

***Department of Nutrition Sciences***  
***Master of Science in Nutrition Sciences***  
***Dietitian Education Program Track***

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**2021-2022**  
**STUDENT HANDBOOK**



**UAB** SCHOOL OF HEALTH PROFESSIONS  
**MASTER OF SCIENCE IN NUTRITION SCIENCES**  
**DIETITIAN EDUCATION PROGRAM TRACK**  
**2021-2022** ACADEMIC HANDBOOK



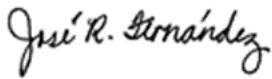
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Lizzy Kroeger, PhD, RDN  
Dietitian Education Program Director

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Date



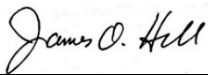
7/27/2021

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Jose Fernandez, PhD  
Vice Chair Nutrition Sciences Education

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Date



7/27/2021

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James O. Hill, PhD  
Chair, Department of Nutrition Sciences

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Date



8/16/2021

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Andrew Butler, PhD  
Dean, School of Health Professions

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Date

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master's, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio, and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

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

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community. And, we look forward to maintaining our relationship with you when you join our alumni community.

Our alumni give advice to current students that is worth repeating: “learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance”.

I look forward to seeing you grow in your respective field and watching you become the leader we know you can be.

A handwritten signature in dark ink, appearing to read "Andrew J. Butler". The signature is fluid and cursive, with the first name "Andrew" and last name "Butler" clearly distinguishable.

Andrew J. Butler, PhD, FAPTA



## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

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

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

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

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

SHP is proud of many accomplishments including:

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

Under the current leadership of Dean Andrew Butler, the school has never been stronger, or better positioned as a national leader in health professions education.

## **SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION**

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

**Kristin Chapleau, Director of Student Services and Advising**

205-996-4721; [kjohnsto@uab.edu](mailto:kjohnsto@uab.edu)

**Mary Foster, Dean Butler's Executive Assistant**

205-934-5149; [fostermg@uab.edu](mailto:fostermg@uab.edu)

**Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program**

205-996-1399; [sgiordan@uab.edu](mailto:sgiordan@uab.edu)

**Donna Slovensky, PhD, Senior Associate Dean for Academic and Faculty Affairs**

205-934-1679 ; [donnaslo@uab.edu](mailto:donnaslo@uab.edu)

**Kevin Storr, Director of Communications**

205-934-4159; [storr@uab.edu](mailto:storr@uab.edu)

**Lee Test, Director of Academic and Faculty Operations**

205-975-8034; [lttest@uab.edu](mailto:lttest@uab.edu)

**Marci Willis, Director, Learning Resource Center**

205-934-9472; [mbattles@uab.edu](mailto:mbattles@uab.edu)

## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

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

### ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, Dr. Donna Slovensky. Dr. Slovensky's office is located in SHPB 660. The full text of the Academic Integrity Code is available at:

[https://www.uab.edu/compliance/images/FINAL\\_Academic\\_Integrity\\_Code\\_\\_2021-June-22.pdf](https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code__2021-June-22.pdf)

### ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisers is listed below.

Kristin Chapleau, Director of Student Services and Advising - 205-996-4721; [kjohnsto@uab.edu](mailto:kjohnsto@uab.edu)

Carla Crews-McGirt, Academic Advisor II –934-4194; [ccrewmc@uab.edu](mailto:ccrewmc@uab.edu)

Eileen Hatfield, Academic Advisor II - 205-934-4185; [mehatfie@uab.edu](mailto:mehatfie@uab.edu)

Rachel Mars, Academic Advisor II – 205-996-0867; [rmars@uab.edu](mailto:rmars@uab.edu)

Adam Pinson, Academic Advisor II – 205-975-4194; [apinson@uab.edu](mailto:apinson@uab.edu)

Graduate student advising is provided through the SHP graduate programs.

### ASKIT

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

Phone: (205) 996-5555 Email: [askit@uab.edu](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/service\\_portal](https://uabprod.service-now.com/service_portal)

## ATTENDANCE

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

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

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

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

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

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

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

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

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

## AWARDS AND HONOR SOCIETIES

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

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities. Nominations are made by program directors.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

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

## BACKGROUND CHECK

SHP students in clinical programs are required by policy, to undergo a background check using the school's approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission, and again, prior to placement in a clinical rotation. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

## BLAZERID / BLAZERNET / EMAIL

**BLAZERID:** All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid](http://www.uab.edu/blazerid). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

**BlazerNET** is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu](http://www.uab.edu) then choose UAB Quicklinks.

**Email:** [uab.edu](mailto:uab.edu) Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft

Office 365, a cloud based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

## **BLAZER EXPRESS**

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

## **BOOKSTORE**

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

### **UAB Barnes and Noble Bookstore**

Location: 1400 University Blvd, 35233

Hours: M – F 8:00 a.m. – 5:00 pm.; Sat Closed; Sun Closed

Telephone: (205) 996-2665      Website: <https://uab.bncollege.com/shop/uab/home>

## **CAMPUS ONECARD**

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

## **CAMPUS MAP**

UAB's campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

## **CANVAS LEARNING MANAGEMENT SYSTEM**

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

## **COUNSELING SERVICES**

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

## COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. While we anticipate a return to regular operations in fall term 2021, we remind students that certain precautions are still recommended. These recommendations include:

- **Masking – masking is required in all UAB spaces.**
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at <https://www.uab.edu/uabunited/covid-19-vaccine>
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at [https://studentwellness.uab.edu/login\\_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx).
- Students who experience COVID symptoms should not come on campus or clinical sites, and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.
- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms, but should comply with any restrictions on food and other beverages that may be in place.

Official information about COVID-19 and University guidelines is available at:

<https://www.uab.edu/uabunited/>

## DIVERSITY, EQUITY AND INCLUSION (DEI)

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

## DISABILITY SUPPORT SERVICES (DSS)

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

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

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

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

Email: [dss@uab.edu](mailto:dss@uab.edu) Website: [www.uab.edu/students/disability/](http://www.uab.edu/students/disability/)

## DRUG SCREENING

By policy, SHP students in programs requiring fieldwork/internship placement are required to undergo a routine drug screen using the school's approved vendor, CastleBranch, [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. If you have questions, please contact (205) 934-4194 or [shp@uab.edu](mailto:shp@uab.edu) or visit room 230 in the School of Health Professions Building. For more information visit: [Students - School of Health Professions | UAB](#)

## EMERGENCIES

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

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

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: [www.uab.edu](http://www.uab.edu)

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- [facebook.com/UABALERT](https://www.facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollmentservices/ferpa/>; If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu), or contact (205) 934-4194 or [shp@uab.edu](mailto:shp@uab.edu).

## FINANCIAL AID

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

## FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. Vending machines are located in the basement of the Learning Resource Center and on the 6<sup>th</sup> floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).



## GRADUATE SCHOOL

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

## GRADUATION

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. <https://www.uab.edu/commencement/faqs>. The University holds commencement every semester. Check the commencement website for the most current information: <https://www.uab.edu/commencement/>

## MEDICAL CLEARANCE

SHP students in programs that are on campus (not fully online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: [www.uab.edu/students/health/medical-clearance/immunizations](http://www.uab.edu/students/health/medical-clearance/immunizations).

## IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical programs, provide proof of immunization against certain diseases: <https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx>

## INSURANCE WAIVERS

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all eligible students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan (SHIP). The SHIP is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the SHIP, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: <https://www.uab.edu/students/health/insurance-waivers/waivers>

## 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](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly.

### **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](http://www.uab.edu/irb)

### **INTELLECTUAL PROPERTY**

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

### **LACTATION CENTERS**

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at <https://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Andrew Eaton at (205) 934-4133.

### **LIBRARIES AND LEARNING RESOURCE CENTER**

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. <https://library.uab.edu/locations>

#### **SHP Learning Resource Center (LRC)**

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

Located: 1714 9<sup>th</sup> Avenue S. Phone: (205) 934-5146 Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

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

Saturday - closed; Sunday - closed

#### **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 Website:

<https://library.uab.edu/locations/lister-hill>

Phone: (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 13<sup>th</sup> Street South

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

## **ONESTOP STUDENT SERVICES**

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

## **PARKING**

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

## **PATIENT CARE PARTNERSHIP**

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

[www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

## **PLAGIARISM AND TURNITIN**

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

## RECREATION CENTER

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

## SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review and select awardees.

Scholarships available to students in any SHP program are the following:

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

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

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

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

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

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

You may visit the Blazer Scholarship Management and Resource Tool (B-SMART) to apply <http://www.uab.edu/students/paying-for-college/>. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please see the program section of this handbook for that information.

## SOCIAL MEDIA

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

- Twitter: [https://twitter.com/uab\\_shp?lang=en](https://twitter.com/uab_shp?lang=en)
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp)
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: [www.uab.edu/shp](http://www.uab.edu/shp)

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

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

**Professional Use** - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy<sup>1</sup>, 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.

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the

pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More about SARC can be found here: [Student Advocacy, Rights & Conduct - Student Affairs - News | UAB](#) The UAB student conduct code may be accessed online: [Student Conduct Code \(uab.edu\)](#).

## STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. 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](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3580.

## TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses. SHP programs have specific fees attached to programs, courses or laboratories. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>

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

## WEATHER

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

<ul style="list-style-type: none"><li>• Webpage: <a href="http://www.uab.edu/emergency">www.uab.edu/emergency</a></li></ul>	<ul style="list-style-type: none"><li>• B-ALERT system: <a href="http://www.uab.edu/balert">www.uab.edu/balert</a></li></ul>
<ul style="list-style-type: none"><li>• Hotline: (205)- 934-2165</li></ul>	<ul style="list-style-type: none"><li>• WBHM Radio (90.3 FM)</li></ul>

## WITHDRAWAL FROM COURSE / PROGRAM

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

for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### BACKGROUND CHECK AND DRUG SCREEN

##### POLICY

With the exceptions noted below, students admitted to clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the vendor(s) with which the School has a current agreement for those services. These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in a clinical rotation. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program, are waived from the requisite unless the current program of enrollment also includes an internship or clinical placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement.
- The rules and regulations governing individual placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the Office of the Senior Associate Dean for Academic and Faculty Affairs will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to clinical placement are the following:

Doctor of Physical Therapy

Occupational Therapy Doctorate – (entry level)

Master of Science in Biotechnology



Master of Science in Clinical Laboratory Science  
Master of Science in Genetic Counseling  
Master of Science in Health Administration (Residential)  
Master of Science in Health Physics  
Master of Science in Nuclear Medicine Technology  
Master of Science in Nutrition Sciences – Dietetic Internship Clinical Track  
Master of Science in Nutrition Sciences – Dietitian Education Program  
Graduate Certificate in Dietitian Education  
Master of Science in Nutrition Sciences – Prior Learning Clinical Track  
Master of Science in Occupational Therapy – (entry level)  
Master of Science in Physician Assistant Studies

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding clinical placement or internship are the following:

Bachelor of Science in Health Care Management  
Bachelor of Science in Biomedical Sciences  
Bachelor of Science in Biobehavioral Nutrition and Wellness Major

\*Programs waived from the Background Check and Drug Screening requirement are the following:

Doctor of Philosophy in Administration Health Services – all concentrations  
Doctor of Philosophy in Rehabilitation Sciences  
Doctor of Science in Healthcare Leadership  
Graduate Certificate in Biotechnology Regulatory Affairs  
Graduate Certificate in Clinical Informatics  
Graduate Certificate in Health Care Quality and Safety  
Graduate Certificate in Low Vision Rehabilitation  
Master of Science in Health Administration (International and Executive tracks)  
Master of Science in Health Care Quality and Safety  
Master of Science in Health Informatics  
Master of Science in Healthcare Simulation  
Master of Science in Nutrition Sciences - Research Track  
Master of Science in Nutrition Sciences – Lifestyle Management and Disease Prevention Track

**Attachments:**

- ☐ Procedure for Criminal Background Check and Drug Screening
- ☐ Student Instructions
- ☐ Consent to Drug Testing and Release of Drug Test Results
- ☐ Consent to Criminal Background Check and Release of Results

**Note:** Replaces Criminal Background Check and Drug Screening Policy 2012

\* Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening

### **Attachment 1: Procedure for Criminal Background Check and Drug Screening**

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Student Recruitment, Engagement and Success (OSRES) review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a clinical rotation or internship site or potentially makes them ineligible for professional certification or licensure, the OSRES contacts the individual student to discuss the implications of said information in the report. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice or internship placement.
5. Prior to clinical placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students will follow the instructions provided by sites or placements if they go beyond those of the School.
7. Students are responsible for fees required for screenings.
8. OSRES designee discusses with individual students implications for information which may inhibit placement at a clinical or internship site.
9. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports.

## Attachment 2:



### STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

#### About CastleBranch.com

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CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

#### Order Summary

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##### Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

##### Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

##### Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

#### Place Your Order

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Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

#### View Your Results

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Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

**Attachment 3**

**UAB School of Health Professions**

**Consent to Drug Testing and Release of Drug Test Results**

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office of academic and Faculty Affairs, my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(required only if student is under 19)

\_\_\_\_\_  
Date

**Attachment 4**

## **UAB School of Health Professions**

### **Consent to Criminal Background Check and Release of Results**

**For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.**

**I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.**

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**Student's Signature**

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**Date**

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**Signature of Parent/Legal Guardian**  
**(required only if student is under 19)**

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**Date**

## COVID-19 CAMPUS ENTRY

UAB is committed to making our campus among the safest in America as students return at the right time and under the right conditions.

- Students admitted to the School of Health Professions will follow university guidelines for COVID-19 entry found at: [Students Overview - United | UAB](#)
- Guidelines include wearing a mask while on campus; maintaining proper social distancing; washing hands often; cleaning and disinfecting frequently touched objects and surfaces; and completing required training and reporting tasks.
- All UAB students coming to campus for the fall semester 2021 will have access to a free COVID-vaccination through Student Health Services. See information at <https://www.uab.edu/uabunited/covid-19-vaccine>
- Vaccinated students should upload an image of their vaccination card through the Student Health Patient Portal at [https://studentwellness.uab.edu/login\\_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx).
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

## EMERGENCY PLAN - SHPB

[https://www.uab.edu/shp/home/images/PDF/SHPB\\_BUILDING\\_EMERGENCY\\_PLAN\\_2019.pdf](https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf)

## FINAL COURSE GRADE APPEAL PROCESS

[www.uab.edu/shp/home/images/PDF/grievance\\_procedures.pdf](http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf)

## PLAGIARISM

[www.uab.edu/shp/home/images/PDF/Plagiarism\\_Policy.pdf](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

## CLASSROOM BEHAVIORS

### ATTENDANCE / ABSENCE (UNDERGRADUATE)

<http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext>

## HEALTH

### AIDS AND HIV INFECTION

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx)

### BODY FLUID EXPOSURE

[www.uab.edu/humanresources/home/employeehealth/reportingexposures](http://www.uab.edu/humanresources/home/employeehealth/reportingexposures)

### IMMUNIZATIONS

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx)

## SUBSTANCE USE/ABUSE

### ALCOHOLIC BEVERAGES, USE AND CONSUMPTION

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx)

### DRUG FREE CAMPUS (GENERAL POLICY)

<https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000804.html>

### NONSMOKING

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx)

## TECHNOLOGY GUIDELINES

### COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx)

### COMPUTER SOFTWARE COPYING AND USE

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx)

## INCLUSIVENESS

### EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT

[www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx](http://www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx)



## **RESEARCH AND SCHOLARLY ACTIVITIES**

### **ACADEMIC INTEGRITY CODE**

[https://www.uab.edu/compliance/images/FINAL\\_Academic\\_Integrity\\_Code\\_2021-June-22.pdf](https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code_2021-June-22.pdf)

### **ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx)

### **PATENT (INTELLECTUAL PROPERTY)**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx)

### **FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS**

[www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx](http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx)

*Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at [www.uab.edu/policies/Pages/default.aspx](http://www.uab.edu/policies/Pages/default.aspx).*

## SECTION 3 – DEPARTMENTAL POLICIES

### WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES

**WELCOME** to the Master of Science in Nutrition Sciences program! There is a rich history of nutrition at the University of Alabama at Birmingham (UAB), with a heritage of nearly one hundred-years of involvement in the field beginning with three medical doctors, Drs. James McLester, Tom Spies, and Charles Butterworth. Their interest in the use of vitamins for the treatment and prevention of disease are responsible for the origin of UAB's commitment to nutrition, which began in the 1920s. For a complete narration of the history of the Department of Nutrition Sciences, please visit the "History" page on [our website](#).

The Department of Nutrition Sciences (DNS) is recognized as one of the top nutrition programs in the United States and has had a profound national impact on the health care practices of Americans. DNS is a leader in providing multi-professional nutrition support services, exceptional training programs for physicians and other health professionals, federally supported research endeavors, as well as nationwide public service activities. Everything you need to learn to save lives, prevent disease, and improve quality of life is at UAB.

While most larger nutrition programs in the U.S. are fragmented, the DNS is a single, multi-professional department that is highly integrated into UAB's campus. This provides an ideal academic setting for excellence in nutrition education and training. The DNS has long-standing research programs in nutrient metabolism, cancer, obesity, and energy metabolism and regulation, which encompass both clinical and human nutrition as well as basic molecular nutrition. Local students have the opportunity to participate in multi-professional research initiatives in basic, clinical, and translational research within one of two National Institutes of Health (NIH)-funded research centers in the Department of Nutrition Sciences—the Nutrition Obesity Research Center and the Diabetes Research Center, as well as the opportunity to engage with other world-renowned research facilities on UAB's campus, including the Comprehensive Cancer Center. Local students also have the opportunity to study the clinical side of nutrition in the heart of Alabama's top medical center, surrounded by UAB Hospital, Birmingham VA Medical Center, and Children's of Alabama.

The program you are entering will prepare you for professional practice in the field of nutrition science. The Master of Science in Nutrition Sciences curriculum helps to develop your knowledge and skills while helping to advance your skills in critical problem solving in a team environment. We urge you to commit yourself to the highest level of achievement while in the Master of Science in Nutrition Sciences program in order to maintain outstanding professional achievement upon completion of your program. Now is your time to invest in the future you deserve, and your dedication to this program will enable you to achieve this greatness.

## FACULTY AND STAFF

The diversity inherent to the field of nutrition is reflected in our faculty, staff, and students. For a full list of our Nutrition Sciences faculty and staff, please visit our [faculty](#) or [staff](#) webpage.

## DEPARTMENT OF NUTRITION SCIENCES FACILITIES FOR RESEARCH

### SUSAN MOTT WEBB NUTRITION SCIENCES BUILDING

Constructed in 1983, the six-story [Susan Mott Webb Nutrition Sciences Building](#) provides dedicated laboratories, animal facilities, offices, and classrooms that are used regularly by our faculty and students. The Susan Mott Webb Nutrition Sciences Building is centrally located within The University of Alabama at Birmingham main campus and is in easy walking distance to all other major campus facilities.

The Department of Nutrition Sciences benefits from the on campus presence of and collaboration with outstanding regional and national institutes and centers, including the 2,000-bed University Hospital complex, which constitutes one of the major medical facilities in the eastern United States.

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

The Department of Nutrition Sciences is unique in housing two prestigious NIH-funded research centers—the [Nutrition and Obesity Research Center](#) (NORC) and [Diabetes Research Center](#) (DRC). These Centers are directly involved in our student training and research experiences, also providing accessibility to core facilities and educational opportunities.

## CENTERS FOR RESEARCH AT UAB

UAB boasts many specialized research Centers of Excellence with such a high quality research environment. Some of these centers include the Cardiovascular Research and Training Center, Center for Aging, Center for Interdisciplinary Research in Immunological Diseases, Center for Research in Oral Biology, Comprehensive Cancer Center, Diabetes Research and Training Center, Multipurpose Arthritis and Musculoskeletal Diseases Center, Center for AIDS Research, Cystic Fibrosis Research Center, Neurobiology Research Center, Nephrology Research and Training Center and many others. Most of these specialized centers are actively involved in the diversity of training activities for students.

Student access to most UAB resources is readily available, either directly to students or through their Program Director, Academic Advisor, or other members of the faculty. Certain centers on campus, such as the Comprehensive Cancer Center, have a broad spectrum of diagnostic and analytical services available to the UAB faculty at-large. Both NIH-funded centers housed in the Department of Nutrition Sciences (the NORC and DRC) provide opportunities for research experiences and resources through their cores, as well as educational and training events.

# MASTER OF SCIENCE (MS) IN NUTRITION SCIENCES

## PROGRAM ACCREDITATION

### SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)

The University of Alabama at Birmingham is accredited **by the Southern Association of Colleges and Schools Commission on Colleges** to award baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of Alabama at Birmingham.

## MS IN NUTRITION SCIENCES CORE COURSE REQUIREMENTS

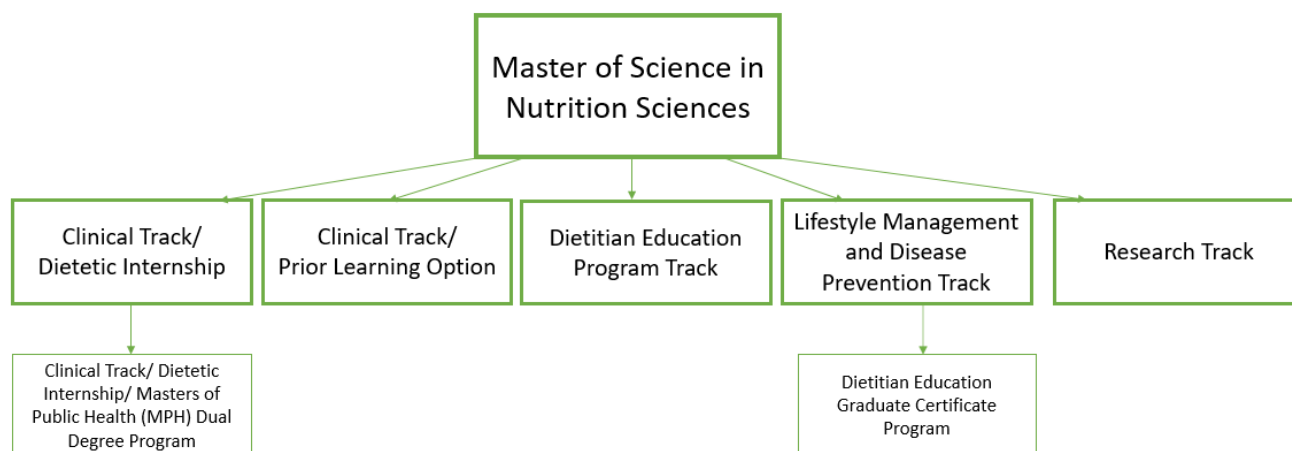
The Master of Science degree in Nutrition Sciences provides coursework that fosters understanding about nutrition for health promotion and disease prevention. All Nutrition Sciences graduate students, regardless of their track, complete the following core curriculum. The semester offered is subject to change based on the needs of the Department of Nutrition Sciences.

Prefix	Course Title	Semester Hours	Semester Offered
NTR 618	Nutritional Biochemistry	6	Summer
NTR 621	Applied Statistics to Nutrition Sciences I*	3	Fall
NTR 637	Applied Research in Nutrition Sciences*	3	Spring
NTR 690	Seminar	2	Fall
<b>Total semester hours for Core Courses</b>		<b>14</b>	

\*NTR 621 is a pre-requisite for NTR 637

## MS IN NUTRITION SCIENCES TRACKS

The Department of Nutrition Sciences offers the most comprehensive nutrition experience you will find on one campus. There are five tracks of the MS in Nutrition Sciences, each varying in their admissions requirements, curriculum, and program outcomes. For more information on each of the five MS in Nutrition Sciences track options, please visit the [Department of Nutrition Sciences webpage](#).



## SUMMARY OF MS IN NUTRITION SCIENCES TRACKS

### CLINICAL TRACK / DIETETIC INTERNSHIP

The MS in Nutrition Sciences- Clinical Track/ Dietetic Internship is a one-year combined dietetic internship and Master of Science degree program that enables graduates to take the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR). In only 12 months, students are prepared for an exciting career in health care, wellness, and food systems operations. This track requires a minimum of 48 semester credit hours, including the 14 semester hours of Core Courses, and 34 semester hours that are unique to this track.

#### CLINICAL TRACK/ DIETETIC INTERNSHIP/ MASTERS OF PUBLIC HEALTH (MPH) DUAL DEGREE PROGRAM

Students in the Dietetic Internship/[MPH Dual Degree option](#) must complete 30 semester hours of graduate-level coursework, comprising 26 hours of public health courses and 4 semester hours of NTR 589 to be applied to the MPH degree, in addition to the requirements of the MS in Nutrition Sciences, Clinical Track/Dietetic Internship program described above. All required public health coursework is offered online.

Only students who are enrolled in the MS in Nutrition Sciences, Clinical Track /Dietetic Internship are eligible to apply for the dual degree option. Students must be admitted to both graduate programs (Nutrition Sciences and Public Health) for this dual degree.

### CLINICAL TRACK/ PRIOR LEARNING OPTION

The MS in Nutrition Sciences- Clinical Track/ Prior Learning Option accepts nutrition/dietetic supervised practice hours toward completion of a Master of Science degree. Students eligible for this program have completed an undergraduate degree in nutrition/dietetics and have received a Verification Statement from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Dietetic Internship (DI), Coordinated Program in Dietetics (CP), or Individualized Supervised Practice Pathway (ISPP) program. This track requires a minimum of 30 semester credit hours, including the 14 semester hours of Core Courses and 16 semester hours that are unique to this track. This is a non-thesis track and all required coursework is offered entirely online.

### DIETITIAN EDUCATION PROGRAM TRACK

The MS in Nutrition Sciences- Dietitian Education Program track is one of the two Coordinated Program pathways in Dietetics that we offer (Coordinated Program as defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) by the Academy of Nutrition and Dietetics). Students in the Dietitian Education Program track must complete a minimum of 58 semester hours, including the 14 semester hours of Core Courses and 44 semester hours that are unique to this pathway. Twenty-four of the semester hours unique to this pathway are practicums, or supervised practice experiences. All non-practicum courses are offered entirely online and practicums can be completed in the Birmingham area or remotely, allowing students to complete their degree requirements in their local setting. Graduates of

this program are eligible to sit for the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR), preparing them for an exciting career in nutrition.

### **LIFESTYLE MANAGEMENT AND DISEASE PREVENTION TRACK**

The MS in Nutrition Sciences- Lifestyle Management and Disease Prevention track offers an entirely online degree, and is well suited for students who want to provide general nutrition information to the public for health promotion and disease prevention. Students in the Lifestyle Management and Disease Prevention track gain multi-professional perspectives at UAB, with classes taught by physician assistants, genetic counselors, Registered Dietitian Nutritionists, and exercise physiologists. This track requires a minimum of 36 semester credit hours, including the 14 semester hours of Core Courses and 22 semester hours that are unique to this track.

#### **DIETITIAN EDUCATION GRADUATE CERTIFICATE**

The Dietitian Education Graduate Certificate is the second of the two Coordinated Program pathways in Dietetics that comprise the Dietitian Education Program. The Dietitian Education Graduate Certificate is a Coordinated Program in Dietetics by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) by the Academy of Nutrition and Dietetics. Students who successfully complete the Lifestyle Management and Disease Prevention track and the Dietitian Education Graduate Certificate earn an MS degree in Nutrition Sciences, and are eligible to sit for the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).

The Dietitian Education Graduate Certificate is restricted to students enrolled in the Lifestyle Management and Disease Prevention Track. Students who apply and are accepted into the Dietitian Education Graduate Certificate complete an additional 37 semester hours (73 semester hours total), and earn a Graduate Certificate that accompanies their MS in Nutrition Sciences degree.

### **RESEARCH TRACK**

The MS in Nutrition Sciences- Research Track requires a research thesis as a program requirement. Students must complete a minimum of 37 semester credit hours, including the 14 semester hours of Core Courses and 23 semester hours unique to this track. Students in the Research Track are also required to complete and orally defend thesis research that contributes to the knowledge of nutrition sciences. This program utilizes blended learning, which incorporates both online and in class courses.

# MS IN NUTRITION SCIENCES – DIETITIAN EDUCATION PROGRAM

## PROGRAM ACCREDITATION



The University of Alabama at Birmingham's Dietitian Education Program has been granted Candidacy Accreditation Status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, USA, (312) 899-0040 ext.

5400. <http://www.eatright.org/ACEND>. Students enrolled in the Dietitian Education Program are considered graduates of an accredited program upon successful completion.

## PROFESSIONAL LICENSURE AND CERTIFICATION (PLC) REQUIREMENTS

The UAB MS in Nutrition Sciences, Dietitian Education Program track is designed to lead to professional certification through the Commission on Dietetics Registration (CDR) of the Academy of Nutrition and Dietetics (AND). While there is a national certification exam offered by CDR, board certification does not confer state licensure. Specific licensure requirements vary from state to state, and among territories. Please visit the Professional Licensure and Certification General Disclosures webpage for more information on state and territories requirements.

## COORDINATED PROGRAM (CP) IN DIETETICS

The UAB Dietitian Education Program is designated by ACEND as a Coordinated Program (CP) in Dietetics. All CPs must provide the required dietetics coursework and at least 1200 hours of supervised practice within an academic program leading to a bachelor's or graduate degree. Graduates of Coordinated Programs who are verified by the Program Director are eligible to sit for the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).

## PROGRAM MISSION

The UAB Dietitian Education Program's mission is to prepare graduates who are highly trained entry-level Registered Dietitian Nutritionists through community partnerships, the translation of research, and the acquisition of knowledge, skills and experiences to improve the lifestyle wellness of Birmingham, the state, and beyond.

## PROGRAM GOALS

**Goal 1: The program will prepare graduates to be competent entry-level Registered Dietitian Nutritionists (RDNs) to serve in the Birmingham area and beyond.**

### Objectives for Goal 1

#### Program Completion

- At least 80% of program students complete program/degree requirements within 3 years in the Dietitian Education Program Track and 2.25 years in the Dietitian Education Program Graduate Certificate of the Lifestyle Management and Disease Prevention Track (150% of the program length).

#### Graduate Performance on Registration Exam

- Eighty percent of program graduates take the CDR dietitian credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Over a 5-year period, at least 80% of program graduates will pass the CDR credentialing exam for dietitian nutritionists within one year of first attempt.

#### Graduate Employment

- Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

#### Employer Satisfaction

- During their first year of employment, at least 90% of program graduates will be ranked by employers as "satisfactory" or better in professional knowledge and skills as compared to the expected competency of an entry-level Registered Dietitian Nutritionist (RDN).

#### Program Specific

- On the alumni survey one-year (12 months) post program completion, at least 80% of graduates will rate themselves as "satisfied" or above with their ability to perform entry-level RDN competencies at work.

**Goal 2: The program will prepare graduates who demonstrate the ability to utilize current evidence-based research and apply the research process in professional practice.**



## Objectives for Goal 2

### Program Specific

- Eighty percent of program graduates rate themselves as “somewhat confident” or above regarding their ability to use current research findings in professional practice.
- During the first year of employment, at least 80% of program graduates will be ranked by employers as “satisfactory” or better in their ability to use the research process to make decisions in professional practice.

## ACEND COMPETENCY REQUIREMENTS

The MS in Nutrition Sciences, Dietitian Education Program curriculum is designed for students to achieve the knowledge and skills needed for an entry-level Registered Dietitian Nutritionist (RDN) as stated by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017 Standards for Nutrition and Dietetics Coordinated Programs.

The **Core Knowledge** and **Competencies** are the basis on which are built the program curriculum and learning activities. The Core Knowledge competencies are mapped to courses in learning objectives that are designated **KRDN** and the Core Competencies designated **CRDN**. Prior to program completion, students must demonstrate proficiency in the following areas:

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

Knowledge- Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

Competencies- Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

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

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

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

Knowledge- Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies - Upon completion of the program, graduates are able to:

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

Knowledge- Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

Competencies- Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Knowledge- Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies- Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

#### **Domain 5. Program Defined Concentration Area Competencies (Choose one).**

The program's curriculum is required to include at least one program-defined concentration that builds on the core knowledge and competencies and develops additional depth necessary for future proficiency in a particular area. ACEND requires that the concentration has at least two program specific competencies with associated learning activities.

Interns must declare **one** of the following concentration areas while enrolled in NTR 670 Practicum in Wellness, which is the first supervised practice course. There are assignments that the student is required to complete throughout multiple practicums that are specific to the declared program concentration. Students declare their concentration from **one** of the following options:

- Lifestyle or Community Wellness (LCM)
- Diabetes- or Diabetes-related Disease or Medical Condition (DP)
- Obesity- or Cancer-related Disease or Medical Condition (OC)

Competencies- Upon completion of the program, graduates are able to:

#### **Program Concentration Area: Lifestyle or Community Wellness**

LCM 1.1 Demonstrate the ability to develop and present a **lifestyle or community wellness** case study and corresponding review of current research and evidence-based recommendations in the field of nutrition sciences.

LCM 1.2 Demonstrate the effective use of motivational interviewing skills to achieve behavior change in a patient or client to promote **lifestyle or community wellness** as part of their treatment plan.

**Program Concentration Area: Diabetes- or Diabetes-related Disease or Medical Condition**

DP 1.1 Demonstrate the ability to develop and present a **diabetes- or diabetes-related** case study and corresponding review of current research and evidence-based recommendations in the field of nutrition sciences.

DP 1.2 Demonstrate the effective use of motivational interviewing skills to achieve behavior change in a patient or client with **diabetes- or diabetes-related** disease or medical condition.

**Program Concentration Area: Obesity- or Cancer-related Disease or Medical Condition**

OC 1.1 Demonstrate the ability to develop and present an **obesity- or cancer-related** case study and corresponding review of current research and evidence-based recommendations in the field of nutrition sciences.

OC 1.2 Demonstrate the effective use of motivational interviewing skills to achieve behavior change in a patient or client with **obesity- or cancer-related** disease or medical condition.

# DIETITIAN EDUCATION PROGRAM OVERVIEW

## ELIGIBILITY REQUIREMENTS

The Dietitian Education Program is a Coordinated Program in Dietetics, comprised of two pathway options, which include the Dietitian Education Program Track and Dietitian Education Graduate Certificate Program of the Lifestyle Management and Disease Prevention Track. There are three possible avenues for students to be eligible for the Dietitian Education Program.

- 1) Students who complete UAB's undergraduate degree in Kinesiology with a concentration in Exercise Bioenergetics , and who have completed BY 101, are eligible to apply to the **DIETITIAN EDUCATION PROGRAM TRACK**.
- 2) Students may also apply to the **DIETITIAN EDUCATION PROGRAM TRACK** if they have completed a Bachelor of Science degree and specific undergraduate science and nutrition courses. These prerequisite science courses include biology, physiology, organic chemistry, and microbiology. The nutrition courses include an undergraduate introductory nutrition course, lifecycle nutrition, nutrition and the consumer, nutrition and the metabolism (nutritional biochemistry), nutritional genetics, and a course in medical nutrition therapy. For students who choose to take the nutrition courses at UAB, the courses are as outlined below:
  - NTR 222 Nutrition and Health (3 credit hours)
  - NTR 232 Lifecycle Nutrition (3 credit hours)
  - NTR 320 Nutrition and the Consumer (3 credit hours)
  - NTR 330 Nutrition and Metabolism (3 credit hours)
  - NTR 420 Nutrition Genetics (3 credit hours)
  - NTR 421 Nutrition Assessment and the Nutrition Care Process (3 credit hours)
- 3) The final option for prospective students is to complete all undergraduate science prerequisites and one introductory nutrition course (NTR 222 Nutrition and Health) to gain admission to the MS in Nutrition Sciences, Lifestyle Management and Disease Prevention (LMDP) track. After completing 29-credit hours of specific nutrition curriculum, LMDP track students are eligible to apply for the Dietitian Education Program through the **DIETITIAN EDUCATION GRADUATE CERTIFICATE**.

## PROGRAM CONTINGENCY REQUIREMENTS

All pre-requisites must be completed prior to starting the Dietitian Education Program. A student admitted with a program contingency requirement will be notified in writing about when the requirement must be satisfactorily completed. A student who fails to meet this requirement by the deadline is not permitted to continue taking coursework toward the degree until the requirement is satisfactorily completed.

## DIETITIAN EDUCATION PROGRAM (DEP) TRACK COURSE REQUIREMENTS

The UAB Graduate School designates the Dietitian Education Program track as a Plan II program, which is the graduate school assignment of non-thesis programs. Whereas some Plan II programs require students to complete a comprehensive examination towards earning their degree, the Dietitian Education Program track **does not** have this as a requirement.

The MS in Nutrition Sciences, Dietitian Education Program track requires the completion of 58 semester hours of graduate work, comprised of 14 semester hours of the Core Courses and 44 Dietitian Education Program track courses, in good academic standing. The Core Completion Requirements are required courses that provide the basic knowledge expected of all students in the MS in Nutrition Sciences program. The seminar course (NTR 690) is designed to broaden your knowledge within and beyond your interest areas, and to provide the opportunity for you to practice critically evaluating scientific research. Dietitian Education Program (DEP) track courses are designed to learn knowledge and skills specific to entry-level Registered Dietitian Nutritionists.

The RDN Certification Review course (NTR 501) is a sponsored workshop on the UAB campus to prepare students for the Registered Dietitian Nutritionist examination. The Practicum courses (NTR 670, NTR 671, NTR 672, NTR 673, NTR 674, NTR 675, and NTR 676) provide students with the opportunity to complete a minimum of 1200 hours of supervised practice experiences which can be completed in the Birmingham area or remotely, in their local area. Practicums may be completed locally, in the Birmingham area, or remotely, where the student is located.

Prefix	Course Title	Semester Hours	Semester Offered
NTR 500	Communications in Nutrition	1	Summer
NTR 501	RDN Certification Review	0	Spring
NTR 600	Principles of Food Science Operations and Menu Planning	3	Fall
NTR 601	Advanced Medical Nutrition	3	Spring
NTR 604	Principles and Practice of Nutrition Support	3	Fall
NTR 611	Advanced Food Systems and Resource Management	3	Summer
NTR 631	Community Interventions for Healthy Lifestyles	3	Spring
NTR 632	Nutrition Counseling and Education	4	Fall
NTR 670	Practicum in Wellness	3	Summer
NTR 671	Practicum in Community Nutrition	3	Fall
NTR 672	Practicum in Food Systems Management	3	Fall
NTR 673	Practicum in Medical Nutrition Therapy I	3	Fall
NTR 674	Practicum in Medical Nutrition Therapy II	4	Spring
NTR 675	Practicum in Dietetic Administration	4	Spring
NTR 676	Advanced Practicum in Dietetics	4	Spring
<b>Total semester hours for DEP track courses</b>		<b>58</b>	

## DIETITIAN EDUCATION GRADUATE CERTIFICATE (DEP-C) COURSE REQUIREMENTS

The Dietitian Education Graduate Certificate (DEP-C) is only available to students of the MS in Nutrition Sciences- Lifestyle Management and Disease Prevention Track.

The MS in Nutrition Sciences, LMDP Track requires the completion of 36 semester hours of graduate work, comprised of 14 semester hours of Core Courses and 22 LMDP Track courses, in good academic standing. The Core Completion Requirements provide the basic knowledge expected of all students in the MS in Nutrition Sciences program while the LMDP Track coursework emphasizes nutrition assessment and interventions for health promotion and disease prevention.

LMDP Track students who desire to become credentialed as a **REGISTERED DIETITIAN NUTRITIONIST** have the option to apply to the **DIETITIAN EDUCATION GRADUATE CERTIFICATE (DEP-C)**. The application process is communicated to these students via **email around October 1 for the upcoming application cycle**, and the deadline to apply to the DEP-C is **JANUARY 5<sup>TH</sup>** annually. The DEP-C accepts LMDP Track students annually **FOR FALL ADMISSION ONLY**. Deferral is not permitted.

## LIFESTYLE MANAGEMENT AND DISEASE PREVENTION TRACK-SPECIFIC REQUIREMENTS

Beyond the Core Completion Requirements, there are 22 semester credit hours that are specific to the LMDP Track, as listed below:

Prefix	Course Title	Credit Hours	Semester Offered
NTR 609	Applied Nutrition for Physical Activity and Disease Prevention	3	Fall
NTR 631	Community Interventions for Healthy Lifestyles	3	Spring
NTR 632	Nutrition Counseling & Education	4	Fall
KIN 644	Application of Exercise Physiology to Fitness and Performance	3	Fall
GC 545	Genetics and Genomics Applications in Healthcare	2	Fall
PA 550	Intro to Medical History Taking & Physical Examination	3	Spring
CDS 605	Survival Spanish for Health Professionals	1	Fall, Spring
NTR 521*	Nutrition Assessment and the Nutrition Care Process	3	Spring
<b>Total semester hours for LMDP Track Courses</b>		<b>22</b>	

**\*NTR 521: NUTRITION ASSESSMENT AND THE NUTRITION CARE PROCESS** is considered an elective course within the LMDP track. Students interested in the **DIETITIAN EDUCATION GRADUATE CERTIFICATE** **must** complete NTR 521 as part of the eligibility requirements.

Students in the LMDP Track are eligible to apply for admission to the DEP-C upon completion of the following coursework with a 3.0 GPA by the program start date:

- NTR 521 Nutrition Assessment and the Nutrition Care Process
- NTR 618 Nutritional Biochemistry
- NTR 621 Applied Statistics to Nutrition Sciences I
- NTR 631 Community Interventions for Healthy Lifestyles
- NTR 632 Nutrition Counseling and Education
- NTR 637 Applied Research in Nutrition Sciences
- NTR 690 Seminar



GC 545 Genetics and Genomics Application in Healthcare  
PA 550 Intro to the Medical History Taking and Physical Examination

The Dietitian Education Graduate Certificate (DEP-C) coursework is comprised of 37 credit hours of coursework designed to enhance skills specific to entry-level Registered Dietitian Nutritionists.

Aside from the Practicum courses (NTR 670, 671, 672, 673, 674, 675, and 676) and the RDN Examination Review Course (NTR 501), all coursework is offered entirely online. Practicums may be completed locally, in the Birmingham area, or remotely, where the student is located.

Below are the course and practicum requirements of the DEP-C:

**DEP-C REQUIREMENTS (IN ADDITION TO THE 36 SEMESTER HOURS OF THE LMDP TRACK)**

Prefix	Course Title	Credit Hours	Semester Offered
NTR 500	Communications in Nutrition	1	Summer
NTR 501	RDN Certification Review	0	Spring
NTR 600	Principles of Food Science Operations and Menu Planning	3	Fall
NTR 601	Advanced Medical Nutrition	3	Spring
NTR 604	Principles and Practice of Nutrition Support	3	Fall
NTR 611	Advanced Food System and Resource Management	3	Spring
NTR 670	Practicum in Wellness	3	Fall
NTR 671	Practicum in Community Nutrition	3	Fall
NTR 672	Practicum in Food Systems Management	3	Spring
NTR 673	Practicum in Medical Nutrition Therapy I	3	Spring
NTR 674	Practicum in Medical Nutrition Therapy II	4	Summer
NTR 675	Practicum in Dietetic Administration	4	Summer
NTR 676	Advanced Practicum in Dietetics	4	Fall
<b>Total semester hours of DEP-C coursework</b>		<b>37</b>	

# DIETITIAN EDUCATION PROGRAM COURSE SEQUENCES

## DIETITIAN EDUCATION PROGRAM TRACK

The DEP Track is a cohort program, designed to be completed **FULL-TIME** in **FIVE CONSECUTIVE SEMESTERS**, as illustrated below. **PART TIME ENROLLMENT IS NOT POSSIBLE**. Illustrated below is the course sequence for the DEP Track.

Fall Year 1		Spring Year 1		Summer Year 1	
Prefix	Credit hours	Prefix	Credit hours	Prefix	Credit hours
NTR 621	3	NTR 637	3	NTR 618	6
NTR 600	3	NTR 601	3	NTR 500	1
NTR 604	4	NTR 611	3	NTR 670	3
NTR 632	4	NTR 631	3		
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>12</b>	<b>Total</b>	<b>10</b>
Fall Year 2		Spring Year 2			
NTR 690	2	NTR 501	0		
NTR 671	3	NTR 674	4		
NTR 672	3	NTR 675	4		
NTR 673	3	NTR 676	4		
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>12</b>		

## DIETITIAN EDUCATION GRADUATE CERTIFICATE

The DEP-C is a cohort program, designed to be completed **FULL-TIME** in **FOUR CONSECUTIVE SEMESTERS**, as illustrated below. **PART TIME ENROLLMENT IS NOT POSSIBLE.** Illustrated below is the course sequence for the combined LMDP Track and DEP-C curriculum, which, as is indicated in **yellow**, begins Fall Year 2.

Fall Year 1		Spring Year 1		Summer Year 1	
Prefix	Credit hours	Prefix	Credit hours	Prefix	Credit hours
GC 545	2	PA 550	3	NTR 618	6
NTR 621	3	NTR 631	3		
NTR 632	4	NTR 637	3		
NTR 690	2	NTR 521	3		
<b>Total</b>	<b>11</b>	<b>Total</b>	<b>12</b>	<b>Total</b>	<b>6</b>
Fall Year 2		Spring Year 2		Summer Year 2	
Prefix	Credit hours	Prefix	Credit hours	Prefix	Credit hours
NTR 600	3	NTR 601	3	NTR 500	1
NTR 604	3	NTR 611	3	NTR 674	4
NTR 670	3	NTR 672	3	NTR 675	4
NTR 671	3	NTR 673	3		
		NTR 501	0		
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>12</b>	<b>Total</b>	<b>9</b>
Fall Year 3					
Prefix	Credit hours				
NTR 609	3				
CDS 605	1				
KIN 644	3				
NTR 676	4				
<b>Total</b>	<b>11</b>				

The DNS regularly reviews the curriculum and program. Generally, the addition of new courses or changes to current curriculum are directed by input from our faculty, advisory board, preceptors, alumni, and job market demands as well as research advancements in nutrition science.

## DIETITIAN EDUCATION PROGRAM ESTIMATED TUITION AND FEES

Please note that The University of Alabama at Birmingham is a state institution and thus tuition is mandated by the Alabama Board of Trustees. Tuition rates change annually in accordance with the academic year. The Department of Nutrition Sciences is not responsible for tuition charges. For the most up-to-date tuition and fees, please visit the [Tuition and Fees webpage](#). This graduate program is listed under the “Graduate” programs tab, within the School of Health Professions. The estimation below is based on the **2019-2020 ACADEMIC YEAR** tuition costs that was available at the time of publication of this document.

### DIETITIAN EDUCATION PROGRAM TRACK TUITION AND FEES

	Alabama Resident	Non-Alabama Resident
Online Course Credit Hours	34 credit hours	34 credit hours
Online Course Tuition Cost	\$656/credit hour	\$656/credit hour
Practicum Course Credit Hours*	24 credit hours	24 credit hours
Practicum Course Tuition Cost	\$572/credit hour	\$1,363/credit hour
NTR 501 Fee	\$550	\$550
Other Fees	TBD	TBD
Textbooks	TBD	TBD
<b>TOTAL (DEP Track)</b>	<b>\$36,582</b>	<b>\$55,016</b>

### DIETITIAN EDUCATION GRADUATE CERTIFICATE (DEP-C) TUITION AND FEES

	Alabama Resident	Non-Alabama Resident
Online Course Credit Hours	13 credit hours	13 credit hours
Online Course Tuition Cost	\$656/credit hour	\$656/credit hour
Practicum Credit Hours*	24 credit hours	24 credit hours
Practicum Tuition Cost	\$572/credit hour	\$1,363/credit hour
NTR 501 Fee**	\$550	\$550
Other Fees	TBD	TBD
Textbooks	TBD	TBD
<b>TOTAL (DEP-C)</b>	<b>\$22,806</b>	<b>\$41,240</b>
<b>LMDP + DEP-C TOTAL</b>	<b>\$46,422</b>	<b>\$64,856</b>

\*Practicums, whether local or distance, are considered “in-person” experiences and are therefore subject to tuition charge based on your state residency status.

\*\*NTR 501 is the RDN Examination Review Course led by Jean Inman. This zero credit hour course costs a one-time fee of \$550. **This fee also covers a 1-year subscription to eatrightPREP.**

## **TUITION PAYMENTS**

Tuition is due semester-by-semester. To see when tuition is due, please visit the [UAB Academic Calendar](#). To see the breakdown of credit hours per semester, please visit the “Curriculum” tab on the [Dietitian Education Program track](#) webpage.

## **FINANCIAL AID, LOANS, AND SCHOLARSHIPS**

If you have questions about Financial Aid, Loans, or Scholarships, please visit [this webpage](#). The Department of Nutrition Sciences does not have internal scholarships for this degree program.

## **TEXTBOOKS**

Textbook costs vary each semester. Students can search textbooks by semester through the [UAB Official Bookstore](#). Textbook information will also be provided on course syllabi.

## GETTING STARTED

The **UAB GRADUATE CATALOG** as well as the **UAB POLICIES AND PROCEDURES** guidelines are important resources for you throughout your program of study. Please familiarize yourself with these.

### THE UAB GRADUATE CATALOG

The UAB Graduate Catalog outlines all of the policies and procedures pertaining to academic performance, degree progress, academic and non-academic conduct, and student responsibilities. You are expected to be familiar with these policies and to abide by them. The Graduate Catalog can be found [here](#).

In addition to the UAB Graduate Catalog, the Department of Nutrition Sciences' Student Handbooks outline MS in Nutrition Sciences-specific requirements. All degree-seeking students are required to follow the MS in Nutrition Sciences requirements as well as those requirements specific to their track. Therefore, the information within this handbook serves as a contract between you and this graduate program.

### UAB POLICIES AND PROCEDURES

Please refer to the School of Health Professions' and UAB policies included in Section 2 of this Student Handbook.

### ACADEMIC ADVISOR

Shortly after a degree-seeking student in the Department of Nutrition Sciences is accepted by UAB Graduate School into a program of study, the Department of Nutrition Sciences assigns the student an Academic Advisor. Dependent upon the MS in Nutrition Sciences track for which you are enrolled, your Academic Advisor may be your track Program Director or another Advisor within the Department of Nutrition Sciences. Regardless, Academic Advisors in the Department of Nutrition Sciences are here to support you as you progress through your graduate studies, and want you to be successful in the MS in Nutrition Sciences degree program. Consider your Academic Advisor as your ally, the one you can count on to support your success during your graduate studies.

It is expected that all students connect with their Academic Advisor every semester to update them on their academic progress and advancement towards degree completion. The student and Academic Advisor can work together to determine if these updates are best achieved through emails, phone calls, virtual meetings, or in-person meetings. You are expected to work with your Academic Advisor to establish and make revisions to, when applicable, your academic Plan of Study, but ultimately it is your responsibility to take ownership and responsibility for your own course registration, academic progress, financial obligations of the program, and application for graduate degree.

### BLAZER ID

UAB will automatically assign a BlazerID for accepted students. Your unique BlazerID and password will serve as your login to access all of UAB's computer-based systems, including your UAB campus email. Your BlazerID will also be the beginning portion of your email address (blazerid@uab.edu).

### UAB EMAIL

Once you have been assigned your unique Blazer ID and created your Password, you will have access to all of UAB's systems—including your UAB Email address. All students are expected to communicate with their UAB Email address for any UAB-related matters. Please follow UAB's Brand and Communication Toolkit when creating an email signature for your UAB email address.

## COURSE REGISTRATION

You must register for all courses for which you wish to earn graduate credit. The UAB class schedule is accessible via [BlazerNet](#) located at [www.uab.edu/blazernet](http://www.uab.edu/blazernet). You are able to register for courses and adjust your schedule by adding and dropping courses through the end of the drop/add period which is denoted on the [Academic Calendar](#).

Policies about *Tuition and Fees, Student Accounts Payment Deadlines, Payment Processes, Withdrawal from Courses, Leave of Academic Absence, Withdrawal from the UAB Graduate School* and *Exceptions to Policies* can be found in the [Graduate Catalog](#).

## ACADEMIC PROGRESS

The UAB Graduate School requires that a Master of Science degree be conferred within five years of your start date, though your track may have requirements that are more stringent. It is a program requirement that students complete the Dietitian Education Program Track within seven semesters and the Dietitian Education Graduate Certificate within six semesters. Throughout the graduate program of study, your status in the program is critically evaluated in terms of the academic progress and productivity towards degree completion.

### GRADUATION PLANNING SYSTEM (GPS)

You can review your degree progress online through the [Graduate Planning System](#) (GPS). You are able to view your satisfied requirements, those not yet satisfied for your degree, along with the [GPA calculator](#). You can learn more about how to access and read the GPS [here](#).

### GRADING AND GRADE POINT AVERAGE (GPA)

The grade of A indicates superior performance, B is adequate performance, and C is performance only minimally adequate for a graduate student. Any graduate student completing a course at the 500 level or above with a performance below the C level will receive a grade of F; the Graduate School does not use the grade of D. Whereas a grade of C is accepted in a given course to receive a passing grade, a B average overall (3.0) is required to maintain good academic standing in the program.

Four (4.0) quality points are awarded for each semester hour in which an A is earned, three (3.0) for a B, and two (2.0) for a C. No quality points are awarded for a grade of F. Your GPA is determined by dividing the total quality points awarded by your semester hours attempted at the graduate level.

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

The [GPA Calculator](#) can be used to explore how the classes you enroll in will affect your GPA each term.

### PROGRAM WITHDRAWAL POLICY

A student may withdraw from the MS in Nutrition Sciences, Dietitian Education Program at any time for any reason by submitting written notification to the Program Director. The student must also withdraw from courses through the UAB registration system via the Student Resources tab in BlazerNet. Re-entry into the program the same year of withdrawal is prohibited; however, the student may complete the application process for consideration of future admission. All program fees paid are non-refundable.

### ADDITIONAL ACADEMIC PROGRESS POLICIES

Current policies about *Temporary Grade Notations*, *Academic Standing*, *Repeated Courses*, *Grade Replacement*, *Grade Changes*, and *Time Limitations* can be found in the [Graduate Catalog](#).



## ACADEMIC MISCONDUCT

Academic misconduct is considered an offense at UAB. You are encouraged to abide by the [UAB Academic Honor Code](#) and the [School of Health Profession's policy](#).

### DNS ACADEMIC ETHICS & MISCONDUCT STATEMENT

DNS recognizes and strongly endorses the principles of integrity and ethical behavior as they apply to the behavior of its faculty, staff, and students who are engaged in research, scholarship, teaching, and service activities. Ethical and professional behaviors are key parts of your education in our Department and we are committed to promoting professionalism in all aspects of your training. Therefore, procedures for managing academic and professional conduct will be followed. Examples of misconduct include abetting, cheating, plagiarism, fabrication, and misrepresentation. For the definition of these terms, please refer to UAB Graduate School's Academic Ethics and Misconduct information [here](#).

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

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

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

### DISCIPLINARY ACTION

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

1. **Oral Warning:** This may be given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the Program Director in consultation with the student.
2. **Written Warning with Imposed Probation:** The written warning is given for substandard performance, poor attendance, and other types of offenses that occur for the second time. The time frame for immediate correction will be determined by the Program Director in consultation with the student.
3. **Program Dismissal:** If any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur. Once a student has been dismissed from the program, re-entry will not be allowed.

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

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

## DEPARTMENT GRIEVANCE POLICY

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

1. Address concerns or problems with the responsible party, i.e., professor, preceptor or program director. Students should make all attempts to communicate and resolve concerns with the responsible party prior to contacting the Program Director.
2. If no resolution is found, identify the problem and clearly document the situation in writing. Present documentation to the Program Director who will then arrange a combined meeting with all parties involved to work to resolve the issue. If the grievance is with the Program Director, submit documentation to the Vice Chair of Education in the Department of Nutrition Sciences.
3. If no resolution is found, the Dietitian Education Program Director will arrange for a meeting with the MS in Nutrition Sciences Program Director and all parties involved. If appropriate, an impartial third party will be called to act as mediator.
4. If no resolution is found, a meeting will be arranged involving the Vice Chair of Education in the Department of Nutrition Sciences and all parties involved.
5. If at this point the issue is not resolved, documentation of the problem and grievance process will be submitted to the Chair of the Department of Nutrition Sciences for review and the School of Health Professions Senior Associate Dean for Academic and Faculty Affairs.
6. If these steps do not culminate in a resolution, the student should follow the [University's Student Complaint Policy](#).
7. Only in the event that all of the above University procedures have been exhausted and the matter remains unresolved, should the student file a formal complaint with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND).

## FILING A COMPLAINT WITH ACEND

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

## THE GRADUATE SCHOOL PROFESSIONAL DEVELOPMENT PROGRAM

Through its Professional Development Program, the Graduate School offers courses, workshops and seminars designed to help graduate students develop communication and other career-enhancing skills. Current offerings include credit-bearing courses and workshops, as well as free seminars in writing, funding, presentations, and teaching at the college level. We encourage you to take advantage of these opportunities. More information and schedules are available on the Professional Development Program [website](#).

# DIETITIAN EDUCATION PROGRAM TRACK POLICIES AND PROCEDURES

## CODE OF ETHICS

Students are expected to adhere to the Code of Ethics for the Nutrition and Dietetics Profession established by the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR). Prior to beginning supervised practice, students are required to review and abide by the Code of Ethics outlined below. To access the original document on the Academy's website, visit <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

### Code of Ethics for the Nutrition and Dietetics Profession

#### Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". *By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.*

#### Principles and Standards:

##### 1. Competence and professional development in practice (Non-maleficence)

*Nutrition and dietetics practitioners shall:*

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.

- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

## 2. Integrity in personal and organizational behaviors and practices (Autonomy)

### *Nutrition and dietetics practitioners shall:*

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

## 3. Professionalism (Beneficence)

### *Nutrition and dietetics practitioners shall:*

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.

- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)  
*Nutrition and dietetics practitioners shall:*
  - a. Collaborate with others to reduce health disparities and protect human rights.
  - b. Promote fairness and objectivity with fair and equitable treatment.
  - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
  - d. Promote the unique role of nutrition and dietetics practitioners.
  - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
  - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

## **PATIENT INFORMATION CONFIDENTIALITY POLICY**

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

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

## **STUDENT RECORDS**

All intern information is protected under the Family Educational Rights and Privacy Act (FERPA). Intern records will be kept in locked files or in password protected computer files. Access is limited to specific Dietitian Education Program faculty/staff on a 'need to know' basis. All preceptors are trained on FERPA and the need to maintain confidentiality with respect to intern performance. Students may access their records upon request. Students do not have access to letters of recommendation.

## **STUDENT IDENTIFICATION VERIFICATION**

Upon acceptance to the program, both distance and local students, obtain a unique BlazerID and password, which serves as their login to access all of UAB's computer-based systems including Canvas, the learning management system student's take courses through.

Students are also required to obtain a UAB OneCard prior to supervised practice rotations. The OneCard includes the student's name, department of study, and photo. In order to obtain a OneCard, students must present a photoID to confirm identity.

In select didactic courses, students complete assignments using technology (i.e. ProctorU, Respondus Lockdown) that requires students to show a photo ID and/or records the student completing the assignment.

## DRESS CODE

Students are expected to comply with the following dress code for all program activities, including but not limited to orientation, supervised practice rotations, internship meetings, course activities, and conferences. In instances where a rotation facility's dress code differs from the program dress code, students should follow the preceptor's instruction keeping in mind that they are representing the profession and UAB.

- Clothes should be clean, wrinkle-free and loose fitting to allow for freedom of movement. Shirttails must be tucked in for men.
- Dresses/skirts cannot exceed two inches above the knee in length.
- Patterned or seamed hosiery is not acceptable. Socks are required for men.
- Clothing with slogans or advertisement should not be worn.
- Shoes must be clean and in good repair. Shoes should be a comfortable height, appropriate for the work environment and consistent with professional attire. No tennis shoes or sandals without heel straps are allowed.
- Sunglasses (or other tinted, non-prescription glasses) should not be worn inside facilities.
- Caps or hats are not acceptable.
- Jewelry should be conservative. No facial jewelry is allowed (except earrings). Body piercing other than the earlobe is not acceptable business dress. Jewelry should be limited to:
  - 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.
- Nails should be no longer than one-quarter inch from the end of the finger; acrylic nails are not allowed. *Nail polish should not be worn in food production areas.*
- Hair should be neat and clean. Bandannas, headbands, or any extreme adornment is not allowed.
- **Identification badges should be worn at all times during rotations at the collar/shoulder level.**
- Miscellaneous: Gum chewing is not allowed during rotations, makeup should be appropriate for business hours, and perfume is not allowed.

Inappropriate clothing is defined as evening wear, sheer fabrics, low necklines, sundresses, halter dresses, spaghetti straps, jeans, jean type pants, cargo pants, tank tops, t-shirts, tube tops, midriff tops, shorts, miniskirts, athletic wear, leggings, sweatpants/sweatshirts.

Students are expected to dress professionally and follow the program dress code when attending any program activity.

## COVID-19 POLICIES AND PROCEDURES

Participation in supervised practice experiences during the COVID-19 pandemic is voluntary. If the student does not wish to participate, they will be provided the opportunity to defer. Students who defer participation in supervised practice experiences will work collaboratively with the program faculty to develop a revised program of study that will meet the program's progression and graduation

policies. Students that choose to defer and complete their supervised practice experiences at a later date may experience a delayed graduation date.

Students who agree to participate in supervised practice experiences during the COVID-19 pandemic must comply with all policies and procedures issued by the University, program and supervised practice site. [Students participating in any on-campus activities must follow the UAB Re-Entry Guidelines.](#)

Students must complete the following tasks prior to attending supervised practice experiences:

- Sign required documentation (i.e. **Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement form**)
- Complete the University mandated **COVID-19 Courses and Trainings**
- Complete the **UAB Healthcheck Screening Survey** daily, if instructed by Program Director to do so

Students must also demonstrate compliance with personal safety practices including, but not limited to:

- Use of [personal protective equipment \(PPE\)](#) as defined by the supervised practice site. If the site requires the student to wear PPE that is not provided, the student is responsible for providing their own PPE. This includes, but is not limited to, masks.
- [Social distancing](#) (e.g. staying at least 3 feet apart from others)
- Proper and frequent [handwashing practices](#)

While attending supervised practice rotations, students are expected to comply with personal safety practices outside of rotations and limit non-essential travel to reduce the risk of exposure to COVID-19. Failure to comply with all policies and procedures issued by the University, program and supervised practice site will result in immediate suspension from supervised practice rotations and/or disciplinary action. Persistent failure or willful disregard for health and safety protocols by any student will result in consequences consistent with UAB's discipline policies for [students](#).

Please keep in mind that the COVID pandemic is a fluid situation for the university, program, and practice sites, that may warrant further restrictions or changes to the policies and procedures that are outlined above. Students should check their university email and practicum Canvas announcements for updates.

## STUDENT EMPLOYMENT

Due to the accelerated nature of the program, students are discouraged from working while enrolled in the Dietitian Education Program.

## ADDRESS & PHONE NUMBER CHANGES

Students must submit changes of any changes made to their home address, phone number or name to their student information through BlazerNet.

## PROGRAM ATTENDANCE

The Dietitian Education Program observes the holidays posted in the [UAB Academic Calendar](#). The following policies and procedures relate to student attendance in the program:



## PROGRAM ORIENTATION

Students will be provided a series of orientation materials electronically at the start of the Dietitian Education Program, and the **Dietitian Education Program Practicum Handbook** prior to beginning supervised practice experiences.

## ABSENCES

In addition to the School of Health Professions attendance policy, students are expected to attend all assigned supervised practice rotations, virtual classrooms, and internship orientations/meetings. **Excessive unexcused absences, which is defined as more than two per semester, will be addressed using the progressive disciplinary action procedures.**

## TARDINESS

Students are expected to arrive on time to all scheduled supervised practice rotations, internship meetings, and other program activities. If you know you will be arriving late to a scheduled activity, you are expected to call or email the appropriate supervisor (i.e., preceptor or Program Director) as soon as possible. **Habitual tardiness, which is defined as more than three per semester, will be addressed using the program's disciplinary action procedures.**

## SICK DAYS

Sick time benefits are provided for the protection of the student in time of illness. **Students are eligible for three days of sick leave during the program year.** The student must notify by phone or email both the Program Director and the supervising preceptor of absence as early as possible. If rotation objectives are not completed due to absence, the student will need to coordinate with the Program Director to reschedule the missed activities. Absences related to a serious medical condition must submit a physician signed statement of medical clearance to the Program Director before returning to supervised practice rotations. Additional sick days require a physician's statement.

## BAD WEATHER/EMERGENCIES

Students are responsible for staying informed during severe weather conditions and emergency situations in their area. Resources such as the [B-ALERT system](#) and [Rave Guardian](#) can help students stay safe while on the UAB campus. In the event of severe weather, students are expected to communicate with their preceptor about attending scheduled rotations. If rotation objectives are not completed due to an absence related to severe weather/emergency, the student is expected to coordinate with the Program Director and/or Dietetics Practice Coordinator to reschedule the missed activities.

## LEAVE OF ABSENCE

Students may take a leave of absence from supervised practice rotations due to a death in the family, serious medical condition, or other extenuating circumstances. The student will work with the Program Director and/or Dietetics Practice Coordinator to develop a plan for making up

missed learning objectives due to absences. Students taking absences related to a serious medical condition must submit a physician signed statement of medical clearance and gain approval from the Program Director before returning to supervised practice rotations. For extended absences from the program, students are required to submit a [Leave of Absence form](#) to the UAB Graduate School.

## OVERVIEW OF ACTIVITIES, EXPERIENCES, AND ASSIGNMENTS

The following provides an overview of the types of assignments that are required throughout supervised practice. Detailed information about the supervised practice experience assignments and corresponding evaluation methods will be discussed during **Practicum Orientation** with the Program Director and can be found in the **Dietitian Education Program Practicum Handbook**, provided prior to orientation.

In short, during the program year, interns are required to complete a minimum of 1000 hours of supervised practice, which is comprised of 807 hours of professional practice and 193 hours of alternative practice. Each practicum has a specified minimum number of hours that must be completed. Students are required to complete specific learning activities and assignments for each supervised practice rotation to become proficient in the ACEND-required practice competencies.

**AS A RESULT OF THE COVID-19 PANDEMIC, THE SUPERVISED PRACTICE HOUR REQUIREMENT HAS BEEN TEMPORARILY ADJUSTED FROM 1200 HOURS TO 1000 HOURS.**

## STUDENT/INTERN PERFORMANCE MONITORING

The Program Director monitors each intern's performance within the didactic courses and supervised practice rotations on a continual basis. Interns meet with the Program Director one-on-one each semester to review their plan of study, supervised practice evaluations and work portfolio. In addition, the Program Director works with each student to develop, implement, evaluate and monitor a strategic plan for improvement that includes personal goals and objectives.

## STUDENT/INTERN RETENTION

The Dietitian Education Program Director will address intern deficiencies identified in supervised practice rotations through the coordination of additional guidance and opportunities to promote improvement. Interns demonstrating minimal chance of success in completing the program will be counseled by the Program Director to identify career paths that are appropriate to the intern's ability.

## SUPERVISED PRACTICE POLICIES AND PROCEDURES

As a requirement of the Accreditation Council for Education in Nutrition and Dietetics (ACEND), students must complete a minimum of 1000 hours (temporarily reduced from 1200 hours due to COVID-19) of

supervised practice experiences in a professional work setting. The Dietitian Education Program partners with preceptors and facilities within Birmingham AL and across the United States to provide exceptional practice experiences in the areas of clinical and community nutrition, and foodservice administration. The following policies and procedures pertain to students participating in supervised practice experiences:

### **PRECEPTORS**

During supervised practice rotations, students work with preceptors who have the required education and experience needed to provide guidance for supervised practice experiences. Although students may assist preceptors with their workload, students are not to be used to replace employees. Preceptor performance is regularly monitored through student evaluations.

### **PRACTICUM ROTATIONS**

As a part of the Dietitian Education Program, there are seven courses that comprise supervised practice experiences. These courses have the word *practicum* in their title. Each practicum has a specified minimum number of hours that must be completed in order to earn a grade of “P” for “Passing” that practicum. Supervised Practice hours are logged by interns and approved by preceptors in eValue.

Students must identify a minimum of three preceptors for the following practice areas: clinical preceptor (must be a Registered Dietitian Nutritionist), food service management, and community. While the Dietetics Practice Coordinator is available to assist all students through the process of identifying preceptors for their practicum experiences, distance students are ultimately the most familiar with their local area and are therefore responsible for identifying their own preceptors for practicums. Local (Birmingham AL) students will receive assistance from the Dietetics Practice Coordinator in identifying preceptors and practicum sites. The ability for Dietitian Education Program students to identify their own preceptors for supervised practice experiences is a wonderful opportunity for them to personally tailor their professional growth. Supervised practice experiences are the ideal time for students to gain experiences in practice areas they envision themselves working in the future, as a credentialed Registered Dietitian Nutritionists.

Please note that students are not permitted to receive compensation for hours counted towards supervised practice. Further, some students choose to complete supervised practice hours at the facility where they are actively employed. If you chose to do so, students are not permitted to be 'on the clock' while they are completing supervised practice hours. *For example, if a student is currently employed as a Diet Technician (DTR, NDTR) at the hospital where they plan to complete supervised practice hours at, the student would be permitted to work as a DTR during the weekend, but not during the week when the student is completing supervised practice hours.* Further, when the student is completing supervised practice hours, they should be working under a preceptor and viewed as a dietitian in training, rather than the position they are currently employed as. Please have this conversation with your preceptor and nutrition management prior to beginning your supervised practice to ensure expectations are clear.

### TRANSPORTATION & PARKING

Students are required to have a reliable form of transportation, valid driver's license and auto insurance coverage while enrolled in a practicum course. Any issues related to transportation should be communicated to the Program Director. Students are liable for their safety and the safety of their passengers when travelling to and from assigned rotations.

Preceptors will instruct students on where to park during supervised practice rotations. When attending program activities on the UAB campus, distance students may request a [visitor parking permit](#) through the UAB Parking and Transportation website. Please allow 3-5 business days for processing. Students are responsible for any fees related to parking.

### REQUIRED CERTIFICATIONS & MEMBERSHIPS

Prior to beginning supervised practice rotations, students are required to complete the following trainings and submit proof of completion to the Program Director. Certifications must be valid through the entirety of the program.

- CPR Certification
- ServSafe Manager or Food Handler Certification

Students are also required to have an active student membership to the Academy of Nutrition and Dietetics while enrolled in the program.

### DRUG SCREENING & BACKGROUND CHECK

In addition to the drug screen and background check required by the School of Health Professions, students may be asked to undergo additional drug screens and background checks as a requirement of supervised practice facilities. Students are responsible for all costs associated with drug screening and background checks.

### LIABILITY INSURANCE

Liability insurance coverage is provided by the University to all students registered for clinical education courses and assigned to clinical sites.

### **ROTATION PAPERWORK & ORIENTATION REQUIREMENTS**

Students are responsible for attending all site-specific rotation orientations and submitting all required paperwork in a timely manner to the Program Director or a designated rotation site personnel upon request. Paperwork requirements include, but are not limited to:

- Verification of student immunizations.
- Drug screen and background check reports.
- Verification of CPR training.
- Verification of HIPAA training.

It is the student's responsibility to ensure all required paperwork is completed and submitted prior to the scheduled rotation. Failure to complete paperwork requirements could result in a delayed start date or schedule reassignment.

### **CELL PHONE USE**

Cell phones or other personal electronic devices (iPads, tablets, etc.) may not be used during supervised practice rotations. You are required to bring a calculator to rotations; cell phones are not to be used as calculators during rotations. You may use your cell phone during designated breaks. Cell phones must be turned off during rotations.

### **INJURY OR ILLNESS IN SUPERVISED PRACTICE**

Although rare, students may experience injury or illness while in supervised practice. The affiliated facility is required to provide first aid and emergency care for illness and accidents occurring on the facility's premises. All other medical and dental costs are the responsibility of the student.

### **SUPERVISED PRACTICE DOCUMENTATION**

Students, preceptors and program faculty utilize eValue, an online healthcare education management system, to track work hours (supervised practice and volunteer hours, sick, and personal days) and complete evaluations at the end of each rotation. The Program Director has access to all time tracking and evaluation data for both students and preceptors.

## SUMMARY OF THE STEPS TO EARNING YOUR MS DEGREE

The following is an overview of the main steps required to earn the MS in Nutrition Sciences degree:

1. Maintenance of good academic standing (minimum 3.0 GPA);
2. Completion of 14 semester hours of core curriculum requirements as well as all track-specific curriculum requirements;
3. Submission of Application for Graduate Degree (visit this [webpage](#) for submission deadlines); and
4. Conferring of degree.

## APPLICATION FOR DEGREE

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

DEP Track students will need to apply for the MS in Nutrition Sciences degree, which has a fee of \$50.

DEP-C of the LMDP Track students will need to apply for the MS in Nutrition Sciences degree, which has a fee of \$50 AND the DEP certificate, which has a fee of \$20.

Upon receipt of the Application for Degree, both the MS in Nutrition Sciences program and the Graduate School will audit your requirements to ensure that you have met the degree requirements and are eligible to graduate with the earned degree. UAB's Graduation Planning System (GPS) contains a personalized degree audit, which includes all courses required to earn the degree, and will display completed, in-progress, and outstanding requirements. GPS is accessible through BlazerNET by clicking the GPS button in the menu on the right side of the page.

You must be registered for at least one (1) credit hour during your term of graduation. If you are covered by the student health insurance policy, hold an assistantship, or have student loans, it may be necessary to register for a prescribed minimum number of credit hours to retain these benefits. Make sure to check with the appropriate office(s) if retention of these benefits is a concern of yours.

## AWARD OF DEGREE

Upon approval by the Graduate School Dean and payment of any outstanding financial obligations to the University, the President confers students' degrees by authority of the Board of Trustees. UAB does not determine the official degree type awarded as this is governed by the Alabama Commission on Higher Education and the Board of Trustees after receiving a program proposal. Students' majors are reflected on their transcript. For more information, please visit the [Graduate Catalog](#).

## AWARD OF VERIFICATION STATEMENT

Upon successful completion of ACEND program requirements, students receive a Verification Statement signed by the Dietetic Internship Program Director. Students will then be eligible to take the National Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR). Verification Statements will be retained by the Department of Nutrition Sciences indefinitely.

## ADDITIONAL INFORMATION

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

### **Program Manager for the Education Mission**

Michele Gould, MPH  
(205) 934-3006  
WEBB 518  
[mkv@uab.edu](mailto:mkv@uab.edu)

### **Vice Chair for the Education Mission**

José R. Fernández, PhD  
(205) 934-2029  
WEBB 522  
[jose@uab.edu](mailto:jose@uab.edu)

### **MS in Nutrition Sciences Director**

Brenda Bertrand, PhD, RDN  
(205) 934-8770  
WEBB 534  
[brendamb@uab.edu](mailto:brendamb@uab.edu)

### **Dietitian Education Program Director**

(205) 975-6514  
Elizabeth Kroeger, PhD, RDN  
WEBB 550  
[kroeger@@uab.edu](mailto:kroeger@@uab.edu)

### **Dietetics Practice Coordinator**

Tara Harman, MS, RDN  
(205) 975-0378  
WEBB 536  
[tharman@uab.edu](mailto:tharman@uab.edu)

### **Physical Address:**

Webb Nutrition Sciences Building  
1675 University Boulevard  
Birmingham, AL 35233

### **Mailing Address:**

The University of Alabama at Birmingham  
Department of Nutrition Sciences  
1720 2nd Avenue South  
WEBB 518  
Birmingham, AL 35294-3360