



The University of Alabama at Birmingham

---

---

# M.S. in Nutrition Sciences

## Dietitian Education Program

### 2019-2020



# STUDENT HANDBOOK

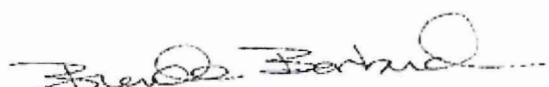
# **UAB SCHOOL OF HEALTH PROFESSIONS**

## ***DEPARTMENT OF NUTRITION SCIENCES***

### ***MS IN NUTRITION SCIENCES –***

### ***DIETITIAN EDUCATION PROGRAM***

### ***2019-2020 ACADEMIC HANDBOOK***

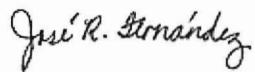


07/31/2019

---

Brenda Bertrand, PhD, RDN

Dietitian Education Program Director, Department of  
Nutrition Sciences

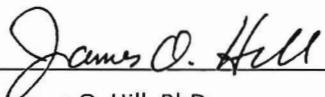


07/31/2019

---

José R. Fernández, PhD

Vice Chair for Education, Department of Nutrition Sciences

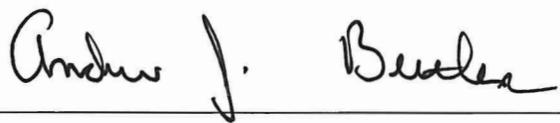


07/31/2019

---

James O. Hill, PhD

Chair, Department of Nutrition Sciences



August 20, 2019

---

Andrew Butler, PhD

Dean, School of Health Professions

## **Table of Contents**

<b>INTRODUCTION .....</b>	<b>1</b>
DEAN'S WELCOME MESSAGE .....	1
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS.....	2
Office for Student Recruitment, Engagement and Success (OSRES) .....	3
School of Health Professions Organizational Chart - 2019-2020.....	4
<b>SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION .....</b>	<b>5</b>
Academic Calendar .....	5
Academic Honor Code (UAB) .....	5
AskIT.....	6
Attendance.....	6
Awards and Honor Societies .....	7
Background Check.....	7
BlazerID / BlazerNET / Email .....	7
Blazer Express .....	8
Bookstore .....	8
Campus OneCard .....	8
Campus Map .....	8
Canvas Learning Management System.....	8
Counseling Services.....	8
Student Advocacy, Rights and Conduct (SARC) .....	9
Disability Support Services (DSS) .....	9
Drug Screening.....	9
Emergencies.....	9
Diversity, Equity and Inclusion (DEI) .....	10
FERPA .....	10
Financial Aid .....	10
Food Services .....	10
Graduate School.....	10
Graduation .....	11

Student Health and Wellness.....	11
HIPAA Training .....	11
Institutional Review Board for Human Use (IRB).....	11
Intellectual Property .....	11
Lactation Centers .....	12
Libraries and Learning Resource Center .....	12
OneStop Student Services.....	13
Parking .....	13
Patient Care Partnership.....	13
Plagiarism and Turnitin .....	13
Recreation Center .....	13
Scholarships: Blazer Scholarship Management and Resource Tool (B-SMART) .....	14
Social Media .....	15
Tuition and Fees.....	16
Weather .....	16
Withdrawal from Course / Program .....	16
<b>SECTION 2 – SHP AND UAB POLICIES.....</b>	<b>17</b>
SCHOOL OF HEALTH PROFESSIONS POLICIES.....	17
SHPB Emergency Plan .....	17
Webb Building Emergency Plan .....	17
Academic and Professional Conduct and Procedures for Managing Disciplinary Actions .....	17
Background Check and Drug Screen .....	17
Final Course Grade Appeal Process .....	17
Grievance Procedures for Violations of Academic Standards .....	17
Plagiarism .....	17
Student Health Policy.....	17
UAB POLICIES.....	17
Classroom Behaviors.....	17
Health.....	18
Substance Use/Abuse .....	18

Technology Guidelines.....	18
Inclusiveness .....	18
Research and Scholarly Activities.....	18
<b>SECTION 3 – DEPARTMENTAL POLICES.....</b>	<b>20</b>
<b>WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES.....</b>	<b>20</b>
Faculty and Staff .....	21
Department of Nutrition Sciences Facilities for Research .....	21
Centers for Research at UAB.....	21
Master of Science (MS) in Nutrition Sciences.....	22
MS in Nutrition Sciences Tracks.....	23
Summary of MS in Nutrition Sciences Tracks .....	24
MS in Nutrition Sciences – Dietitian Education Program.....	26
Coordinated Program (CP) in Dietetics .....	26
Program Mission .....	26
Program Goals.....	27
ACEND Competency.....	28
Dietitian Education Program Overview .....	33
Dietitian Education Program (DEP) Track Course Requirements .....	34
Dietitian Education Program Course Sequences .....	37
Dietitian Education Program Estimated Tuition and Fees .....	38
Tuition Payments .....	39
Financial Aid, Loans, and Scholarships.....	39
Textbooks.....	39
Getting Started.....	39
The UAB Graduate Catalog .....	39
UAB Policies and Procedures .....	39
Academic Advisor.....	40
Blazer ID .....	40
UAB Email.....	40
Course Registration.....	40

Academic Progress .....	40
Graduation Planning System (GPS) .....	41
Grading and Grade Point Average (GPA) .....	41
Additional Academic Progress Policies .....	41
Academic Misconduct.....	41
DNS Academic Ethics and Misconduct Statement.....	41
Disciplinary Action .....	42
Department Grievance Policy .....	43
Filing a Complaint With ACEND .....	43
The Graduate School Professional Development Program .....	44
Code Of Ethics.....	44
Preamble:.....	44
Principles and Standards:.....	45
Patient Information Confidentiality Policy.....	46
Dress Code .....	46
Evalue.....	47
Student Employment .....	48
Address and Phone Number Changes.....	48
Program Attendance.....	48
Program Orientation.....	48
Required UAB Campus Visits.....	48
Overview Of Activities, Experiences, and Assignments .....	48
Alternate Practice Hours.....	49
Volunteer Hours (Community Service) .....	49
Professional Meetings.....	49
Advising Meetings.....	49
Case Study Assignment .....	50
Practicum Orientation.....	50
Professional Development Assignment .....	50
Absences .....	50

Tardiness .....	50
Sick Days.....	51
Bad Weather/Emergencies .....	51
Leave of Absence .....	51
Supervised Practice Policies and Procedures.....	51
Preceptors.....	51
Practicum Rotations.....	52
Transportation and Parking .....	52
Required Certifications and Memberships .....	52
Drug Screening and Background Check .....	53
Liability Insurance .....	53
Rotation Paperwork and Orientation Requirements.....	53
Cell Phone Use .....	53
Injury or Illness in Supervised Practice .....	53
Supervised Practice Documentation.....	53
Summary of the Steps to Earning Your MS Degree .....	54
Application for Degree.....	54
Award of Degree .....	54
Award of Verification Statement .....	54
Additional Information.....	55

## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions, a national leader in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master's, and doctoral levels, with over 2,000 undergraduate and graduate students enrolled. The School of Health Professions, part of UAB's thriving academic health center, offers you the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies, and experience cutting-edge approaches to clinical treatment.

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology. We also offer graduate programs you will only find in Alabama at UAB like Genetic Counseling, Nuclear Medicine Technology, Low Vision Rehabilitation, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and Biomedical and Health Sciences, which can be completed within eleven months. Plus, our newest programs – Healthcare Simulation and Clinical Pathologist Assistant – are each one of only a handful of their kind offered in the U.S.

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.

All of our programs with rankings preside among the nation's top of the *U.S. News and World Report*, including our #1 ranked M.S. in Health Administration program. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and the School is one of only a small number in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH-funded Diabetes Research and Training Center.

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.

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.

Andrew Butler, PhD

Dean, UAB School of Health Professions

## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

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

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

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAHS). 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 the consistently nationally ranked program in Nutrition Sciences. Through their visionary leadership and guidance, the school is experiencing unparalleled success.

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

## **OFFICE FOR STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS (OSRES)**

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB's mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions' mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow's healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Academic Coaching
- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

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

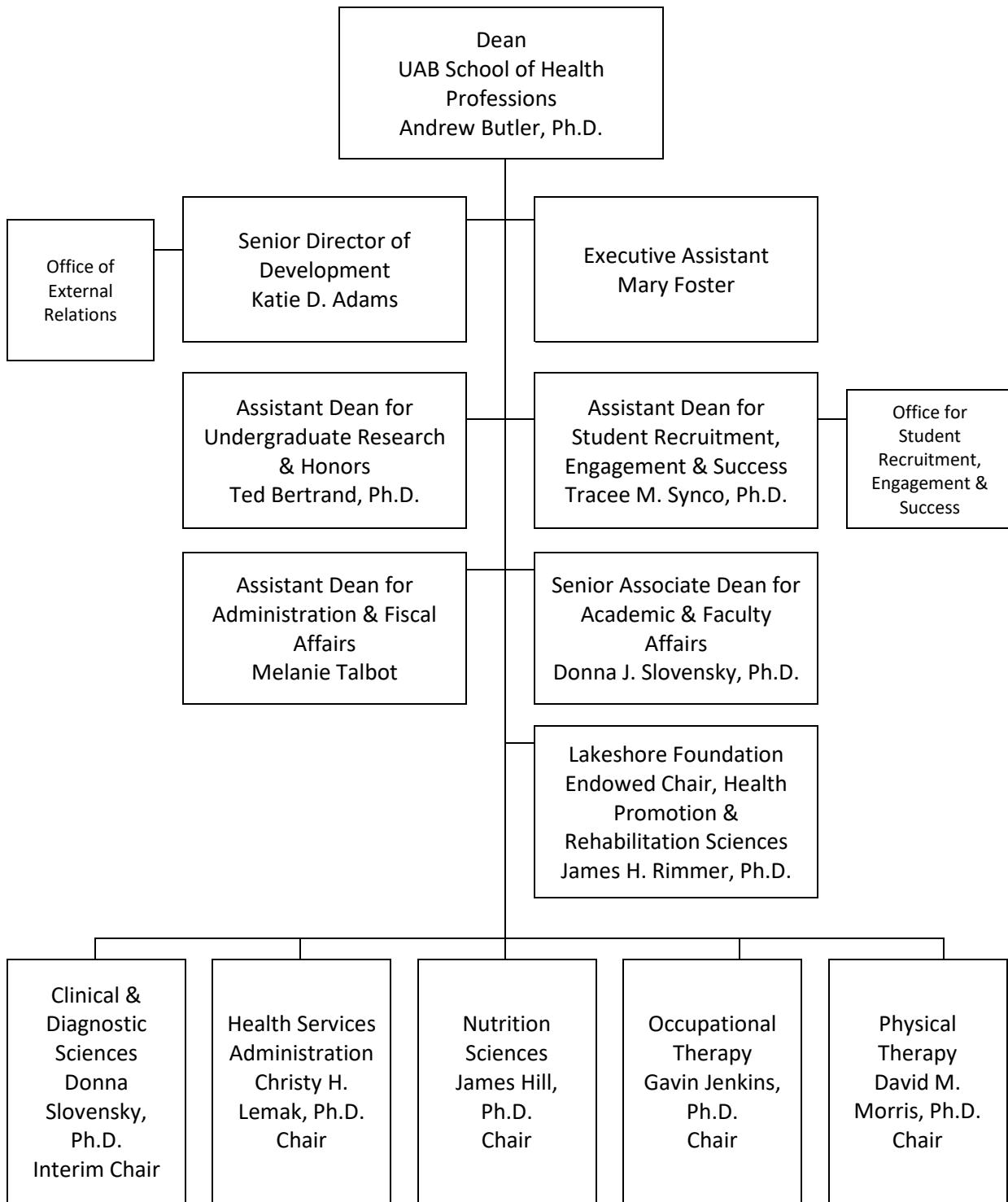
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, with no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

**OSRES** - Location: SHPB 230 Telephone: 205-934-4195 or 205-934-4194 Email: [shp@uab.edu](mailto:shp@uab.edu)

## SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2019-2020



## **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 HONOR CODE (UAB)**

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter.

Academic dishonesty includes, but is not limited to, the following categories of behavior:

**ABETTING** is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

**CHEATING** is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

**PLAGIARISM** means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person's ideas.

**FABRICATION** means presenting falsified data, citations, or quotations as genuine.

**MISREPRESENTATION** is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated.

For more information go to: [www.uab.edu/students/one-stop/policies/academic-honor-code](http://www.uab.edu/students/one-stop/policies/academic-honor-code)

## **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 has been provided to the instructor in a timely manner in advance.

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

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

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

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

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

## **AWARDS AND HONOR SOCIETIES**

All students in the School of Health Professions are eligible for consideration for 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 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. 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** 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: <http://uab.bncollege.com>

## **CAMPUS ONECARD**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library 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 and Wellness Center at 1714 9<sup>th</sup> Ave. South. For more information, call 205-934-5816 or <https://www.uab.edu/students/counseling/>

## **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. The UAB student conduct code may be accessed online:

<http://www.uab.edu/students/sarc/services/student-conduct-code>

## **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 are required to undergo a routine drug screen 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. 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. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (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: <http://www.uab.edu/shp/home/about-shp/student-services>

## **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
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## 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/>

## 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 the SHP Office for Student Recruitment, Engagement and Success.

## FINANCIAL AID

Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website [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:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

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. For more information and important deadlines please go to [www.uab.edu/commencement/degree-applications](http://www.uab.edu/commencement/degree-applications). SHP holds a special commencement ceremony for graduates in the professional masters programs in the spring and fall semesters. The SHP ceremonies are scheduled on the Friday afternoon prior to the university commencement ceremonies being held the next morning on Saturday. The University holds commencement every semester. Check the commencement website for the most current information: <http://www.uab.edu/commencement/>

## **STUDENT HEALTH AND WELLNESS**

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness 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.

### **MEDICAL CLEARANCE**

SHP students are required to receive medical clearance at the time of program admission. UAB Student Health and Wellness utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health and Wellness website: [www.uab.edu/students/health/medical-clearance/immunizations](http://www.uab.edu/students/health/medical-clearance/immunizations).

## **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. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

## **INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)**

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website [www.uab.edu/irb](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 [www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey](http://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey).

## 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.

### 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 Phone: (205) 934-2230

Website: [www.uab.edu/lister/](http://www.uab.edu/lister/)

### Mervyn H. Sterne Library

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

Location: 913 13<sup>th</sup> Street South Website: [www.mhsl.uab.edu](http://www.mhsl.uab.edu)

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 OSRES manages the School of Health Professions' scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP.

OSRES manages the following:

*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.

*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.

*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.

*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.

*Matthew F. McNulty Jr. Health Services Emergency Loan* – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need.

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

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

You must visit B-SMART <http://www.uab.edu/students/paying-for-college/> to apply.

Many programs in SHP also have scholarships available to currently enrolled students. 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](https://twitter.com/uab_shp) • Vimeo: <http://vimeo.com/uabshp>
- Facebook: <www.facebook.com/UABSHP> • LinkedIn: <www.linkedin.com/groups?gid=3596638>
- YouTube: <www.youtube.com/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 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.

## **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. These fees are addressed in the program section of this handbook. Current standard tuition and fees for the School are posted at [www.uab.edu/shp/home/admissions-tuition/tuition](http://www.uab.edu/shp/home/admissions-tuition/tuition).

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at [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:

• Webpage: <a href="http://www.uab.edu/emergency">www.uab.edu/emergency</a>	• B-ALERT system: <a href="http://www.uab.edu/balert">www.uab.edu/balert</a>
• Hotline: (205)- 934-2165	• 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**

#### **SHPB EMERGENCY PLAN**

[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)

#### **WEBB BUILDING EMERGENCY PLAN**

[https://www.uab.edu/shp/home/images/PDF/WEBB\\_BUILDING\\_EMERGENCY\\_PLAN\\_2019.pdf](https://www.uab.edu/shp/home/images/PDF/WEBB_BUILDING_EMERGENCY_PLAN_2019.pdf)

#### **ACADEMIC AND PROFESSIONAL CONDUCT AND PROCEDURES FOR MANAGING DISCIPLINARY ACTIONS**

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

#### **BACKGROUND CHECK AND DRUG SCREEN**

[www.uab.edu/shp/home/images/PDF/SHP\\_Background\\_and\\_Drug\\_Screen\\_Policy05\\_2012.pdf](http://www.uab.edu/shp/home/images/PDF/SHP_Background_and_Drug_Screen_Policy05_2012.pdf)

#### **FINAL COURSE GRADE APPEAL PROCESS**

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

#### **GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS**

[https://www.uab.edu/shp/home/images/PDF/grievance\\_procedures.pdf](https://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.*

#### **STUDENT HEALTH POLICY**

<https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx>

## **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.aspx>

Drug-free Campus Policy for Students (Attachments)

Attachment A - [www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx)

Attachment B - [www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx)

Attachment B.1 - [www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx)

Attachment C - [www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx)

### **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**

### **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 POLICES**

### **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 [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**

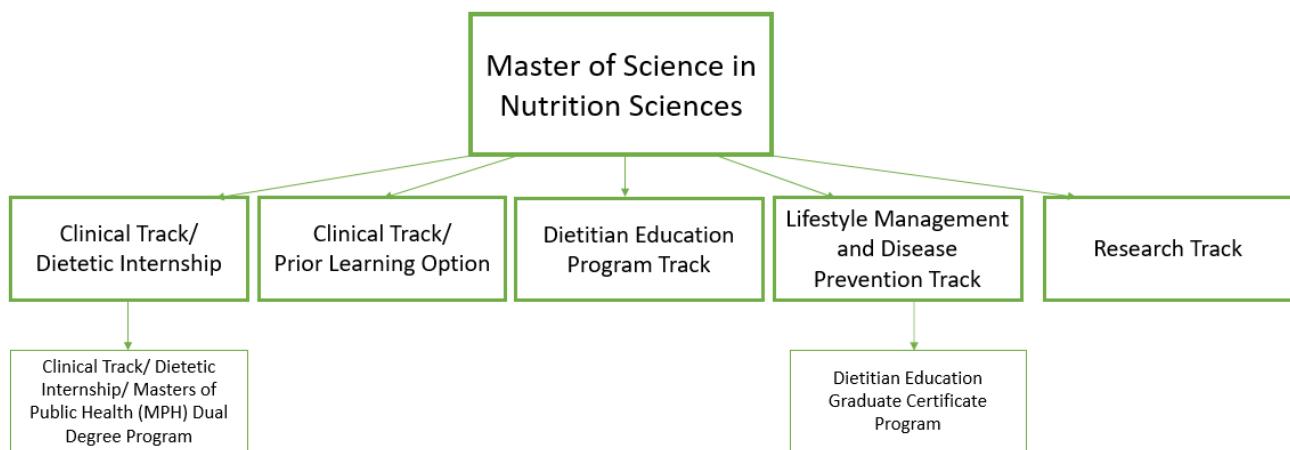
The Master of Science degree in Nutrition Sciences provides coursework that fosters understanding about nutrition for health promotion and disease prevention. All Nutrition Sciences graduate students, regardless of their track, complete the following core curriculum. The semester offered is subject to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

<b>Prefix</b>	<b>Course Title</b>	<b>Semester Hours</b>	<b>Semester Offered</b>
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 options in Dietetics, 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 track. Twenty-four of the semester hours unique to this track 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. This program enables graduates to take

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 PROGRAM

The Dietitian Education Graduate Certificate Program is the second of the two Coordinated Program options in Dietetics that comprise the Dietitian Education Program. The Dietitian Education Graduate Certificate Program 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 Program earn an MS degree in Nutrition Sciences, and are eligible to take the Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).

The Dietitian Education Graduate Certificate Program 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 Program 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 Dietitian Education Program is designed to lead to the Registered Dietitian Nutritionist (RDN) credential. While there is a national professional exam, The Registered Dietitian Nutrition Examination, associated with the RDN designation, specific licensure requirements still vary from state to state. UAB is working to develop an online, publicly-accessible database to assist in providing this state-by-state information. In the meantime, if you are interested in learning about potential professional licensure requirements in your state for a specific degree program, please contact UAB State Authorization at [stateauth@uab.edu](mailto:stateauth@uab.edu), or call eLearning and Professional Learning staff at 205-934-3258.

**RDN State Licensure Resources:** <http://www cdrnet.org/state-licensure>

### **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 write the Commission on Dietetic Registration (CDR) Examination for Dietitians.

### **PROGRAM MISSION**

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

## **PROGRAM GOALS**

**Goal 1:** Facilitate graduates' entry into the dietetic profession as entry-level registered dietitians to serve in the Birmingham area and beyond.

Objectives for Goal 1:

1. Over a five-year period, at least 80% of students will complete program/degree requirements within 150% (3 years) of the planned program length in the dietitian education program track or (2.25 years) in the DEP certificate track.
2. At least 90% of program graduates will take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion.
3. Over a five-year period, at least 80% of graduates will pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.
4. Within a five-year period, at least 20% of program graduates will serve the Birmingham area through employment and/or involvement in a professional association.

**Goal 2:** Graduate competent, entry-level practitioners who obtain employment in dietetics or related field.

Objectives for Goal 2:

1. Over a five-year period, at least 90% of program graduates will be employed in the dietetics field within 12 months of exiting the program.
2. Over a five- year period, at least 90% of employers will indicate satisfaction with graduate preparation for entry-level practice with a score of three or greater on a five-point Likert scale.
3. Over a five- year period, 50% of graduates will be seeking or will be employed in one of the program's emphasis areas.

## **ACEND COMPETENCY**

The MS in Nutrition Sciences, Dietitian Education Program track curriculum is designed to ensure students 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 the program curriculum and learning activities are built. 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 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 meet all eligibility requirements 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 UAB students, the nutrition 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**.

## 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 enhance 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. Aside from the RDN Certification Review course (NTR 501) and the Practicum courses, all DEP track coursework is offered entirely online.

Two UAB campus visits are required, the first is during late spring of the first year of the program, preceding NTR 670 Practicum in Wellness. The second is during the Spring semester of the second year of the program, while NTR 501 RDN Certification Review is completed.

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 PROGRAM (DEP-C) COURSE REQUIREMENTS

The Dietitian Education Graduate Certificate Program (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 PROGRAM** (DEP-C). The application process is communicated to these students via email at the beginning of the spring semester each year, and the deadline to apply to the DEP-C is on **FEBRUARY 15** annually. The DEP-C accepts LMDP Track students annually for fall admission only.

### 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
KINN 644	Application of Exercise Physiology to Fitness and Performance	3	Fall
CDS 545	Genetics and Genomics Applications in Healthcare	2	Fall
CDS 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 PROGRAM** must complete NTR 521 as part of their 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  
CDS 545 Genetics and Genomics Application in Healthcare  
CDS 550 Intro the Medical History Taking and Physical Examination

The Dietitian Education Graduate Certificate Program (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.

Two UAB campus visits are required, the first is during late spring, preceding the start of NTR 670 Practicum in Wellness. The second is during Spring semester, when NTR 501 RDN Certification Review is completed.

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
Total semester hours of DEP-C coursework		37	

## DIETITIAN EDUCATION PROGRAM COURSE SEQUENCES

### DIETITIAN EDUCATION PROGRAM TRACK

The DEP Track is designed to be completed full-time in five consecutive semesters, as illustrated below.

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 PROGRAM

The DEP-C is designed to be completed full-time in four consecutive semesters. Illustrated below is the course sequence for the 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
CDS 545	2	CDS 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 PROGRAM (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>\$46,056</b>	<b>\$64,490</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 Breeding and Associates. This zero credit hour course costs a one-time fee of \$550.

## 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 your 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**

To create a BlazerID, visit [BlazerID Central](#). Your unique BlazerID and password will serve as your log-in to access all of UAB's computer-based systems, including your UAB campus email. Please note that your BlazerID will also be the beginning portion of your email address, so be mindful of professionalism when choosing your BlazerID.

## **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](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 Program 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.

## **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 AND 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 Turitin.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](#).

## **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.

## 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.

## EVALUE

Students and preceptors will use eValue ([www.e-value.net](http://www.e-value.net)), an online healthcare education management system, to track hours (supervised practice and volunteer hours, sick, and personal days) and complete evaluations at the end of each rotation. The Program Director and Dietetics Practice Coordinator have access to all time tracking and evaluation data for both students and preceptors. The Dietetics Practice Coordinator creates accounts for each student in eValue.

## **STUDENT EMPLOYMENT**

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

## **ADDRESS AND PHONE NUMBER CHANGES**

Students are to inform the Dietitian Education Program Director of any changes made to their home address, phone number, or name while enrolled in the program. Students must also submit changes and corrections 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.

## **REQUIRED UAB CAMPUS VISITS**

There are two required UAB campus visits, as follows:

**Visit 1.** A 3-day on-campus orientation for the Dietitian Education Program is held on the UAB campus in Birmingham, AL prior to students beginning NTR 670 Practicum in Wellness.

**Visit 2.** A 4-day on-campus RDN review course (Days 1-3) and end-of-program review (Day 4) is held on the UAB campus in Birmingham, AL. Students complete this visit the semester that they are enrolled in NTR 501 RDN Certification Review.

Students are responsible for transportation and lodging during all campus visits.

## **OVERVIEW OF ACTIVITIES, EXPERIENCES, AND ASSIGNMENTS**

The following provides an overview of the types of assignments that are required throughout supervised practice. More detailed information about the supervised practice experience requirements will be discussed during **Visit 1** and can be found in the **Dietitian Education Program Practicum Handbook**.

During the program year, interns are required to complete a minimum of 1200 hours of supervised practice (rotations), which is comprised of 1144 hours of supervised practice and 56 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 experiences for each supervised practice rotation to become proficient in the ACEND-required practice competencies.

Assignments completed in rotations are to be uploaded into the student's electronic portfolio (for those whose advising is completed virtually or in-person), or stored in the interns' Practicum Binder (in-person advising option only).

## ALTERNATE PRACTICE HOURS

Alternate practice hours are in addition to the supervised practice hours completed during rotations. The following are the alternate practice hour activities that are required:

VOLUNTEER HOURS (COMMUNITY SERVICE): 25

hours PROFESSIONAL MEETINGS: 11 hours

ADVISING MEETINGS: 6 hours

CASE STUDY ASSIGNMENT: 2

hours

PRACTICUM ORIENTATION: 10 hours (**Visit 1**)

PROFESSIONAL DEVELOPMENT ASSIGNMENT: 2 hours (**Visit 2**)

## VOLUNTEER HOURS (COMMUNITY SERVICE)

During the program, students are required to participate in at least 25 volunteer hours of community service in addition to the scheduled supervised practice hours. Completion of community service hours is required for the successful completion of the program. Examples of approved community service activities include, but are not limited to:

- Participation in health fairs.
  - Participation in career fairs.
  - Participation in School Wellness Programs.
- ☒ Participation in the nutrition related community events such as the District Dietetic Association activities, Public Health programs, etc.

## PROFESSIONAL MEETINGS

During the program, students are required to participate in at least 11 hours of nutrition-related professional meetings in addition to the scheduled supervised practice hours. Completion of professional meetings hours is required for the successful completion of the program. Examples of approved professional meetings include, but are not limited to:

- ☒ Nutrition or other health professional conferences.  
☒ Local dietetic association meetings.

Students are responsible for registration fees, transportation, and lodging associated with attendance to professional meetings.

## ADVISING MEETINGS

At least once a semester, students are required to participate in an advising meeting with their

Academic Advisor, either on the UAB Campus or virtually using Zoom. Prior to their advising meeting, students will provide to their advisor their updated Plan of Study form. Advising meetings are designed for students to perform self-assessment, monitor their progress in the program, and develop goals for self-improvement throughout the program.

## CASE STUDY ASSIGNMENT

During the program year, students are required to complete two case study presentations. Case Study two is required to be a complex disease state or medical condition from the student's declared concentration, selected by the intern from a patient encountered in NTR 676 Advanced Practicum in Dietetics. The student records their presentation, uploads it to the Canvas Course for peer evaluation, and completes peer evaluations of two instructor-assigned peer presentations.

## PRACTICUM ORIENTATION

Students are required to attend a 3-day on campus orientation before beginning NTR 670 Practicum in Wellness. The orientation will include presentations by faculty, staff, and dietitians. Throughout the orientation, students are required to complete activities to demonstrate achievement of Core Knowledge (KRDN) and Competencies (CRDN). Instructions will be presented by the Program Director during the orientation session. Students are responsible for transportation costs and lodging.

## PROFESSIONAL DEVELOPMENT ASSIGNMENT

Students are required to attend an on campus Professional Development Review, which is completed during the semester of NTR 501 RDN Certification Review enrollment. Days 1-3 are for an RDN review course and Day 4 is end-of-program review. This review includes a professional development assignment that requires each intern to prepare a plan for professional development according to Commission on Dietetic Registration guidelines. Students are responsible for transportation costs and lodging.

## 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.

## 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 1,200 hours 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, and site visits for local sites.

## 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.

## TRANSPORTATION AND 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 AND 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 AND 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 AND 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 and complete evaluations. 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*.

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)

Dietitian Education Program Director

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