# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section 1 – School and University Information</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>8</td>
</tr>
<tr>
<td>Academic Honor Code (UAB)</td>
<td>8</td>
</tr>
<tr>
<td>AskIT</td>
<td>8</td>
</tr>
<tr>
<td>Attendance / Absence</td>
<td>9</td>
</tr>
<tr>
<td>Awards and Honor Societies</td>
<td>9</td>
</tr>
<tr>
<td>Background Check</td>
<td>10</td>
</tr>
<tr>
<td>Blackboard Learning System</td>
<td>10</td>
</tr>
<tr>
<td>BlazerNET / Blazer ID / Email</td>
<td>10</td>
</tr>
<tr>
<td>Bookstores</td>
<td>11</td>
</tr>
<tr>
<td>Campus Card</td>
<td>11</td>
</tr>
<tr>
<td>Campus Map</td>
<td>11</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>11</td>
</tr>
<tr>
<td>Directions Student Handbook</td>
<td>11</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>11</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>11</td>
</tr>
<tr>
<td>Emergencies</td>
<td>12</td>
</tr>
<tr>
<td>Equity and Diversity Office</td>
<td>12</td>
</tr>
<tr>
<td>Escort Service</td>
<td>12</td>
</tr>
<tr>
<td>FERPA (Family Educational Rights and Privacy Act)</td>
<td>12</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>13</td>
</tr>
</tbody>
</table>
Food Services 13
Graduate School 13
Graduation 13
Health Services and Medical Clearance 14
HIPAA (Health Insurance Portability and Accountability) Training 14
Institutional Review Board (IRB) 14
Intellectual Property 14
Libraries and Learning Resources Center 15
OneStop 16
Parking 16
Patient Care Partnership 16
Plagiarism and Turn-It-In 16
Recreation Center 16
Scholarships 16
Social Media 17
Tuition and Fees 18
Weather 18
Withdrawal from Course/Program 19

Section 2 – School and University Policies

SHP Policies
- Background Check and Drug Screen 20
- Grievance Procedures for Violations of Academic Standards 20
- Impairment and Substance Abuse 20
- Plagiarism and Turn-It-In 20

UAB Policies
- AIDS and HIV Infection 20
- Alcoholic Beverages, Use and Consumption 20
- Attendance 20
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Fluid Exposure</td>
<td>20</td>
</tr>
<tr>
<td>Computer and Network Resources (Acceptable Use)</td>
<td>20</td>
</tr>
<tr>
<td>Computer Software Copying and Use</td>
<td>20</td>
</tr>
<tr>
<td>Drug Free Campus</td>
<td>20</td>
</tr>
<tr>
<td>Equal Opportunity and Discriminatory Harassment</td>
<td>20</td>
</tr>
<tr>
<td>Ethical Standards in Research and Other Scholarly Activities</td>
<td>20</td>
</tr>
<tr>
<td>Firearms, Ammunition, and Other Dangerous Weapons</td>
<td>20</td>
</tr>
<tr>
<td>Immunization</td>
<td>20</td>
</tr>
<tr>
<td>Nonsmoking</td>
<td>20</td>
</tr>
<tr>
<td>Patent (Intellectual Property)</td>
<td>21</td>
</tr>
</tbody>
</table>

**Section 3 – Department / Program Information**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Philosophy/Mission and Goals</td>
<td>21</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics Core Competencies for Dietitians</td>
<td>21</td>
</tr>
<tr>
<td>Background and Organization of the Nutrition Sciences Department</td>
<td>25</td>
</tr>
<tr>
<td>and the Dietetic Internship Program</td>
<td></td>
</tr>
<tr>
<td>Department of Nutrition Sciences Awards</td>
<td>26</td>
</tr>
<tr>
<td>Code of Ethics for the Profession of Dietetics</td>
<td>28</td>
</tr>
<tr>
<td>Social Media</td>
<td>31</td>
</tr>
<tr>
<td>Internship Policies and Procedures</td>
<td>32</td>
</tr>
<tr>
<td>Time Lost Due to Bad Weather or Other Emergencies</td>
<td>37</td>
</tr>
<tr>
<td>Patient Information Confidentiality Policy</td>
<td>37</td>
</tr>
<tr>
<td>UAB Needle Stick Policy</td>
<td>39</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>40</td>
</tr>
<tr>
<td>Evaluation Procedure</td>
<td>40</td>
</tr>
<tr>
<td>Grounds for Dismissal</td>
<td>41</td>
</tr>
<tr>
<td>Withdrawal from Program</td>
<td>41</td>
</tr>
<tr>
<td>Professional Activities</td>
<td>41</td>
</tr>
<tr>
<td>Community Service Activities</td>
<td>42</td>
</tr>
<tr>
<td>Verification Statement Guidelines</td>
<td>42</td>
</tr>
<tr>
<td>Accreditation Statement</td>
<td>42</td>
</tr>
</tbody>
</table>
Notice of Opportunity to File Complaints with the Commission on Accreditation for Dietetics Education 42

Students Enrolled in Health-Related Schools 43
  Immunization Requirements: 43
  Background Checks and Drug Screening 45

Core Technical Performance Standards for UAB DI Admission and Progression 46

DNS Plagiarism Policy and Related Procedures 48
Dean’s Welcome Message

Welcome to the University of Alabama at Birmingham School of Health Professions, one of the nation’s educational 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 the most advanced technologies and experience the most cutting-edge approaches to clinical treatment.

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

Several of our programs rank in the nation’s top 30 by U.S. News and World Report including our master’s in health administration ranked at number five, entry level Physical Therapy at number 19, Physician Assistant program at number 25 and Occupational Therapy at number 29. We continue to rank 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 a NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

What this means to you is that you will graduate with a degree with an esteemed reputation, job opportunities in the health care industry that will continue to grow in the next decade, and a chance for you to make a difference in your field.

Our alumni give advice to current students that’s worth repeating: be a sponge, learn your craft to be a better professional for your patients, be open minded to all future possibilities, and remember to have 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 in the next few years.

Harold Jones, Ph.D.
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 1950s as a collection of courses in various paraprofessional 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 organization 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 1970s, ‘80s, and ‘90s, the school’s offerings were expanded to reflect the changing and growing 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 SHRP (the School of Health Related Professions). During that time, the school added several new areas of study including the 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 school’s reorganization and physical relocation. Up that point in time, the SHRP’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. In the summer of 2013, two additional floors were completed to provide additional office and classroom space and a new executive learning center in the SHPB.

Today, the School of Health Professions is comprised of more than 20 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 intellectual and physical 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 ranking of several SHP programs in the nation’s top 25
- Total research funding rapidly approaching the $11 million level
- National Institutes of Health research funding at either first or second rank for schools of its type since 1969
- Full programmatic accreditation for all eligible school programs

The School of Health Professions continues to be strong and vibrant, sponsoring health professions programs delivered by nationally-recognized faculty committed to providing “education that will change your world.”
The SHP Office of Student Success supports UAB’s mission and values with a focus on achievement, collaboration and diversity. Guided by our commitment to student achievement and dedication to excellence, the Office of Student Success provides academic counseling and advising support to all students through a number of programs including:

- Academic and professional advising and counseling
- Peer tutoring services
- ADA accommodations
- Campus resource referral
- Professional development programming

In the Office of Student Success, we understand that undergraduate and graduate studies can be challenging and we provide students with a network of services specifically designed to address those challenges and explore the many opportunities of attending an internationally renowned research university. We have created a series of seminars, available in person and on-line to assist students with:

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

Additionally, the Office of Student Success team recognizes that with classes and labs, internships and studying, students’ in the health professions can have particularly demanding schedules. In response we have created a number of programs specifically to address our students’ limited availability:

- The OSS Information Coffee House
- OSS Brown Bag Lunch Seminars
- OSS Virtual Seminars
- OSS’s own, in-office, liaison to the UAB Office of Career Services
- The OSS Finals Week Breakfast Fiesta

The advising and professional team at the Office of Student Success is here to support individual students and student groups, contributing to the University’s strong sense of community. We have an open-door policy and encourage students to connect on a personal basis with advisors and mentors. To that end, students should feel free to drop-by, no appointment needed – but if they prefer, they can call, email or arrange a meeting with one of our advisors through the OSS website. We are here to help students make the most of their UAB experience and will assist in any way we can.

Our Goal is Student Success!

Check us out!

www.uab.edu/shp/home/about-shp/student-services
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

<table>
<thead>
<tr>
<th>The UAB Academic Honor Code</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<td>CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.</td>
</tr>
<tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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 in Section 3 of 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.

<table>
<thead>
<tr>
<th>UAB Attendance and Excused Absence Policy</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
</tbody>
</table>

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 are eligible for consideration for following the awards or society memberships.

*Alfred W. Sangster Award for Outstanding International Student* – One award is made annually to an international student in recognition of 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.
**Cecil Clardy Satterfield Award for Humanism in Health Care** – One award is made annually to recognize an 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** – One 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** – This award is made to a maximum of three outstanding SHP students annually, and 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 senior 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 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, Certified Background, 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.

**Blackboard Learning System**
The platform used for managing instructional materials online is Blackboard Learn. Blackboard course sites can be accessed through BlazerNET or at [www.uab.edu/bblearn](http://www.uab.edu/bblearn). Students should monitor their course sites routinely for communications from faculty and to manage course assignments.

**BlazerID / BlazerNET / Email**
All students are assigned a unique identification, their BlazerID, which is established by the student at [www.uab.edu/blazerid](http://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 at [https://blazernet.uab.edu/cp/home/displaylogin](https://blazernet.uab.edu/cp/home/displaylogin). Your BlazerID is required to access BlazerNET and other campus information resources, such as the UAB email accounts. Your UAB email is the official communication medium and should be monitored routinely.
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: Food Fair Building, 6th Avenue South and 14th Street (Relocation during HUC reconstruction)
Hours: M – Th 7:30 a.m. – 6:00 p.m.; Fri 7:30 a.m. – 5:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
Telephone: (205) 996-2665
Email: Through website Contact page   Website: 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   Website: www.snoozysbookstore.com

Campus Map
A downloadable campus map is available at http://www.uab.edu/map/images/Campus%20Map.pdf.

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 the Holley-Mears Building, 924 19th Street South. For more information, call 205-934-5816 or visit http://main.uab.edu/Sites/students/life/counseling/.

Directions Student Handbook
The UAB student handbook, Directions, may be accessed online at http://www.uab.edu/handbook/.

Disability Support Services
The UAB Office of Disability Support Services (DSS) is staffed 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’s 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
1701 9th Ave. South / 9th Avenue Office Bldg. / Birmingham, AL 35294
(205) 934-4205 (Voice)   (205) 934-4248 (TDD)
Fax: (205) 934-8170   Email: dss@uab.edu
Website: http://www.uab.edu/handbook/student-services/c-disability

Drug Screening
By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CertifiedBackground, 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.

**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](http://www.uab.edu/emergency)
- University home web page ([www.uab.edu](http://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](http://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](http://www.facebook.com/UABALERT) and @UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- Weather and Emergency Hotline: 205-934-2165

**Equity and Diversity Office**
The mission of the UAB Office of Equity and Diversity 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/](http://www.uab.edu/equitydiversity/). Dr. Louis Dale is the Vice President responsible for the activities of this Office.

**Escort Services**
The UAB Escort /service provides students and employees with after-dark escort to or from any point on campus, including parking facilities. The escort will accompany the customer to the on-campus destination in a marked vehicle. The service is available Monday through Friday from 5:15 p.m. to 10:15 p.m. After hours calls are directed to the UAB Police department. White escort telephones are located throughout campus, or you may call 205-934-8772.

**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/);
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 Success.

Financial Aid
The Office of Financial Aid provides students with resources and guidance in seeking 3rd party funding for their college expenses. Students should complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.gov, as the first step. The FAFSA is required to apply for school scholarship as well as loans.

Location: Ground floor of the Lister Hill Library, University Boulevard (temporary location during reconstruction of the Hill University Center)
Hours: 8:00 a.m. – 5:00 p.m., Monday – Friday
Telephone: (205) 934-8223
Fax: (2045) 934-8941

Food Services
UAB offers several meal plans for students that are billed to the student 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. Multiple serving stations of various food options, from deli to international to homestyle, are available. Open 7 days a week, offering three meals Monday – Friday, and two meals Saturday and Sunday.
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Open Monday – Thursday, 8:00 a.m. – 5:00 p.m., and Friday 8:00 a.m. – 3:00 p.m.

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 37 areas, eight post-master’s specialist programs, and master’s level programs in 45 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
SHP students are encouraged to participate in graduation exercises, held at the end of spring and fall terms. Students must apply for graduation one academic term prior to the expected graduation date. The application for degree can be found at https://www.uab.edu/students/one-stop/item/890-application-for-degree.

Health Insurance
All SHP students are required to have adequate health insurance. Registration holds are automatically placed on all student accounts until proof of coverage is provided. Insurance may be purchased through
the university, or through another carrier. Proof of insurance coverage from another carrier results in a waiver of billing for university-sponsored insurance. This waiver process must be completed annually. Additional information is available at http://www.uab.edu/studenthealth/insurance-and-waivers.

Health Services and Medical Clearance
The University provides prevention, counseling, and treatment services to students through the UAB Student Health Services (SHS) clinic located at 930 20th Street South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday and 8:00 a.m. - 4:30 p.m. on 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 CertifiedBackground, an external vendor, is used to document medical information and immunization records. Each student will have a personal account with CertifiedBackground for storage of required documents. More information is available on the SHS website at http://www.uab.edu/studenthealth/medical-clearance. An instruction sheet and access code are provided to students by programs or the Office of Student Success.

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. Students who do not complete the training are reported by name to the Office of Student Success for follow-up with the appropriate program director. Registration holds are placed for failure to complete the training.

Identification Card
The UAB ONE Card is the official university identification card. It is used for personal identification, for entry to residence halls, 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. Students should wear the ONE card visible on a clip or lanyard while in the SHP buildings, labs, and classrooms. Additional information is available at https://campuscard.uab.edu.

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. A training module defining inventor status, patent criteria, and other intellectual property issues is available at http://www.uab.edu/ethicscenter/educational-materials/rcr-materials/intellectual-property.
Libraries and Learning Resources Center
UAB’s libraries house excellent collections of books, periodical, 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.

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/

Learning Resource Center
The Learning Resource Center (LRC) comprises the electronic media center for the School of Health Professions (SHP), the School of Nursing (SON), and the Clinical Simulation and Skills Labs. Some of the services and resources available here include:

- Room reservations
- Packets of articles placed on reserve for various courses
- CD-ROMS, and DVDs for viewing in-house
- Reference books and clinical skills handbooks
- Physical assessment equipment for checkout

http://www.uab.edu/lrc/index.php

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
Hours: M – Th 7:00 a.m. – 9:00 p.m.; Fri 7:00 a.m. – 5:00 p.m.; Sat 9:00 a.m. – 4:00 p.m.;
Sun 12:00 p.m. – 8:00 p.m.
Telephone: (205) 934-2230 Website: www.uab.edu/lister/
The SHP library liaison is Susan C. Smith, MPA, MLIS, a reference librarian at the Lister Hill Library. She can be contacted by email at susanc@uab.edu, or by phone at 205-934-2230.

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
Hours: M – Th 7:30 a.m. – 2:00 a.m.; Fri 7:30 a.m. – 7:00 p.m. Sat 9:00 a.m. – 5:00 p.m.; Sun 1:00 p.m. – 2:00 a.m.
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 Residence Life Center, 2nd floor meeting room. You may contact the OneStop office by phone or email at 205-934-4300; 855-UAB-1STP (toll-free); 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. – 4:30 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/.

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


Plagiarism and Turn-it-In
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 on University Boulevard at 15th Street, 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 at http://studentaffairs.uab.edu/CampusRecreation/ for information about hours and services.

Scholarships
Many programs in the School have scholarships available to students currently enrolled in those programs. 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 Financial Aid. Awards are made by the University General Scholarship Committee.

Lettie Pate Whitehead Foundation Scholarship – Funding for Christian women 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 to Mr. Bernard Harris in the SHP Office of Student Success.

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 to Mr. Bernard Harris in the Office of Student Success.

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/
- Twitter: http://twitter.com/#!/UAB_SHP
- Facebook: http://www.facebook.com/UABSHP
- LinkedIn: http://www.linkedin.com/
- Vimeo: http://vimeo.com/uabshp
- YouTube: http://www.youtube.com/uabshp

The School’s Academic Affairs Committee published the following guidelines related to use of social media.

<table>
<thead>
<tr>
<th>UAB School of Health Professions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines for Social Networking</td>
</tr>
</tbody>
</table>

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.

---

1 The Official UAB Web Policy >> http://www.uab.edu/brand/web/planning/policies-and-standards

**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 (tutorial available at http://www.uab.edu/images/stuaff/pdf/Making_a_payment_in_BlazerNET.pdf).

**Weather**
Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at www.uab.edu/emergency/severe-weather/precautions. 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 http://www.uab.edu/emergency/uab-alert-system;
• Hotline: 2305-934-2165
• 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

Grievance Procedures for Violations of Academic Standards
http://www.uab.edu/shp/home/images/PDF/grievance%20procedures.pdf

SHP Health Immunization Check
http://www.uab.edu/shp/home/admissions-tuition/health-immunization-check

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/academicstudentresources/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

Drug Free Campus (General Policy)
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

Drug-free Campus Policy for Students -Attachment A
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 – PROGRAM INFORMATION

UAB DIETETIC INTERNSHIP PROGRAM

PROGRAM PHILOSOPHY/MISSION AND GOALS

Program Philosophy/Mission: To provide a Dietetic Internship Program based on current research and technology in nutrition care delivery, food service administration, and community nutrition with a general emphasis. A broad variety of educational methodologies will be used to develop an entry-level dietitian who can function in a variety of settings, recognizes the need for life-long learning, and can contribute to improved health care of individuals and groups in a cost effective manner.

The goals of the dietetic internship are:

1) The program will prepare graduates to be competent entry level dietitians.

2) The program will prepare graduates who demonstrate a commitment to continued professional development and will prepare graduates who demonstrate ability to utilize current research in professional practice.

3) The program will prepare graduates who demonstrate commitment to community service.

4) The program will prepare students who will graduate with a Master of Nutrition Science and will also be eligible to take the Registration Exam for Registered Dietitians.

AMERICAN DIETETIC ASSOCIATION

Core Competencies for Dietitians

Upon completion of the DI, graduates are able to:

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

CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.)

CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice

CRD 1.3 Justify programs, products, services and care using appropriate evidence or data

CRD 1.4 Evaluate emerging research for application in dietetics practice

CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis
2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

CRD 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics

CRD 2.2 Demonstrate professional writing skills in preparing professional communications (Tip: Examples include research manuscripts, project proposals, education materials, policies and procedures)

CRD 2.3 Design, implement and evaluate presentations to a target audience (Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience)

CRD 2.4 Use effective education and counseling skills to facilitate behavior change

CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings

CRD 2.6 Assign appropriate patient care activities to DTRs and/or support personnel as appropriate (Tip: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies with the facility)

CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

CRD 2.8 Apply leadership principles effectively to achieve desired outcomes

CRD 2.9 Participate in professional and community organizations (see Tip below)

CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services (Tip: Other health care professionals include physicians, nurses, pharmacists etc.)

CDR 2.11 Demonstrate professional attributes within various organizational cultures (Tip: Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk-taking, critical thinking, flexibility, time management, work prioritization and work ethic)

CDR 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CDR 2.13 Demonstrate negotiation skills (Tip: Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties)

TIP Professional & Community Organizations (CDR 2.9)

- Community based experiences need not take place in a dietetics related organization. Experiences may occur in local community organizations such as United Way, food banks such as Second Harvest, or even faith-based organizations such as the Salvation Army. Experiences can also occur at sister units of the program within the parent organization such as an outpatient clinic or campus fitness center.

- Professional and community organizations provide many opportunities for students to develop leadership skills. They do not have to hold an elected position to demonstrate leadership. For example, the program can create community based projects where a group of students is asked to serve under the leadership of another student. After a task or set of tasks is successfully accomplished; another student may be selected to lead the group in accomplishing different tasks, until eventually all students get to take a leadership role.
3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

CRD 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
   a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
   b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
   c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
   d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
   e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats (Tip: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing)

CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management (Tip: Students/Interns should consider health messages and interventions that integrate the consumer’s desire for taste, convenience and economy with the need for nutrition and food safety)

CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends

CRD 3.5 Coordinate procurement, production, distribution and service of goods and services (Tip: Students/Interns should demonstrate and promote responsible use of resources including employees, money, item, water, energy, food and disposable goods)

CRD 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals
4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

CRD 4.1 Participate in management of human resources
CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives
CRD 4.4 Conduct clinical and customer service quality management activities
CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data
CRD 4.6 Analyze quality, financial data to assess utilization of resources
CRD 4.7 Propose and use procedures as appropriate to the products, programs or services with consideration of costs and benefits
CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
CRD 4.9 Analyze financial data to assess utilization of resources
CRD 4.10 Develop a plan to provide or develop a plan for a product, program or service that includes a budget, staffing needs, equipment and supplies
DI 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers

Additional competencies for the Health Promotion Disease Prevention emphasis area are:
1. Use effective communication and counseling skills in individual and/or group settings to facilitate positive behavior change
2. Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
3. Deliver respectful, evidenced-based answers to consumer questions concerning emerging health trends.
Background and Organization of the Nutrition Sciences Department and the Dietetic Internship Program

The University of Alabama at Birmingham has a heritage that spans more than half a century of involvement in nutrition. From the research on pellagra conducted by Dr. J.S. Mc Lester at Birmingham’s Hillman Hospital in the 1920’s to the research of B vitamins conducted by Dr. Tom Spies in the 1950’s, interest in the science of nutrition mounted. The UAB Department of Nutrition Sciences was established in 1977. The Department of Nutrition Sciences is a joint department of the Schools of Medicine, Dentistry, and Health Professions. This interdisciplinary system of support has provided strength through established resources at UAB and has ensured quality of the educational and research programs in an atmosphere of rapid growth. Students, faculty, and staff of the Department of Nutrition Sciences strive to meet the Department’s mission: “The Department of Nutrition Sciences strives for excellence in its programs of education, research, patient care, and community service.” Collectively, these programs aim to improve awareness and understanding among health professionals and the public of the vital role of nutrition in the prevention and treatment of disease and in health promotion. The ultimate goal is improved public health through sound nutritional practices.

The Department of Nutrition Sciences offers three educational programs: A graduate level dietetic internship established in 1963; a Master of Science Degree in Clinical Nutrition, established in 1975; and a Doctoral Program in Nutrition Science, established in 1986. In addition to departmental educational programs, the Department is responsible for nutrition courses in the Schools of Medicine, Dentistry, and Nursing.

The Department provides a Nutrition Support Service and an Indirect Calorimetry Service at the University of Alabama at Birmingham Hospitals and Birmingham Veteran’s Administration Medical Center. The faculty and staff nutritionists participate in Nutrition and Osteoporosis clinics in The Kirklin Clinic, the outpatient facility of the UAB Health System. In addition, physicians and dietitians in the Department provide weight loss and maintenance services in the EatRight® Program. This program was developed by physicians and Registered Dietitians in 1970. RDs, along with MDs in the department, also provide nutrition counseling and guidance to obese patients in the Risk Reduction Clinic.

In addition to departmental education programs, the Department is responsible for courses in the Schools of Medicine and Dentistry, a monthly seminar series in The University of Alabama Hospitals on nutrition in clinical medicine, and a clinical nutrition consultation service and nutrition support service for the University of Alabama Hospitals and Birmingham Veteran’s Administration Medical Center. A nutrition clinic, unique in the state of Alabama serves as a center for referral and follow-up of patients with special nutrition problems.

A common thread running through all educational endeavors of the Department of Nutrition Sciences is to provide a thorough understanding of the roles of each team member in a unified approach to health care. Seminars, field experiences, and routine consultation rounds and some required course work provide the opportunity for interaction among other team members and the experience necessary to accurately discern roles and responsibilities of each team member. The outcome of such interactions will hopefully be a more effective and efficient health care delivery system.
DEPARTMENT OF NUTRITION SCIENCES AWARDS

Outstanding Dietetic Intern

Criteria for selection of the Outstanding Dietetic Intern:

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

Elizabeth Neige Todhunter Award

Criteria for selecting Elizabeth Neige Todhunter Awardees:

1. Intern has demonstrated outstanding ability, interest and potential in education.
   a. Intern has shown interest in continuing his/her own education and in keeping up with current advancements of his/her profession.
   b. Intern has demonstrated skill in the education of employees, using his/her initiative and imagination to teach in order that employees may function more efficiently.
   c. Intern has demonstrated skill in educating patients to accept and live with dietary restrictions as well as to become familiar with the principles of good nutrition.
   d. Intern has shown interest in making the public and other professional people aware of the dietitian’s role as a member of the health team.

2. Intern has shown outstanding interest in research.
   a. Intern has shown interest in keeping abreast of research in the field of nutrition and possesses an inquiring hand, contributing as he/she is able.
   b. Intern has applied the principles of research to the solution of everyday problems.

3. Intern has shown outstanding interest in, and knowledge of, nutrition.
   a. Intern is an example of good nutrition.
   b. Intern is knowledgeable in the principles of normal and therapeutic nutrition and possesses skill in the application of these principles.
Code of Ethics for the Profession of Dietetics

PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION
The Code of Ethics applies to the following practitioners:
(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA. All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

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

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

**Responsibilities to Clients**

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

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

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

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

**Responsibilities to the Profession**

12. **The dietetics practitioner practices dietetics based on evidence-based principles and current information.**
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

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

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

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

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

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

*Clarification of Principle:*
   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
   c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.
d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

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

Social Media*

Established and emerging online Internet and wireless technologies and social networking platforms are fundamentally changing the way organizations and individuals communicate. Because of the constantly evolving nature of social networking platforms (e.g. YouTube, Facebook, iTunes, etc. sites; Web feeds such as RSS; blogs and other forums) and technologies, these guidelines do not attempt to identify every platform, although they will apply to all contemporary communication technologies available.

Unacceptable Use:
- Creating, exchanging, publishing or otherwise distributing in public forums and open communication tools to third parties (for example, via Web e-mail, IM, blog postings, chat rooms, Twitter, virtual representatives and more) any of the following:
- Product advertisements or political lobbying or religious promotions.
- Confidential information to unauthorized people or violating a facilities data protection policy. Otherwise using the Internet in a way that increases a facility’s legal and regulatory liability.
- Unprotected healthcare data and personally identifiable consumer data that would violate U.S. Health Insurance Portability and Accountability Act and Gramm-Leach-Bliley Act regulations. Exceptions may be authorized by the employee’s supervisor, and in conjunction with use of an approved e-mail encryption service.

Professional Use of Social Media:
- Online and other electronic social media sometimes enables UAB Medicine staff to engage in professional conversations related to the work of UAB Medicine. These guidelines apply to staff that identify themselves with UAB Medicine and/or its facilities in social media venues such as professional society blogs, Linked In, Facebook, etc.
- Activities which do not identify a staff member with UAB Medicine, do not discuss UAB Medicine, and are purely about personal matters may not be engaged in by employees during work time and/or with UAB Medicine Resources.
Employees/students who identify them as a member of the UAB Medicine staff in any online forum should make it clear that they are not speaking for UAB Medicine; that what they say is representative of their personal views and opinions and not necessarily the views and opinions of UAB Medicine. 

Employees/students should be aware that all content contributed on all platforms becomes immediately searchable and can be immediately shared, i.e., it immediately leaves their control forever.

Receipt of compensation for participating in an online forum in a UAB Medicine role is subject to policies for consulting and conflict of interest/commitment.

If someone from the media or press contacts an employee/student about posts made in online forums that relate to UAB Medicine in any way, the employee/student should contact their manager/department director before responding.

Use of the internet may expose employees to offensive content and/or criminal activity. UAB accepts no liability for employees’ non-business-related activity on the internet.

*UAB Hospital Employee Handbook 2012

**Cell Phone Use**

Cell phones or other personal electronic devices (i-pods etc.) may not be used during class times or during supervised practice rotations. You may use your cell phone during lunch or other breaks. Cell phones must be placed in “silent” mode during classes and rotations.

**INTERNERSHIP POLICIES AND PROCEDURES**

**Admissions**

For admission to the Dietetic Internship at the University of Alabama at Birmingham, an applicant must have a BS degree with a B average (3.0/4.0), a Verification Statement from an accredited Didactic Program in Dietetics, and must meet the admission requirements of the UAB Graduate School (see the UAB Graduate Student Handbook available at: http://www.uab.edu/graduate/UAB_Grad_Handbook.pdf). Additionally, the applicant must provide other information listed in the Dietetic Internship application information (available at www.uab.edu/dieteticinternship). The online application is available on the UAB Graduate School website http://main.uab.edu/sites/gradschool/

**Dress**

Purpose: To set forth dress standards that will present a professional image.

Philosophy: It is our belief that the dress/appearance promotes a positive, professional image that projects a caring atmosphere to the clients/patients.

1. All students are expected to maintain standards of neatness, cleanliness, grooming, and professional dress. Inappropriate clothing is defined as: evening wear, sheer fabrics, dressy fabrics (satin, brocade, cut velvet, lame), low necklines, sundresses, halter dresses, spaghetti straps, jeans, jean type pants, cords, cargo pants, capri pants, tank tops, t-shirts, tube tops, midriff tops, shorts, miniskirts, athletic wear, leggings, sweatpants/sweathirts.

2. Clothes will be clean, wrinkle-free and **loose fitting** to allow for freedom of movement. Shirrtails must be tucked in pants.
3. White lab coats are required and should be worn over professional clothes during clinical rotations. Lab coats should be clean and wrinkle-free at all times.

4. Dresses/skirts cannot exceed two inches above the knee in length. Dress shorts can be worn with a jacket/blazer and cannot exceed two inches above the knee in length.

5. Patterned, appliquéd or seamed hosiery is not acceptable. Socks are required for men.

6. Clothing with slogans, advertisement, or logos will not be worn unless authorized by the facility management.

7. Identification is to be worn at all times at collar/shoulder level. The name and picture will be visible.

8. Shoes must be clean and in good repair. Shoes should be a comfortable height, appropriate for the work environment and consistent with professional attire. No boots, clogs, tennis shoes or sandals without heel straps (flip flops) are allowed.

9. Caps or hats are not acceptable. Hair restraints which completely cover the hair must be worn in the food production or serving areas. Beards and mustaches must be kept closely trimmed.

10. Jewelry will be conservative. No facial jewelry permitted (except earrings). Body piercing other than the earlobe is not acceptable business dress. Jewelry shall be limited to:

   Ankle: not permitted
   Rings: No more than 2 per hand (not to extend above the knuckle).
   Earrings: No more than 2 pair may be worn. Earrings will be no larger than two inches in diameter or length.
   Necklaces: 2
   Bracelet: 1 to each arm
   Watch: 1

11. Hair will be neat and clean and kept in a style that does not require constant stroking or pushing back from your face. Bandannas, headbands, flowers, or any extreme adornment are not acceptable.

12. A minimum amount of perfume, cologne or other scented products may be worn outside the patient care area. Certain patient care areas may prohibit any perfume or scented products.

13. Makeup will be in accordance with rules of good grooming for business hours.

14. Gum chewing is not allowed during production rotations, and during any patient interactions.

**Vacation**
The UAB Dietetic Internship adheres to the 1200 accumulated practice hours and also follows the UAB Academic Calendar at UAB BlazerNET for more information. [http://main.uab.edu/Sites/students/services/registration/48843/](http://main.uab.edu/Sites/students/services/registration/48843/)

**Attendance**
Class and supervised practice rotation attendance is mandatory. If you are unable to attend class or rotation, you must email or call Internship Directors AND the course instructor/preceptor. Missed assignments must be completed. Excessive absences (greater than 2 per semester) without proper excuse will result in disciplinary action by the Internship Director.

**Tardiness**
Interns are expected to report promptly to their assigned duty area and/or class and to remain there as scheduled. If an intern will be late arriving, a call should be made to the preceptor or course master as
soon as possible. Habitual tardiness, (more than 3 times per semester) will result in disciplinary action by the Internship Director.

**Disciplinary Action**
Regulations and procedures are necessary for the orderly progression of the internship. Depending on the gravity of the situation, whenever possible; a progressive discipline process will be used as follows:

- **Oral Warning** – this may be given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the Internship Director and the student.

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

- **Program Dismissal** – if any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur.

**Breaks and Lunch**
Work schedule permitting, breaks are allowed. Interns should be aware that taking a break or a short rest period depends upon the department involved and whether or not normal work can be continued while the intern takes a break. Permission should be obtained from the supervising preceptor or manager before leaving the duty station. Cost of meals and breaks are the responsibility of the intern.

**Sick Days**
Sick time benefits are provided by the program for the protection of the intern in time of illness. The intern must notify by phone or email both the Internship Directors and the supervising preceptor of illness as early as possible in advance of their scheduled time of duty. They should describe the nature of the illness and the expected time of return to the rotation. Interns are required to give eight hours’ notice when possible. If eight hours’ notice is not possible; a minimum of two hours’ notice should be given. Interns shall be eligible for three days of sick leave during the internship. If there are any additional sick days or if objectives are not completed, these days will be made up during breaks or at the end of the internship. These days are to be used for sick time only.

**Personal Days**
Each intern will be provided two days of personal leave during the internship. Personal leave must be requested in writing (email is fine) and approved by the Internship Director a minimum of one week (if possible) in advance of the requested day off. The intern will be responsible for completing all objectives in the rotation affected. Personal days may NOT be used during specialization period unless prior approval is requested and granted by the Internship Director.

**Work Schedule**
Work schedules will vary with each rotation, and depends upon the work schedule of the preceptor you are working with. All interns are scheduled for 32 hours per week. You may be scheduled on occasional weekends or holidays.
**Attendance at District Dietetic Association Meetings**

Dietetic Interns are **required** to attend district dietetic meetings held within the district in which they are completing their internship rotations. Attendance will be monitored by the Internship Director. Interns are required to contact the Internship Director if they are unable to attend these meetings.

**Bereavement Absences**

Interns may be given up to three days leave of absence to attend funerals for members of their immediate families (parents, husband, wife, children, brothers, sisters, brother-in-law, sister-in-law, sons-in-law, or daughters-in-law). To be eligible for bereavement leave, the interns should notify the Internship Director immediately.

**Emergency Absences**

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

**Withdrawal from the Internship/ Graduate Courses**

Class and supervised practice rotation attendance is **mandatory**. If you are unable to attend class or rotation, **you must email or call Internship Directors AND the course instructor/preceptor**. Missed assignments must be completed. Excessive absences (greater than 2 per semester) without proper excuse will result in disciplinary action by the Internship Director. Each student must complete the dietetic internship within 15 months of the start date.

Failure to attend classes does not constitute a formal drop or withdrawal either academically or financially. Students are not considered officially withdrawn from a single course or from the entire registration until a change of course (add/drop) form has been completed by the student, signed by the instructor if necessary, and submitted to the Office of Registration and Academic Records. This office will date/time stamp the form and return a copy along with a computerized receipt to the student. These documents will be retained in the student records. The date printed on the receipt is the official date of withdrawal.

In extraordinary circumstances, if it is impossible for the student to obtain an official withdrawal form, the student may mail a letter to that office requesting that he or she be withdrawn. The date that the Office of Registration and Academic Records receives the official notification will be regarded as the official date of withdrawal. If a withdrawal validation is not received, the student is responsible for contacting the Registrar’s Office before the deadline to withdraw (as shown in the academic calendar); no tuition and fees will be refunded if the official date of withdrawal is after the end of the second week of classes.

A student may withdraw from a course until approximately 60% of the academic term is completed. Refer to the UAB Academic Calendar at: [http://main.uab.edu/Sites/students/services/registration/48843](http://main.uab.edu/Sites/students/services/registration/48843). A student who withdraws from a course after this deadline must be assigned a grade by the instructor.
Students are encouraged to contact the Dietetic Internship Directors and the SHP Student Services Office if assistance is needed prior to withdrawing from school.

**Adjustment of Charges.**
Withdrawal from courses can only be accomplished by using official procedures described above. On the academic calendar for each term there is a designated “last day to withdraw from the classes without paying full tuition. (Usually the tenth day of the term according to the official UAB calendar). The student’s residency status on that date determines the tuition rate incurred for that term. If a student officially withdraws from all courses prior to 5:00 p.m. on that date, all charges will be canceled, except for a $15.00 fee to help defray registration expenses. If a student withdraws after that date, total tuition and fees are due, and no refunds can be made except in cases where a licensed physician certifies that the student is incapable of continuing in the course because of a serious medical condition which arose after the above date or, in the case of death, upon receipt of a death certificate from survivors.

Students who make changes in their schedule which results in less than full-time status will have all charges cancelled on courses dropped if the change occurs before the date designated on the academic calendar as “last day to withdraw from classes without paying full tuition.” If a change in courses results in less than a full-time status after this date, total fees will be due and no refund can be made. In all cases, a change-of-course fee of $5.00 will be assessed for each change of course form submitted.

Students withdrawn for disciplinary reasons or for non-payment of fees are ineligible for refunds or cancellation of changes due.

**Holidays**
Vacation is scheduled during Thanksgiving, Christmas, and New Year’s holidays. Other observed holidays include Labor Day, Martin Luther King Day, and Memorial Day. If you are scheduled to work on any of those days, you will be given another day off.

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

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

**Patient Information Confidentiality Policy**
Patient and employee information is considered confidential. This applies to documented and undocumented information. **Failure to maintain confidentiality of patient information is grounds for dismissal from the program.** DO NOT discuss patients or their cases with anyone except as necessary to provide patient care. DO NOT discuss patient cases on the elevator, cafeteria, halls, or other public places.
**Student Records**
Your records are maintained by the Internship Director in a confidential manner. Access to your records is limited to the Internship Director, yourself, program faculty, and other authorized persons. Your access to your own records is provided on a 'need to know' basis. If necessary to review your records, you should contact the Internship Director who will be present during your review. You have access to your application, performance appraisals, attendance records and notices of commendation/discipline. You do not have access to letters of recommendation.

**Parking**
Students are expected to park in designated areas. When parking at affiliation sites, you must obey the facilities’ parking regulations. The preceptor at each facility will provide you with parking information.

**Transportation**
You are expected to provide your own transportation to and from clinical rotations. You are responsible for liability for safety in travel to or from assigned areas. You are to follow the parking guidelines at each facility.

**Counseling**
Interns who need assistance with assignments or who have difficulty resolving problems which might arise in their supervised practice areas should contact the supervising preceptor to whom he or she is assigned. The preceptor will make a sincere effort to deal with each student and each situation fairly. In the event that a student has a grievance with a preceptor which cannot be satisfactorily resolved with the preceptor, the Internship Director should be consulted. If a student has a grievance with the Internship Directors which cannot be satisfactorily resolved, the student should contact Dr. Jose Fernandez, Vice Chair of Education, Department of Nutrition Sciences at 205 934 2029.

**Insurance Coverage**
Student Health and Insurance Programs:

Health/Hospitalization insurance is mandatory for all students in the School of Health Professions and an annual student hospitalization insurance policy may be obtained through UAB. Student Health Service billing is handled through the UAB cashier’s office. Students, who are covered by other health/hospitalization insurance which offers coverage equivalent to that in the UAB student policy, must sign a waiver to this effect and will not be required to participate in the UAB student health insurance policy.

If a student is injured or becomes ill while in a facility for supervised practice, the student is responsible for health care.

**Liability Insurance**
Liability insurance is mandatory for all students registered for clinical education courses; a low cost insurance is provided through Risk Management at UAB. Liability for safety in travel to and from assigned areas is the responsibility of the student.

**Student Health Service**
Participation in the UAB Student Health Service program is mandatory for students enrolled in the School of Health Professions programs.
A full range of outpatient (non-hospital) services is provided by the UAB Student Health Service, including most laboratory work and x-ray services. The Student Health Service physician will arrange any necessary referrals for specialized treatment and Student Health Service will pay the initial consultation fee only. Expenses for repeated or prolonged specialist care, or specialized care sought by the student without consulting the Student Health Service, will be the responsibility of the student.

Not covered by the Student Health Service Fee are obstetrical care, allergy testing and desensitization serum, home visits, extensive care of conditions existing prior to enrollment in the Student Health Service, and ongoing care by specialists outside the Student Health Service.

Since preventive medicine is emphasized by the Student Health Service, information on medical matters of interest to health professions students is offered. The service maintains a professional relationship with the student, and strictest personal confidentiality is assured.

UAB Student Health Service is located at the UAB Community Health Services Building, 1930 20th Street South, Birmingham AL 35294. Phone: 205 934-3580. FAX 205 975-6193. Hours of operation are 8:00 a.m. to 4:30 p.m. Monday through Friday, except holidays. During non-office hours, the student should go for emergency treatment to the University of Alabama Hospital Emergency Department. The charge for this treatment will be covered by the Student Health Service Fee or the student’s hospitalization insurance, depending on the type of illness or accident. Students not located in Birmingham should go to the nearest Emergency Department in the case of an emergency situation.

**UAB Needle Stick Policy**

All blood or other potentially infectious material is considered infectious regardless of the perceived status of the source individual. Therefore, all students must follow Occupational Safety and Health Administration (OSHA) Guidelines for universal precautions in order to prevent contact with blood or other potentially infectious materials in both classroom settings and clinical rotation sites. This includes the use of gloves, eyewear, and protective clothing, as well as the proper care of sharp objects and other precautionary measures.

In the case of any needle stick injury or accidental blood/body fluid exposure:

*Remove and dispose of all contaminated personal protective equipment. Wash the exposed area thoroughly with soap and running water. Use an antibacterial soap if possible. If blood is splashed in the eye or on a mucous membrane, flush the affected area with running water for 15 minutes.*

*Report any and all exposures to the preceptor or the immediate clinical supervisor.*

*Students should obtain a hospital incident report and have the preceptor or the immediate clinical supervisor outline the following details:*

a) The type of exposure (blood or other body fluid / subcutaneous or mucous membrane)

b) The Hepatitis and HIV status of the patient (If a patient’s serological status is unknown the student or clinical supervisor should contact the patient’s attending physician and request that the physician obtain a specimen for serologic testing)
The needle stick policy and OSHA guidelines will be discussed during the Dietetic Internship Orientation at the beginning of the program.
**Students doing clinical rotations at UAB**

Contact UAB Employee Health (205 934-3675) during regular daytime working hours or the Rapid Response Needle-stick Team (205 934-3675). If after hours, students will be instructed where to report for evaluation and treatment.

**Students doing clinical rotations in Birmingham but away from UAB.**

If the institution refuses to provide care free of charge to the student for a needle stick injury, contact UAB Student Health (205 934-3580) or UAB Employee Health for advice about where to go for evaluation and treatment. After hours, the student should contact the UAB Rapid Response Needle-stick team (205 934-3675) for advice about where to go for evaluation and treatment.

**Students doing clinical rotations outside of Birmingham**

Students should contact the UAB Student Health Service during regular business hours or, if after hours, call the Rapid response Needle-stick team (205 934-3675) for advice on where to be evaluated. If travel to Birmingham is not practical, the student will be advised to seek care at the local emergency department if the host facility will not provide evaluation through their own employee health service.

All students should contact the Dietetic Internship Director or Assistant Director regarding the injury as soon as time permits.

Students will need to submit a copy of the incident report and emergency department visit to the UAB Employee Health Service for documentation within a week of the injury or exposure. Documentation must be mailed or hand-delivered, faxes will not be accepted due to guidelines governing patient confidentiality.

**GRADUATION REQUIREMENTS**

An intern must be evaluated as “Satisfactory” or above in all clinical experiences provided by the Internship Program. There must be successful completion of all learning activities for rotation experience. Students are required to receive an overall score of 3/4 (satisfactory) in each rotation to successfully complete the internship. **Students not receiving an overall score of 3/4 will meet with the Internship Directors to develop a plan for improvement and may be required to repeat the rotation.** The repeat rotation will be scheduled after consultation with the Internship Director and the Preceptor. Failure to achieve a satisfactory evaluation for the repeat rotation will result in the student being placed on probation and disciplinary action as discussed previously.

In addition to maintaining scores of “satisfactory” or better for supervised practice rotations, students must maintain an overall B average (3.0/4.0) in the DI graduate courses to remain in the program. Students who receive a grade of C in a class are placed on probation and counseled about the consequences of not maintaining the GPA necessary for program completion. Disciplinary action as discussed previously will be implemented. Upon graduation, the intern is eligible to become a registered dietitian by successfully completing the national registration examination.
EVALUATION PROCEDURE

Evaluations regarding the intern’s progress shall be conducted throughout the internship program. These evaluations are designed to clarify the expectations for completion of the internship program and to assist the intern in identifying strengths and areas for improvement.

Evaluation methods shall include the following:

Informal discussion as deemed necessary by clinical instructors.

Evaluations are required at the completion of each rotation. (Refer to the Practicum Manual for more information about evaluations)

The Internship Director meets with students approximately 3 times during the internship for discussion and review of student progress. A formal beginning, mid-point and final evaluation are completed at the designated times.

GROUNDS FOR DISMISSAL

If at any time the conduct of an intern is judged to unfavorably affect the morale of other participants in the program, to result in an unsatisfactory level of performance, or if the health status of an intern is a detriment to the intern’s successful completion of the internship, a conference shall be held between the Internship Director and appropriate representatives to determine remedial action. Progressive Discipline procedures will be followed.

A minimum grade of B must be earned in all course work. A grade of less than a B (minimum 80/100) in any internship course will result in the intern being placed on probation. Earning less than a B average twice will result in dismissal from the program. During the program year, if an intern’s academic progress does not meet program expectations, standards, or policies, a conference will be held with all parties concerned. Following this conference, the Internship Director will meet with the intern to discuss the plan for improvement and the time frame in which improvement must be shown. One copy of the discussion shall be given to the intern and one copy will be kept as a portion of the permanent file. The procedures for disciplinary action will be followed.

Students are required to receive a minimum overall score of 3/4 (satisfactory) on the Dietetic Intern Evaluation in each rotation to successfully complete the internship.

Students not receiving an overall score of 3/4 will meet with the internship directors to develop a plan for performance improvement. The Intern may be required to repeat the rotation. Repeat of the rotation is at the discretion of the Internship Directors. Interns receiving a score of less than 3 (satisfactory) at the end of the rotation series on the Supervised Practice Evaluation may be required to repeat the rotation series.

Students not receiving a score of 3/4 after repeating the rotation experience and after following the appropriate disciplinary action procedures will dismissed from the Dietetic Internship.

An intern will also be dismissed from the internship program if at any time it is determined that entry into the program was gained by submitting false information.

An intern who commits an act of academic misconduct will be dismissed from the program.
An intern who fails to maintain confidentiality of patient information will be dismissed from the program.

WITHDRAWAL FROM PROGRAM

An intern may withdraw from the Internship program at any time and for any reason by submitting written notification to the Internship Director. The Internship Director will conduct an exit interview. Re-entry into the program that year is not possible; however, the intern may complete the application process for consideration of future admission. All fees paid are non-refundable.

PROFESSIONAL ACTIVITIES

During the program, interns are required to attend specific professional meetings. Interns are required to attend all district dietetic association meetings, the Alabama Dietetic Association state meeting, and the UAB Intensive Course in Pediatrics.

Requests to attend seminars/meetings which are not required learning activities may be submitted to the Internship Director. Each request will be considered individually in conjunction with the preceptor. Consideration will be given to educational benefit, and time availability. Transportation and expenses will be the responsibility of the intern.

COMMUNITY SERVICE ACTIVITIES

Dietetic Interns are required to participate in at least 16 clock hours of community service in addition to the scheduled supervised practice hours for the successful completion of the internship. Evidence of community service must be provided in the work diary and on the student time sheet, initialized by the preceptor. Community Service hours may include:

- Participation in health fairs
- Participation in career fairs
- School Wellness Programs
- Participation in the community with booths and events such as the Mercedes Marathon, 5-A Day programs, Public Health etc.

Community service hours (health screenings, health fairs etc.) that occur as part of a scheduled rotation may NOT be included toward the 16 hours. Prior approval of these community service hours is required by the Internship Director or Assistant Director.

VERIFICATION STATEMENT GUIDELINES

Verification Statements are signed by the Internship Director after the intern has achieved “Satisfactory” or above for each scheduled internship rotation and maintained a B average in the graduate courses. All fees must be cleared with the University before receiving the Verification Statement.

Interns performing at a lesser standard will be given an opportunity for additional experience and/or be dismissed from the Internship program as previously discussed.
ACCREDITATION STATEMENT

The University of Alabama at Birmingham is currently granted accreditation by The Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995, (800) 877-1600, Ext. 5400, www.eatright.org.

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION

The Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public may submit a complaint against any accredited or approved program to CADE. However, CADE will not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered.

A copy of the accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the education staff at The Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 or by calling 1-800-877-1600 extension 4872.

Students Enrolled in Health-Related Schools

Because of the nature of their work, students engaged in health professional training programs could have a higher risk of contracting certain diseases. Therefore, all UAB students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Professions are required to be immunized as outlined by the UAB Student Health Service on their website (http://www.uab.edu/studenthealth/medical-clearance/school-of-health-professions/clinical-students). In lieu of being re-immunized, such individuals may present proof of having had the required immunizations. Proof must be either official medical documentation or certificates of immunization or positive titer. If students do not have such proof or have not been immunized, they must begin the immunization process against these diseases prior to being admitted, attending, enrolling, or participating in UAB academic, research, or clinical programs and activities.

All students enrolled in health-related schools must have had a Tuberculin skin test with negative results or negative blood test or appropriate treatment if positive within three months prior to matriculation. Students participating in clinical environments with patients will be required to obtain a two-step Tuberculin skin test or blood test before starting clinical rotations and are mandated to renew their Tuberculin one-step skin test or blood test once per year. Details of this requirement are outlined by the UAB Student Health Service on their website (http://www.uab.edu/studenthealth/medical-clearance/school-of-health-professions/clinical-students).
Short-term Clinical and International Students

Students enrolled in clinical activities for three months or less and international students present at UAB for less than three months will be considered short-term. These students must be screened to rule out active tuberculosis. Screening requirements are outlined by the UAB Student Health Service on their website (http://www.uab.edu/studenthealth/medical-clearance/school-of-health-professions/clinical-students).

General

The UAB Student Health Service will provide such immunizations and titer testing on a fee-for-service basis for any student who needs to meet his or her UAB immunization or titer requirements. Students may choose to fulfill these requirements at the Jefferson County Health Department or with a private physician. Individual UAB schools may impose additional immunization requirements as needed for their students.

Exceptions

Exceptions to this policy will be made only for those students who can document medical or religious contraindications to the vaccine. Such documentation must be submitted to the appropriate admissions or registration office as indicated in the procedures to implement this policy.

Implementation

The Provost (in conjunction with the Vice President/Dean, School of Medicine and the University Registrar) is responsible for procedures to implement this policy for students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Professions.

The Vice Provost for Student and Faculty Success (in conjunction with the University Registrar and the Associate Provost for Enrollment Management) is responsible for procedures to implement this policy for all other UAB students.

The Office of International Scholar and Student Services is responsible for procedures to implement this policy for international students and international scholars.

Details for Students Enrolled in Health-Related Schools

All SHP students must create an account in CertifiedBackground.com to complete a Background Check, Drug Screening, and immunization requirements. The Student Health History Form must be completed.

Immunization Requirements:

Go to www.certifiedbackground.com and enter UC68 in the “Place Order” section on the upper right hand side of the screen. Your Personal Identification Number (PIN) is your student number - B01XXXXXX. Your email address will be your log in. The cost is $20.00 and is included in your tuition. Below is a list of the documentation that will be uploaded to CertifiedBackground.com to fulfill the immunization requirements.
- Student Health Form
- 2 Measles, Mumps, and Rubella (MMR) vaccinations or positive antibodies titers for all three
- 2 Step TB Skin Test within the past 3 months
- TDAP (Tetanus, Diphtheria, and Pertussis) since 2005
- 2 Varicella vaccines (Chicken Pox) or positive antibody titer
- Meningococcal, if you are under 21
- 3 Hepatitis B vaccines and positive antibody titer
- Physical Exam within the past 12 months (page 3 of health form)

**Background Checks and Drug Screening:**
Go to www.certifiedbackground.com and enter AH01 in the Place Order section on the upper right hand side of the screen. Your Personal Identification Number (PIN) is your student number -B01XXXXXX. Your email address will be your log in. The package cost is $78.00.

Complete all required information and submit Background Check. Allow three to five days for results to return. A copy will be sent to your Program Director and to you. After 24 hours, you will receive an email concerning your drug screen procedures. Based on your address, you will be given a list of facilities at which you may complete the screening. Attached to the email will be a “Chain of Custody” document which must be given to the Lab Corp facility you choose. This document verifies that you have paid for the screening and allows the facility to return the results to SHP.

**For assistance, please contact:**
Certifiedprofile.com - Student Services at (888) 914-7279, studentservices@certifiedprofile.com and there is an Instant Chat feature while the students are logged into their account.
UAB Student Health Services- medclearance@uab.edu or Jenna Hammer at 975-7751
Office of Student Success – sharonr@uab.edu.

**Exceptions**

Exceptions to this policy may be made in limited circumstances for students who can document medical and/or other contraindications to the vaccine. Requests for exceptions must be submitted to UAB Student Health Services for consideration and approval.

Students enrolled in online programs listed at http://www.uab.edu/studentimmunizations are exempt from this policy.

**Implementation**

The Provost is responsible for procedures to implement this policy.
## Core Technical Performance Standards for UAB DI Admission and Progression

### Didactic Core Standards

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Develop nutrition care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds</td>
<td>Establishes rapport with colleagues, works effectively in groups on course activities</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading and writing) sufficient to interact with others in verbal and written form</td>
<td>Able to complete written assignments, participate in classroom discussion/activities; complete group projects. Focuses in class without causing or creating disruption interruptions</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move location to location</td>
<td>Attends class, able to sit during class period and take notes</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to complete classroom assignments</td>
<td>Able to access and use a computer</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory skills sufficient to hear class presentations and participate in classroom activities</td>
<td>Able to participate in class lectures/discussions</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to attend class and participate in classroom activities</td>
<td>Observes colleagues/faculty responses; audio visual aids in class</td>
</tr>
<tr>
<td>Tactile</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Practicum Core Standards

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Must have ability to complete all ACEND objectives and planned experiences – examples include: Identify causal/effect relationships, develop nutrition care plans, ability to make safe judgments when planning care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities</td>
<td>Establishes rapport with</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading and writing) sufficient to interact with others in verbal and written form</td>
<td>Explain diet plans, initiate health teaching. Able to document and interpret lab values, patient responses and communicate nutrition care plans</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move location to location</td>
<td>Must have transportation/ability to get to various facilities throughout the city and county. Must have ability to complete clinical practicum in a variety of settings and facilities. This may involve prolonged standing, walking, and moving/lifting equipment, patient charts, etc.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to complete hospital and clinic assignments</td>
<td>Ability to handle heavy lifting, multiple types of equipment, refrigeration and heat in foodservice rotations Ability to operate multiple forms of computers and software</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory skills sufficient to hear class presentations and participate in clinical and community assignments</td>
<td>Ability to interact in small and large group classes Ability to interact in numerous formats including classroom, medical rounds, clinical cases etc.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient including but not limited to accessing patients, participating in classroom and community activities</td>
<td>Ability to fully participate in occasions including but not limited to patient assessment, classroom and community service events</td>
</tr>
<tr>
<td>Tactile</td>
<td>Physical ability sufficient to perform nutrition-focused physical examination.</td>
<td>Complete measurements, hair pluck ability, assess for edema, evaluate skin</td>
</tr>
</tbody>
</table>
DNS Plagiarism Policy and Related Procedures

POLICY STATEMENT
The Department of Nutrition Sciences recognizes and strongly endorses the principles of integrity and ethical behavior as they apply to 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.

Plagiarism, using and/or claiming other’s people work and representing it as your own, is a form of academic misconduct, and as such will be dealt with according to the procedures outlined below.

PROCEDURES
In the Department of Nutrition Sciences, we are concerned with the education of our students, including education regarding ethics and responsible conduct in academia. From this perspective, the following procedures have been identified to address the University’s Honor Code, which applies to all SHP students, and SHP’s Policy on Plagiarism.

A. Education concerning plagiarism
   a. A two hour workshop about plagiarism will be provided to our students prior to the beginning of each Fall semester.
   b. Faculty will be trained in the use of Turnitin or other plagiarism detection programs.

B. Procedures regarding detecting and managing plagiarism
   a. Electronic copies of all written reports for classes should be provided to the course master.
   b. Course masters are expected to use the program Turnitin, or other plagiarism detection software, to assess incidences of plagiarism.
   c. In the case where plagiarism is identified, at a minimum, the student will be given a zero as the failing grade for the original assignment. Termination from the program and expulsion from the University are also options that are available, as described in the UAB Graduate School’s Policy on Academic Conduct (Section 7 (Conduct and Appeal) which also describes the Graduate School’s appeal policy).
   d. The student may, at the discretion of the course master, be asked to rewrite the plagiarized assignment. The rewritten assignment will be graded and the average of the grades for the two assignments (original and rewritten) would be given as the final grade for that assignment (equivalent to 50% of the grade for the rewritten assignment).
   e. At the discretion of the course master, the student may have the opportunity to write an additional paper/project to improve his/her final grade.
   f. If the course master needs to provide a grade prior to resolving the plagiarism issue with the student, an ‘incomplete’ should be given as the grade.
   g. If a student is expelled for committing academic misconduct, their transcript will contain the statement “Expelled for Academic Misconduct” (Graduate School’s Policy on Academic Conduct (Section 7 (Conduct and Appeal))).
   h. If the student obtains a grade of C or less in a core course, the student will have to retake the course, according to Departmental policy.

Plagiarism found in abstracts, papers, grants, presentations, and other documents intended for distribution to the scientific community, rather than as a classroom assignment, is a violation of UAB’s “Policy Concerning The Maintenance Of High Ethical Standards In Research And Other Scholarly
Activities” and is a form of scientific misconduct that should be reported to the Department Chair, Dean, or UAB’s Scientific Integrity Officer. Such cases will be handled as outlined in the UAB policy.

Approved by W. Timothy Garvey, M.D.  Chair, Department of Nutrition Sciences