by the Graduate Study Committee and the Vice Chair for
Within 20 business days of submission, a formal review of the Research Proposal will be conducted. During this review, the student might or might not be present; however, the Graduate Study Committee will provide feedback to the student.

After a successful application review, a Proposal Defense will be scheduled. Normally, this occurs within 20 business days. Under very rare circumstances, the Vice-Chair for Education or PhD Program Director may grant an extension of up to 5 additional business days.

The Proposal Defense consists of a public presentation of the background and the research plan, followed by a private meeting with the Graduate Study Committee for discussion and/or approval of the Research Proposal. A positive completion of these processes represents admission into Degree Candidacy.

Students must meet with their Faculty Advisor to coordinate the submission of the Research Proposal. With assistance from their Faculty Advisor, the student will design and add to the Research Proposal the mentoring component of the F31 (which is part of the application). The student and the Faculty Advisor have support from the office of the DNS Education Mission in this part of the process, if requested.

Non-US citizens will write the F31; however, you are encouraged to develop a plan with your Faculty Advisor for transferring the information of the Research Proposal into another type of funding mechanism, such as a R03 or R21.

**PROPOSAL**

Application for an Individual Fellowship Ruth L. Kirschstein National Research Service Award should use the form PHS 416-1 that may be downloaded from: [http://grants.nih.gov/grants/funding/416/phs416.htm](http://grants.nih.gov/grants/funding/416/phs416.htm)

Some relevant information to take into account (taken from the directions in the link above) is that:

- The proposal submitted to the Graduate Study Committee should have the appropriate face page. Although recent changes to F31 require six pages, your Research Proposal will exceed six pages. However, you must take into account that the scientific section must not exceed 10 pages, including all tables, graphs, figures, diagrams, and charts.

The scientific component should include each of the following:

- **Specific Aims.** List the broad, long-term objectives and the goal of the specific research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

- **Background and Significance.** Briefly describe the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to broad, long-term objectives and to the mission of the
National Institutes of Health, Institute and Center (NIH IC) or Agency for Healthcare Research and Quality (AHRQ).

- **Preliminary Studies.** Use this section to provide an account of preliminary studies, if any, which are pertinent to this application. This information will help reviewers to evaluate your experience and determine your competence to pursue the proposed project. It will help demonstrate the utility of the proposed project as a training experience. When applicable, provide a succinct account of published and unpublished results, indicating progress toward achievement.

- **Research Design and Methods.** Describe the research design concept or clinical framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe new methodology and its advantage over existing methodologies. Describe novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project. Point out procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

Although not part of the 10-pages, when necessary, applications should address issues related to Human Subjects Research, Clinical Trial, Protection of Human Subjects, Inclusion of Minorities and Women, Inclusion of Children, and Vertebrate Animals, select agents, according to instructions. **A bibliography and reference cited should be included as part of the proposal, but not counted as part of the 10 pages of the body of the proposal.**

**EVALUATION**

The evaluation criteria for an F31 are based on four aspects:

- **Candidate.** The candidate’s previous academic and research performance and the potential to become an important contributor to biomedical, behavioral, or clinical science.

- **Sponsor and Training Environment.** The quality of the training environment and the qualifications of the sponsor as a mentor within the proposed research training experience.

- **Research Proposal.** The merit of the scientific proposal and its relationship to the candidate’s career plans.

- **Training Potential.** The value of the proposed fellowship experience as it relates to the candidate’s needs in preparation for a career as an independent researcher.

The Candidacy Examination evaluation is based mainly on aspect (c) which is the Research Proposal. It is recommended that the Graduate Study Committee evaluate the Research Proposal using the typical NIH review criteria, as follows:

- **Significance.** Does this study address an important problem? If the aim of the application is achieved, how will scientific knowledge or clinical practice be advanced? What will be the effect of
these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

- **Approach.** Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well-reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

- **Innovation.** Is the project original and innovative? For example: Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

- **Investigators.** Are the investigators appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complimentary and integrated expertise to the project?

- **Environment.** Does the scientific environment in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the scientific environment, or subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?

- **Overall Evaluation.** In one paragraph, briefly summarize the most important points of the Critique, addressing the strengths and weaknesses of the application in terms of the five review criteria. Recommend a score reflecting the overall impact of the project on the field, weighing the review criteria, as you feel appropriate for each application. An application does not need to be strong in all categories to be judged likely to have a major scientific impact and, thus, deserve a high merit rating. For example, an investigator may propose to carry out important work that by its nature is not innovative, but is essential to move a field forward or improve clinical decisions or outcomes.

The Graduate Study Committee will use this information to evaluate the Research Proposal and provide feedback about deficiencies and concerns that diminish scientific quality and/or feasibility of the proposed study. The Graduate Study Committee meeting will focus on the discussion of the Research Proposal within the context of only the aspects mentioned above. The meeting will last for a maximum 1-hour period of time.

**H. APPOINTMENT OF DISSERTATION ADVISORY COMMITTEE**

The student’s Faculty Advisor (Mentor) should be chosen by the end of the summer term of the first year. The role of the Mentor carries numerous responsibilities, including the many facets of graduate student education and financial support for the student’s stipend, insurance, and student travel to meetings to present their research. It is the Mentor’s responsibility to be familiar with, and abide by DNS and UAB Graduate School Policies and Procedures, encourage the student to progress rapidly and
efficiently to complete all degree requirements while maintaining high quality work, and to meet
deadlines for timely degree completion.

All students will have a permanent Dissertation Advisory Committee (Graduate Study Committee) that
must be appointed prior to initiating the procedures for Admission to Candidacy. The Dissertation
Advisory Committee will consist of 5-6 faculty members who guide the student to develop an effective
research agenda and to successfully complete all degree requirements in a timely and efficient manner.
The student’s Dissertation Advisory Committee will evaluate competence of the student to conduct
scientific study. Two members of the Dissertation Advisory Committee should be from outside the
student’s specialization; each should be able to offer relevant insight and expertise to guide the student.
Recommendations for Graduate Study Committee membership are submitted by the Faculty Advisor and
the student to the Program Director or Vice Chair for Education, who subsequently submits these
recommendations to the UAB Graduate School Dean. Graduate Study Committee appointments are made
by the UAB Graduate School Dean, who is an ex officio member of all Graduate Study Committees.

It is the responsibility of the student to plan and execute regular meetings with their Dissertation
Advisory Committee. It is recommended to have the meetings at least every six months. These meetings
should be no longer than one hour, scheduled in advance, and have at least three Dissertation Advisory
Committee members present. An update of research progress should be evaluated during the course of
each meeting.

I. Research

An intensive period of original research will be performed by the student, the length of which will be
decided by the Dissertation Advisory Committee. During this time the student will carry out the research
studies presented in the experimental plan, as presented at the Dissertation Advisory Committee
meetings.

IRB Approval for Thesis and Dissertations

Student researchers have the same submission options as any investigator. In most cases, it is advisable
that the student submit a separate application to the IRB, especially those working towards dissertation, as
these projects are often either new projects, in which the student has the leading or sole role, or they are
secondary to an existing protocol where the student’s work differs from the purpose of the existing
protocol. Regardless, dissertation committees prefer to see the student’s name on an approval document,
and this is the best way to ensure that happens.
Research that is limited to secondary analysis of data, records or specimens that are de-identified or
otherwise impossible to be linked to personal identities can be submitted via a Not Human Subjects
Research (NHSR) application provided that the custodian of the data can provide written assurance that
the student researcher will not have access to identifying data. It is this “de-linking” of data from personal
identifiers that allows the IRB to make this determination; therefore, the custodian of the data cannot be
listed as research personnel on the student’s application, although they may be listed as Faculty Advisor. If the IRB determines that this project is NHSR, IRB Training for the student is not required by IRB but may be required by the Faculty Advisor. If identifiers are required for the conduct of the research or if direct interaction with individuals will be necessary, then the research should be submitted via Exempt or Expedited application.

If the student’s activity is (or will be, after modification) subsumed under the existing study, the student may be added to the existing protocol via Project Revision/Amendment Form (PR/AF). When choosing this option, the student’s full name, dissertation title, description of the project, and whether or not it differs from the existing protocol must be included in the PR/AF, and this document will be used when submitting candidacy paperwork to the dissertation committee. If the student was assisting a researcher and was already listed on the protocol as research personnel, then a PR/AF should be submitted when this student’s role changes from researcher to dissertation work, so that the PR/AF can be used with the Dissertation Advisory Committee submission. This option is less common and should be used with caution as the IRB may determine that a separate submission be undertaken, which may cause a delay in the candidacy paperwork submission. Students and faculty are encouraged to call the IRB if in doubt.

In conclusion, the two documents that dissertation committee members will accept are:

- IRB approval with the candidate’s name listed as Principal Investigator with the dissertation title listed
- PR/AF with the candidate’s name added and the dissertation title clearly noted.

**J. COMPLETION OF PHD**

In order to complete the PhD degree in Nutrition Sciences, students are expected to accomplish the following:

- Successful completion of 33 semester hours of PhD in Nutrition Sciences Core courses, 24 semester hours of Approved Electives, and minimum course credit requirements of UAB Graduate School;
- Pass a written/oral qualifying examination (Candidacy Examination);
- Author at least two research papers which have been accepted for publication by peer-reviewed scientific journals (student must be first author of at least one publication) during the time of graduate training in DNS; and
- Submit and successfully defend a dissertation, reporting results of original scientific research which makes a genuine contribution to the field of nutrition sciences.
Dissertation

Two models can be used for the written dissertation, as follows:

- **Model 1.** At least one first-author and two additional publications are included in the final dissertation after adding an introduction and discussion that encompasses an overall theme for the scientific project. At least one of the manuscripts should be published or accepted for publication.

- **Model 2.** This model includes multiple chapters describing an introduction, literature review, methods, results, discussion and conclusions, and a reference list that describes the scientific discovery of the student.

The model to be used for writing your dissertation must be approved by your Faculty Advisor, Dissertation Advisory Committee, and the Program Director and/or Vice Chair for Education.

Authorship of research papers is a requirement of the PhD degree, independent of the dissertation model of the student. This means that before graduation, the student must have actively participated in the publishing of at least two peer-reviewed publications (not abstracts). For students who earn their MS as part of the DNS PhD training, the published thesis is not counted as a publication toward the PhD written dissertation requirement. If the student uses a dissertation model based on at least three publications, any publication used to previously obtain a degree is not accepted as part of the dissertation; however, it is considered as one of the publications during the training time at DNS.

Students are responsible for contacting the UAB Graduate School to obtain the latest information regarding their application for degree and all related paperwork. Written dissertations must follow the formatting established by the UAB Graduate School’s Format Manual for Thesis and Dissertations.

After completion, Advisor-approved copies of the dissertation must be distributed to each Dissertation Advisory Committee member and to the Program Director and/or Vice Chair of Education at least 10 business days prior to the oral defense. The defense is a public event open to the UAB community; invitations to all defenses will be distributed throughout UAB campus using flyers and media announcements. After the defense presentation, the student remains in the room for a private questioning session with members of the Dissertation Advisory Committee and the Program Director and/or Vice Chair for Education. Your Dissertation Defense presentation is a maximum of 40 minutes in length.
Upon successful defense of the dissertation, the student must turn in a final, corrected draft (corrections made according to suggestions of the Dissertation Advisory Committee, Program Director and/or Vice Chair of Education) to UAB Graduate School within 10 business days following the oral defense. Failure to meet this deadline may delay your graduation.

If a student successfully defends the dissertation and the Dissertation Advisory Committee has signed off, the Program’s stipend responsibility ends the last class day of the academic term. Also, if, after the defenses and the committee sign-off, the student fails to turn in all required materials to UAB Graduate School by the deadline, the student must reapply for graduation and must, if necessary, register for the next semester (3 credit hours for part-time student status; 9 credit hours for full-time status) and encumber the financial expenses associated with this situation.

**K. ACADEMIC MISCONDUCT**

Academic misconduct is considered an offense at UAB. You are encouraged to visit The Graduate School’s Academic Ethics and Conduct at the link below:

http://www.uab.edu/graduate/component/content/article/23-students/catalog/200-academic-ethics-and-conduct

DNS has a specific policy regarding plagiarism, describes as follows:

**DNS PLAGIARISM STATEMENT AND PROCEDURES**

DNS recognizes and strongly endorses the principles of integrity and ethical behavior as they apply to the behavior of its faculty, staff, and students who are engaged in research, scholarship, teaching, and service activities. One key component of academic and scientific integrity is the proper attribution and acknowledgement of the contributions of others to the acquisition of new knowledge. In an effort to promote responsible conduct of research and academic integrity, DNS has developed the following statement and procedures concerning plagiarism:

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

From this perspective, the following procedures have been identified to be followed by members of DNS and to address the University and school’s policy on plagiarism.

**PREVENTIVE EDUCATION**

- A two hour workshop about plagiarism will be available to our students prior to the
beginning of Fall semester;

- Faculty will be trained in the use of the Turnitin program to evaluate plagiarism
  [http://www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas)

**DEPARTMENTAL PROCEDURES**

- Electronic copies of all written reports for classes should be provided to Course Masters;
- Course Masters are expected to use Turnitin to assess incidences of plagiarism;
- In an instance when plagiarism is identified, the student will be assigned a score of zero as the grade for the original assignment;
- The student will be asked to rewrite the assignment. The rewritten assignment will be graded and the average of the grades for the two assignments (original and rewritten) would be assigned as the final grade for that assignment (equivalent to 50% of the grade for the rewritten assignment);
- At discretion of the Course Master, the student may have the opportunity to write an additional paper/project to improve their final grade;
- If the Course Masters needs to provide a grade prior to resolving the plagiarism issue with the student, an ‘incomplete’ should be given as the grade.

If the student obtains a grade of C or less in a core course, the student is required to retake the course, according to DNS policy.

**SCHOOL OF HEALTH PROFESSION PLAGIARISM POLICY REQUIREMENTS**

The School of Health Professions’ Policy and Plagiarism requires the following:

- A statement about plagiarism is included in each course syllabus;
- A plagiarism statement is included in the student handbook;
- Plagiarism is discussed as part of new student orientation; and
- Students are provided notice that submitted assignments are entered into a database.

Additional information regarding plagiarism could be found at:
  [http://bioinformatics.oxfordjournals.org/content/24/2/243.full](http://bioinformatics.oxfordjournals.org/content/24/2/243.full)
  [https://www.papermasters.com/understanding-plagiarism.html](https://www.papermasters.com/understanding-plagiarism.html)
L. ADDITIONAL INFORMATION

For additional information regarding the Graduate Programs for the Education Mission UAB Department of Nutrition Sciences please contact:

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