



The University of Alabama at Birmingham

Department of Nutrition Sciences
BS in Biobehavioral Nutrition and Wellness

2022-2023
STUDENT HANDBOOK



UAB//SHP

UAB SCHOOL OF HEALTH PROFESSIONS

BACHELOR OF SCIENCE IN

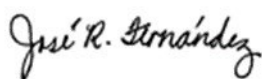
BIOBEHAVIORAL NUTRITION AND WELLNESS

2022-2023 ACADEMIC HANDBOOK



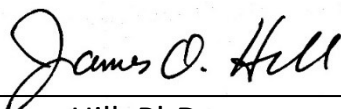
06/29/2022

Douglas R Moellering, PhD
Program Director



06/29/2022

Jose Fernandez, PhD
Department Vice Chair for Education



06/29/2022

James Hill, PhD
Department Chair



08/15/2022

Andrew Butler, PhD
Dean, School of Health Professions

Table of Contents

Table of Contents

INTRODUCTION	6
DEAN’S WELCOME MESSAGE	6
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS	7
SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION.....	8
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION	9
ACADEMIC CALENDAR	9
ACADEMIC INTEGRITY CODE	9
AMBASSADORS.....	9
ASKIT.....	10
ATTENDANCE.....	10
AWARDS AND HONOR SOCIETIES.....	11
BACKGROUND CHECK	11
BLAZERID / BLAZERNET / EMAIL.....	12
BLAZER EXPRESS	12
BOOKSTORE	12
CAMPUS ONECARD	12
CAMPUS MAP	12
CANVAS LEARNING MANAGEMENT SYSTEM.....	13
CATALOG	13
COUNSELING SERVICES.....	13
COVID-19 PRECAUTIONS	13
DIVERSITY, EQUITY, AND INCLUSION (DEI)	14
DISABILITY SUPPORT SERVICES (DSS)	14
DRUG SCREENING	14
EMERGENCIES.....	14
FERPA TRAINING	15
FINANCIAL AID	15

FOOD SERVICES	15
GRADUATE SCHOOL.....	15
GRADUATION	15
MEDICAL CLEARANCE	15
IMMUNIZATION POLICY	16
INSURANCE WAIVERS	16
HIPAA TRAINING	16
INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)	16
INTELLECTUAL PROPERTY.....	16
LACTATION CENTERS	17
LIBRARIES AND LEARNING RESOURCE CENTER	17
NON-ACADEMIC MISCONDUCT POLICY	17
ONE STOP STUDENT SERVICES	18
PARKING.....	18
PATIENT CARE PARTNERSHIP	18
PLAGIARISM AND TURNITIN	18
RECREATION CENTER	18
SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS:	19
SOCIAL MEDIA.....	19
STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)	20
STUDENT HEALTH SERVICES.....	20
TUITION AND FEES	21
WEATHER	21
WITHDRAWAL FROM COURSE / PROGRAM.....	21
SECTION 2 – SHP AND UAB POLICIES.....	22
SCHOOL OF HEALTH PROFESSIONS POLICIES.....	22
BACKGROUND CHECK AND DRUG SCREEN.....	22
POLICY	22
COVID-19 CAMPUS ENTRY	29
EMERGENCY PLAN - SHPB	29

FINAL COURSE GRADE APPEAL PROCESS.....	29
PLAGIARISM	29
UAB POLICIES.....	30
CLASSROOM BEHAVIORS.....	30
SECTION 3 – PROGRAM POLICIES.....	32
BIOBEHAVIORAL NUTRITION AND WELLNESS -WELCOME.....	32
WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES	33
FACULTY AND STAFF	33
DEPARTMENT OF NUTRITION SCIENCES FACILITIES FOR RESEARCH.....	34
SUSAN MOTT WEBB NUTRITION SCIENCES BUILDING.....	34
CENTERS FOR RESEARCH AT UAB	34
BACHELOR OF SCIENCE (BS) IN NUTRITION SCIENCES	35
BNW PROGRAM	35
BNW GOALS.....	35
BNW VALUES AND MISSION	35
ADMISSION	35
CORE CURRICULUM REQUIREMENTS.....	36
BIOBEHAVIORAL NUTRITION AND WELLNESS CURRICULUM REQUIREMENTS.....	37
ACADEMIC PROGRESS	37
COURSE REPEAT POLICY.....	37
GRADUATION PLANNING SYSTEM (GPS).....	38
GRADING AND GRADE POINT AVERAGE (GPA)	38
STUDENT ORGANIZATION.....	38
TUITION PAYMENTS	38
FINANCIAL AID, LOANS, AND SCHOLARSHIPS.....	38
TEXTBOOKS	39
GETTING STARTED.....	39
UAB POLICIES AND PROCEDURES	39
ACADEMIC ADVISOR.....	39
BLAZER ID.....	40

UAB EMAIL	40
COURSE REGISTRATION.....	40
ACADEMIC MISCONDUCT	40
DNS ACADEMIC ETHICS & MISCONDUCT STATEMENT.....	40
DISCIPLINARY ACTION.....	41
DEPARTMENT GRIEVANCE POLICY	41
ADDITIONAL INFORMATION.....	42

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, Health Physics, 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 registrations 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. 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 fields and watching you become the leader we know you can be.



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 (SPAHR). 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

Jennifer Christy, Assistant Dean for Faculty Affairs

205-934-5903; jbraswel@uab.edu

Mary Foster, Dean's Executive Assistant

205-934-5149; fostermg@uab.edu

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

205-996-1399; sgiordan@uab.edu

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

205-934-1679; donnaslo@uab.edu

Kevin Storr, Director of Communications

205-934-4159; storr@uab.edu

Lee Test, Director of Academic and Faculty Operations

205-975-8034; ltest@uab.edu

Marci Willis, Director, Learning Resource Center

205-934-9472; 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.

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, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: <https://www.uab.edu/one-stop/policies/academic-integrity-code>

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

Anrika Steen, Academic Advisor II –996-1689; anrikam@uab.edu

Eileen Hatfield, Academic Advisor II - 205-934-4185; mehatfie@uab.edu

Chris Smith, Academic Advisor II – 205-934-5974; cjsmith1@uab.edu

Adam Pinson, Academic Advisor II – 205-975-4194; apinson@uab.edu

Graduate student advising is provided through the SHP graduate programs.

AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and it's multifaceted undergraduate and graduate programs, serving as liaisons between the department and university wide student organizations, serve as a student voice in school and university committees, and with the timely goal of creating a sense of community for all SHP students. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives.

AskIT

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

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

Students in SHP 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 fieldwork I 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 Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

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

BLAZER EXPRESS

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

BOOKSTORE

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

UAB Barnes and Noble Bookstore

Location: 1400 University Blvd, Hill Student Center, 35233

Hours: M – F 7:30 a.m. – 6:00 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.

CAMPUS MAP

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

CANVAS LEARNING MANAGEMENT SYSTEM

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

CATALOG

<http://catalog.uab.edu/student-handbook/>

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 clinical spaces. (Please check [UAB United](#) for current recommendations)**
- 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.
- 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: [UAB Office of the Vice President of Diversity, Equity, and Inclusion](#)

[SHP Diversity, Equity, and Inclusion Site](#)

DISABILITY SUPPORT SERVICES (DSS)

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

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

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

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170
Email: dss@uab.edu Website: www.uab.edu/students/disability/

DRUG SCREENING

By policy, SHP students in programs requiring fieldwork/internship placement are required to undergo a routine drug screen using the school's approved vendor, CastleBranch, www.castlebranch.com, at the time of program admission and again prior to placement in a fieldwork placement.. 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) 996-1278. 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

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

FERPA TRAINING

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. All SHP students are required to complete [FERPA Training](#).

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.

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. Additional information about meal plans and campus dining facilities is available at www.uab.edu/dining.

GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at www.uab.edu/graduate/. Policies and Procedures for the Graduate School can be located in the Graduate School Catalog [2022-2023 Catalog of Graduate Programs < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#).

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.

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 & non-clinical programs, provide proof of immunization against certain diseases: <https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

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 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. The plan 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 Student Health Insurance Plan, 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. 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.

INTELLECTUAL PROPERTY

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

LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at <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, Julia Tolbert-Jackson 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.

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

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) 975-4821

Mervyn H. Sterne Library

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

Location: 913 13th Street South

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

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

NON-ACADEMIC MISCONDUCT POLICY

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=305>

ONE STOP STUDENT SERVICES

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

PARKING

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

PATIENT CARE PARTNERSHIP

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

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 Academic and Integrity Policy). 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.

SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS:

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 Huechtler 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 UAB School of Health Profession Scholarship page to learn more

<https://www.uab.edu/shp/home/about-us/shp-scholarships>. Application announcements are made by the Office of Academic and Faculty Affairs. 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
- Facebook: www.facebook.com/UABSHP
- YouTube: www.youtube.com/uabshp
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: www.uab.edu/shp

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

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

Professional Use - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy¹, the authorized employee may post on a social network profile: the University's name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception is not 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 9th 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 Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3580.

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. SHP programs have specific fees attached to programs, courses, and/ 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/. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

WEATHER

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

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

WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the 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 and non-clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the approved vendor ([Castlebranch](#)). 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 assigned fieldwork. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP undergraduate 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 fieldwork 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 fieldwork 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 fieldwork placement (if applicable in the program requirements) are the following:

Administration Health Services, PhD

Biomedical Sciences to Biotechnology Fast Track

Biomedical Sciences to Clinical Laboratory Science Fast Track
 Biomedical Sciences to Health Physics Fast Track
 Biomedical and Health Sciences, MS
 Biotechnology, MS
 Clinical Laboratory Science, MS
 Dietitian Education Program, Graduate Certificate
 Genetic Counseling, MS
 Health Administration (Residential), MSHA
 Health Care Management to Occupational Therapy Doctorate Fast Track
 Health Physics, MS
 Nuclear Medicine & Molecular Imaging Technology, MS
 Nutrition Sciences, MS

- Dietetic Internship Clinical Track
- Dietitian Education Program
- Prior Learning Clinical Track
- Research Track

 Nutrition Sciences, PhD
 Occupational Therapy Doctorate – (entry level)
 Physical Therapy, DPT
 Physician Assistant Studies, MSPAS
 Rehabilitation Science, PhD

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 fieldwork placement or internship (if applicable) are the following:

Health Care Management, BS
 Biomedical Sciences, BS
 Biobehavioral Nutrition and Wellness, BS

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

Applied Mixed Methods Research, Graduate Certificate
 Biotechnology Regulatory Affairs, Graduate Certificate
 Clinical Informatics, Graduate Certificate
 Health Administration (International and Executive tracks), MSHA
 Health Informatics, MSHI
 Healthcare Finance Management, Graduate Certificate
 Healthcare Leadership, DSc
 HealthCare Leadership, Graduate Certificate
 Healthcare Quality and Safety, MS

HealthCare Quality and Safety, Graduate Certificate
Health Service Research, MS
Healthcare Simulation, MS
Nutrition for Community Health, Graduate Certificate
Nutrition Sciences, MS
 – Clinical Track-Prior Learning
 – Lifestyle Management and Disease Prevention Track
Low Vision Rehabilitation, Graduate Certificate
Occupational Therapy Doctorate (Post Professional)
Physical Therapy Residencies (Neurologic, Orthopedic)

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
- ☐

* 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 Academic and Faculty Affairs 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 fieldwork rotation or potentially makes them ineligible for professional certification or licensure, the SHP Office of Academic and Faculty Affairs works in conjunction with the program director to notify the student. 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 fieldwork placement.
5. Prior to fieldwork 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 are responsible for all additional fieldwork placement requirements.
7. The program director discusses with individual student's implications for information which may inhibit an assigned fieldwork placement.
8. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports if required.

Attachment 2:



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

About CastleBranch.com

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

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

Go to: 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

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.

Student's Signature

Date

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

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.
- 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

FINAL COURSE GRADE APPEAL PROCESS

www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

PLAGIARISM

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

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

UAB POLICIES

CLASSROOM BEHAVIORS

ATTENDANCE / ABSENCE (UNDERGRADUATE)

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

HEALTH

BODY FLUID EXPOSURE

www.uab.edu/humanresources/home/employeehealth/reportingexposures

IMMUNIZATIONS

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

SUBSTANCE USE/ABUSE

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=373>

DRUG FREE CAMPUS (GENERAL POLICY)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=416>

NONSMOKING

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=392>

TECHNOLOGY GUIDELINES

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=300>

COMPUTER SOFTWARE COPYING AND USE

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=153>

INCLUSIVENESS

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=98>

RESEARCH AND SCHOLARLY ACTIVITIES

ACADEMIC INTEGRITY CODE

https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code_2021-June-22.pdf

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=398>

PATENT (INTELLECTUAL PROPERTY)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=397>

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=330>

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.

SECTION 3 – PROGRAM POLICIES

BIOBEHAVIORAL NUTRITION AND WELLNESS -WELCOME

Welcome to UAB Biobehavioral Nutrition and Wellness (BNW). Our program is student-focused, designed for a diverse student body to directly promote, protect, and enhance the quality of health, while addressing health problems at multiple levels. We go beyond ‘you are what you eat’ and dive deep into the relationships between human health, mindfulness, nutrition, and medicine.

The Bachelor of Science degree in BNW emphasizes to intersection of biological processes and behavior within the science of nutrition and its contribution to and influence on health, wellbeing, and chronic disease prevention. This program prepares graduates for a range of public, private, for-profit, and nonprofit, nutrition and wellbeing career opportunities including but not limited to universities, nutrition and healthcare providers and educators, insurance agencies, hospitals, food and nutrition providers, public health, consulting firms, and fitness organizations. In addition to being well equipped to enter the workforce upon graduation, this program prepares students for further study in other related health care fields such as UAB’s registered dietitian nutritionist, a PhD in Nutrition Sciences, physical therapy, occupational therapy, physician assistant, public health, optometry, medicine, dentistry, and many more.

Seven of the top ten health problems in the United States of America are nutrition related and Alabama’s health is among the worst in the nation, ranking 49th in cardiovascular disease, 48th in diabetes, and 46th in obesity. One of UAB’s missions and Grand Challenge is to move Alabama out of the bottom ten in national health rankings. This academic major is designed to meet this need by providing high-impact, experiential, and nutrition-focused education to meet existing and emerging health and wellness employment needs that will be both challenging and rewarding. Our BNW faculty and staff are dedicated to student success by creating a didactic, interactive, and enlightening learning environment that is conducive for personal and professional growth.

This student handbook should be used as a guide throughout your engagement in our Biobehavioral Nutrition and Wellness Program. This handbook contains program policies and essential information for students. Please take the time to read the handbook and refer to it throughout your enrollment in our BNW program.

Our faculty and staff are excited and look forward to working with you.



Douglas ‘Doug’ R Moellering, MS, PhD
Program Director Biobehavioral Nutrition and Wellness
and Associate Professor Nutrition Sciences Department

WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES

WELCOME to the Bachelor of Science in Biobehavioral Nutrition and Wellness 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.

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 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 hydro densitometry, 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.

BACHELOR OF SCIENCE (BS) IN NUTRITION SCIENCES

BNW PROGRAM

The Biobehavioral Nutrition and Wellness (BNW) program was established at UAB in 2021. The program prepares graduates to directly address community health at multiple levels upon graduation. Graduates will be able to work as Natural Science Managers, Health and Wellness coaches or educators, Fitness and wellness coordinators and many other positions. The program also prepares students to apply to graduate programs in nutrition sciences and other related health care fields such as UAB's [Registered Dietitian Nutritionist](#), [PhD in Nutrition Sciences](#), physical therapy, occupational therapy, physician assistant, public health and medical school.

BNW GOALS

The Biobehavioral Nutrition and Wellness program focuses on providing students with the following

- Prepare students to manage and lead health-oriented initiatives in nutrition and wellness in academic, healthcare, and research centers.
- Prepare students to research, interpret, communicate, and provide evidence-based nutritional health and wellness support through various methods of delivery to individuals, communities, and society.
- Prepare students to analyze and apply sustainability practices in nutrition and wellness.
- Prepare students to synthesize, interpret and address societal and cultural matters of concern in behavior, nutrition and wellness.

BNW VALUES AND MISSION

The central mission of the Biobehavioral Nutrition and Wellness program is completely aligned with SHP's mission "to improve the quality of health through teaching, research, and translation of discoveries into practice" by providing a diverse student body with a strong educational and application background to "promote, protect, and improve" the quality of health and healthcare of every American and specifically Alabamians, that maximizes their academic, commercial and/or government employment opportunities and entry into the nutrition, health and wellness workforce.

ADMISSION

Students intending to enroll in the Biobehavioral Nutrition and Wellness program must meet all UAB undergraduate admission and academic requirements. The following additional requirements also apply for admission and progression in the BNW program.

ADMISSION FROM HIGH SCHOOL

- Students entering from high school must have an overall GPA of 2.75 or higher on a 4.0 scale.
- Have an ACT composite score of 20 or higher*.
- Must place in or earned credit for college-level English Composition (EH101) or higher and Pre-Calculus Algebra (MA 105) or higher.
- If accepted, complete the UAB medical history questionnaire and physical, provide proof of immunizations, and receive satisfactory screening by the UAB Medical Center Student Health Services.

****Test optional students will be reviewed on an individual basis.***

ADMISSION FOR TRANSFER STUDENTS AND UAB STUDENTS

- Students entering from another college or university (or changing major within UAB) must have an overall GPA of 2.75 or higher on a 4.0 scale:
- Must place in or earned credit for college-level English Composition (EH101) or higher and Pre-Calculus Algebra (MA 105) or higher.
- If accepted, a background check and drug screening may be required prior to any practicum or lab placement.

CORE CURRICULUM REQUIREMENTS

Biobehavioral Nutrition and Wellness students must complete institutional core curriculum requirements, as listed in the curriculum section of this handbook. In addition, more information about core curriculum, including transfer credit, credit awarded for Advanced Placement, International Baccalaureate, and College Level Exam Program can be found in the UAB Undergraduate Catalog [here](#).

Area I Written Composition (6 hours)

- EH 101: English Composition I - 3 hours
- EH 102: English Composition II - 3 hours

Area II Humanities & Fine Arts (12 hours)

- Core Area II: Literature course - 3 hours
- Core Area II: Fine Art - 3 hours
- CMST 101: Public Speaking - 3 hours
- Elective - 3 hours

Area III Natural Sciences and Mathematics (34 hours)

- Core Area III: MA 106 or higher (Pre-Calculus Trigonometry) - 3 hours
- BY 123: Introductory Biology I - 4 hours
- BY 123L: Introductory Biology Lab - 0 hour
- CH 115: General Chemistry I - 3 hours
- CH 116: General Chemistry I Lab - 1 hour
- CH 117: General Chemistry II - 3 hours
- CH 118L: General Chemistry II Lab - 1 hour
- CH 235: Organic Chemistry I - 3 hours
- CH 236: Organic Chemistry I Lab - 1 hour
- BY 261: Introduction to Microbiology - 4 hours
- BY 261: Introduction to Microbiology Lab - 0 hour
- BY 115: Human Anatomy - 4 hours
- BY 116: Introductory Human Physiology - 4 hours
- Approved Statistics: course three - 3 hours

Area IV History, Social & Behavioral Science (12 hours)

- Core Area IV: History course - 3 hours
- Core Area IV: based on sequence - 3 hours
- PY 101: Introduction to Psychology - 3 hours
- PY 305: Medical Psychology, SW 315 Human Behavior, SIC 280 Introduction to Medical Sociology - 3 hours

Electives (20 hours)

- Freshman Year Experience: HRP 101 or equivalent - 2 hours
- CHHS 141: Personal Health & Wellness - 3 hours
- Elective or Approved Physics - 3 hours
- Elective - 3 hours
- Elective - 3 hours
- Elective or Approved Physics - 3 hours

BIOBEHAVIORAL NUTRITION AND WELLNESS CURRICULUM REQUIREMENTS

- NTR 121: Well-Being and You - 3 hours
- NTR 201: Healthy People Healthy Planet - 3 hours
- NTR 222: Nutrition and Health - 3 hours *
- NTR 232: Lifecycle Nutrition - 3 hours
- NTR 300: Nutrition Communication: From Science to Consumer - 3 hours
- NTR 320: Nutrition and the Consumer - 3 hours
- NTR 330: Nutrition and Metabolism - 3 hours
- NTR 420: Nutritional Genetics - 3 hours
- NTR 421: Nutritional Assessment and the Nutrition Care Process - 3 hours
- NTR 433: Health Technology Systems and Nutrition Informatics - 3 hours
- NTR 444: Nutrition and Chronic Disease - 3 hours
- NTR 450: Translational Research in Biobehavioral and Nutrition Science - 3 hours
- NTR 490: Senior Capstone Experience - 3 hours

****You are required to take NTR 222 before taking any other NTR courses above that level***

ACADEMIC PROGRESS

The program faculty and administration expect students to maintain an acceptable quality of academic performance from the time of admission through graduation. The following outlines minimum standards for academic performance to continue in the program.

A minimum overall 2.75 GPA and 2.00 UAB institutional GPA must be maintained to remain in the program.

COURSE REPEAT POLICY

Students may repeat any course in an effort to improve grades and/or to improve understanding of the course content. Student are encouraged to seek advice of an academic advisor before repeating courses.

A student may repeat an individual course no more than one time (for a total of two attempts). Under exceptional circumstances, and upon approval of a formal electronic appeal submitted to the Associate Dean of the College or School in which the course is taught, a student may be allowed to repeat a course for a second time (for a total of 3 attempts). A student may not appeal to repeat a course more than a second time.

Both the original grade and the repeated grade(s) will show on the student's transcript. Both grades will also be calculated in the student's grade point average (GPA) unless the forgiveness policy is applied. It is

the student's responsibility to request through the Office of the Registrar application of the forgiveness policy to a repeated course. The process is not automatic, and it is not initiated by the BNW program. For additional information, see the [Academic Forgiveness Policy](#) in the Undergraduate Catalog.

GRADUATION PLANNING SYSTEM (GPS)

You can review your degree progress online through the [Graduation 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.

STUDENT ORGANIZATION

Nutrition Sciences Club

This club is open to any student pursuing a degree in the Nutrition Sciences field. The club meets several times a semester to bring members together. The participate in activities across campus as well as throughout the city to promote nutrition and wellness to the UAB community and city. More information on the club and be located [here](#).

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 [Biobehavioral Nutrition and Wellness](#) 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 available on course syllabi.

GETTING STARTED

The **UAB UNDERGRADUATE 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 UNDERGRADUATE CATALOG

The UAB Undergraduate 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 Undergraduate Catalog can be found [here](#).

In addition to the UAB Undergraduate Catalog, the Department of Nutrition Sciences' Student Handbook outlines BNW specific requirements. All degree-seeking students are required to follow the BNW requirements. Therefore, the information within this handbook serves as a contract between you and this undergraduate 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 Biobehavioral Nutrition and Wellness program of study, the Department of Nutrition Sciences assigns the student an Academic Advisor. Academic Advisors in the Department of Nutrition Sciences are here to support you as you progress through your undergraduate studies and want you to be successful in the BNW 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

Blazer ID's will automatically be assigned to students beginning August 1, 2020. You will still need to create a unique password.

UAB EMAIL

Once you have created your unique Blazer ID and 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. 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](#).

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 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. Entering 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, a meeting will be arranged involving the Vice Chair of Education in the Department of Nutrition Sciences and all parties involved.
4. 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.
5. If these steps do not culminate in a resolution, the student should follow the [University's Student Complaint Policy](#).

ADDITIONAL INFORMATION

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

Vice Chair for the Education Mission

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

BS in Biobehavioral Nutrition and Wellness Program Director

Douglas Moellering, PhD
(205) 996-2660
WEBB 429
dmoellering@uab.edu

Program Manager for the Education Mission

Deidre Murray
(205) 975-2984
WEBB 520
dlm4813@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