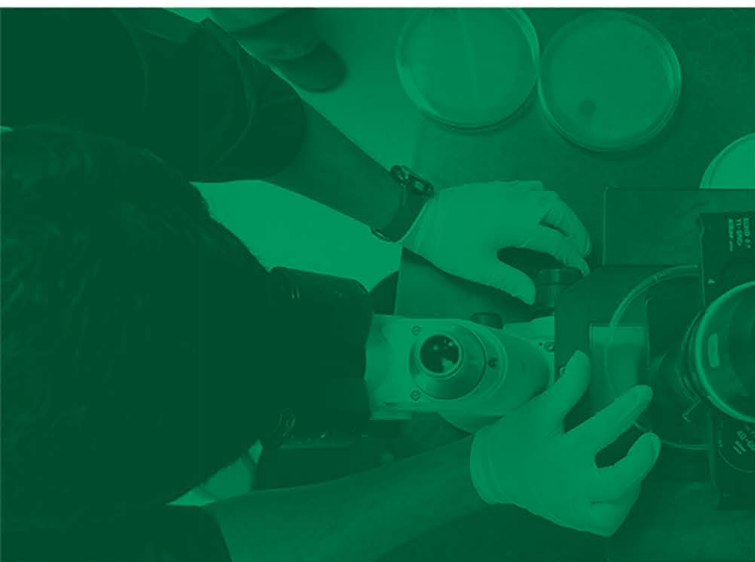


# 2025 - 2026 Student Handbook

## Department of Nutrition Sciences MS in Nutrition Sciences Clinical Track Dietetic Internship Program



**UAB SCHOOL OF HEALTH PROFESSIONS**  
***DEPARTMENT OF NUTRITION SCIENCES***  
***CLINICAL TRACK DIETETIC INTERNSHIP PROGRAM***  
**2025-2026 ACADEMIC HANDBOOK**

*Keith Pearson*

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Keith Pearson, PhD, RD, LD  
CT/DI Master's Program Director

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Date

*Barbara Gower*

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Barbara Gower, PhD, Chair  
Department of Nutrition Sciences

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Date

*Andrew Butler*

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Andrew Butler (Aug 13, 2025 17:01:21 CDT)

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Andrew Butler, PhD, Dean  
School of Health Professions

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Date

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions!

We are one of the six schools comprising the renowned UAB Academic Health Center. We offer more than 30 programs and 40 offerings at the certificate, baccalaureate, master's, and doctoral levels. And we are home to nearly 3,000 undergraduate and graduate students.

I encourage you to take advantage of all our vast resources, state-of-the-art facilities and research opportunities during your academic and clinical education. Also, please make the most of your access to the world-class faculty who are here to teach and support your journey.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations upon graduation. Graduating from the School of Health Professions means you will be well prepared to make a difference in your community.

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



Andrew J. Butler, PhD, FAPTA

### OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

The UAB School of Health Professions (SHP) is one of the largest academic institutions of its type in the United States. What began in the 1950s as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic and research excellence.

Today, we have five academic departments – Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy – that are housed in four buildings: Susan Mott Webb Nutrition Sciences (WEBB), Learning Resource Center (LRC), the School of Health Professions (SHPB), and the Center for Biophysical Sciences and Engineering (CBSE).

We are proud of many accomplishments including:

- *U.S. News & World Report* ranks all eligible SHP programs in the nation's top 25.
- Research funding is at an all-time high of \$26+ million and growing.
- Nearly 10 of our programs you will only find in Alabama at UAB.
- Our school has never been stronger or better positioned as a national leader in health professions education. And this status will only grow stronger as we continue to welcome students like you.

**DISCLAIMER**

This Handbook is an overview of general academic regulations specific to SOHP programs at UAB. Although UAB will make its best efforts to abide by this handbook, UAB reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the program. UAB also reserves the right to address issues not covered in this handbook and to make changes to the policy without advance notice. Changes become effective at the time the proper authorities determine so and the changes apply to both prospective students and those already enrolled. Please refer to our website for the most up-to-date version.

All students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at UAB and the specific academic requirements of their particular degree program. This Handbook is not intended to nor does it contain all policies or regulations applicable to students. Each student is responsible for familiarizing him/herself with the contents of this Handbook. Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

This Handbook does not constitute a contract and may not be deemed or construed as part of any contract between UAB and any student or student representative.



## 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](#).

### ACADEMIC INTEGRITY CODE

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

### ADVISING

Undergraduate student advising is provided through advisors assigned to each program as well as through the Office of Student Services. Advisor and recruiter contact information can be found on the [Office of Student Services Website](#). Graduate student advising is provided through the SHP graduate programs.

### AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serve as liaisons between the department and university-wide student organizations, and serve as a student voice in school and university committees. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives. Learn more about the SHP Ambassadors [HERE](#).

### 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 attendance policy is as 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 a reasonable 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.
- Absences due to religious observances provided that students give faculty written notice prior to the drop/add deadline of the term.

In these instances, instructors must give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope, and format of the original. Options may include making up exams or other assignments, rescheduling student classroom presentations, or arranging for early or late submission of written assignments. The course make-up policy should be included in the syllabus.

## **BLAZERID / BLAZERNET / EMAIL**

**BlazerID:** All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid](http://www.uab.edu/blazerid).

Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select “Activate Accounts.”

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

**Email: [uab.edu](mailto:uab.edu)** 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. The UAB email is the official communication medium for courses, news, information, and announcements. Students should not forward their UAB account to a personal email account. UAB is not responsible for information not received by the student due to the ‘redirecting’ of a UAB account to another email server.

## **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 stocks UAB memorabilia and college wear in addition to all required textbooks and course material.

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

Location: 1400 University Blvd, Hill Student Center, Birmingham, AL. 35233

Hours: M – F 8:00am – 5:00pm | Sat 10:00am – 2:00pm | Sun Closed

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

## **CAMPUS ONECARD**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and for 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/)

## **CAMPUS SAFETY**

Campus safety procedures and resources can be accessed at <https://www.uab.edu/students/home/safety>.

## **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 to manage course assignments.

## **CATALOG**

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can link to the Undergraduate or Graduate catalog at [www.uab.edu/catalog](http://www.uab.edu/catalog).

## **COMMUNITY STANDARDS AND ACCOUNTABILITY**

[Community Standards and Accountability](#) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to

ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More information can be found here: [UAB Student Advocacy, Rights & Conduct](#). The UAB student conduct code may be accessed online: [UAB Student Conduct Code](#).

## COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located in the Student Health and Wellness Center at 1714 9<sup>th</sup> Avenue South (3<sup>rd</sup> Floor), Birmingham, AL. 35233. For more information, call (205) 934-5816 or <https://www.uab.edu/students/counseling/>.

## DISABILITY SUPPORT SERVICES (DSS)

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty, and staff. If you have a disability but have not contacted Disability Support Services, please call (205) 934-4205 or visit [Disability Support Services](#).

If you are a student registered with Disability Support Services, it is your responsibility to contact the course instructor to discuss the accommodations that may be necessary in each course. Students with disabilities must be registered with DSS and provide an accommodation request letter before receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.

## 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: (205) 934-3535 | (205) 934-HELP (4357) | (205) 934-4434

Emergencies affecting campus are communicated via the following:

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

## UAB EQUAL EMPLOYMENT/EQUAL EDUCATIONAL OPPORTUNITY STATEMENT:

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnicity, national origin, sex (including pregnancy), genetic information, age, disability, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at [uab.edu/titleix](http://uab.edu/titleix)

## FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following site: [FERPA](http://FERPA). If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu). All SHP students are required to complete FERPA Training.

## FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. If you have general questions, you can call the Office of Student Financial Aid at (205) 934-8223 or send an email to [finaid@uab.edu](mailto:finaid@uab.edu). For additional financial aid information: [Cost & Aid](#).

## FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. For additional information about meal plans and campus dining facilities: [Student 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 [Graduate School](#). Policies and Procedures for the Graduate School can be located in the [Graduate School Catalog](#).

## GRADUATION

All students must complete an application for degree six months prior to graduating and no later than the deadline in the academic calendar. The University holds commencement every semester. Check the commencement website for the most current information: [UAB Commencement](#).

## HEALTH INSURANCE

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student

Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: [Student Health Insurance Waivers](#).

## HIPAA TRAINING

The Health Insurance Portability and Accountability Act (HIPAA) 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 [online learning](#). Compliance with the training requirement is monitored monthly.

## HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the Alpha Eta Honor 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.

## IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty, and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, must provide proof of immunization against certain diseases: [Student Immunizations](#) unless they have an approved medical or religious exemption.

## 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](#).

## 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 are available at: [University Policies on Patents, Copyright, and Intellectual Property](#).

## LACTATION CENTERS

The University has provided several lactation centers for students, faculty, and staff across the campus. [Center locations](#). The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Blvd, Room 219A, Birmingham, AL 35233. Lactating students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

## LIBRARIES AND LEARNING RESOURCE CENTER

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. Students have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. [UAB Libraries](#).

### SHP Learning Resource Center (LRC)

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

Location: 1714 9<sup>th</sup> Avenue South (2<sup>nd</sup> Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

### Lister Hill Library of the Health Sciences

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold "office hours" in the Learning Resource Center weekly.

Location: 1700 University Blvd. Birmingham, AL. 35233

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

Phone: (205) 975-4821

### Mervyn H. Sterne Library

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

Location: 917 13<sup>th</sup> Street South, Birmingham, AL. 35233

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

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

## UAB STUDENT CONDUCT CODE

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an

individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

[Undergraduate Non-Academic Policies](#)

[Graduate Non-Academic Policies](#)

## ONE STOP STUDENT SERVICES

The mission of the One Stop is to provide a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics. One Stop is located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. You may contact the [One Stop](#) office by phone or email at (205) 934-4300; (855) UAB-1STP [(855) 822-1787]; [onestop@uab.edu](mailto:onestop@uab.edu).

## PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South, Birmingham AL. 35294. The office is open Monday – Friday from 7:30am – 5:00pm. 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. For additional information: [UAB Student Parking](#).

## PLAGIARISM AND TURNITIN

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

## RECREATION CENTER

The [Campus Recreation Center](#), located at 1501 University Blvd, Birmingham, AL 35233, 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.

## SCHOOL OF HEALTH PROFESSIONS AWARDS

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

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



- 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.
- 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.

A call for nominations will be sent to program directors each year. Please refer to the program section of this handbook for awards available to students in individual programs.

## SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and selects awardees. Please go to [this website](#) for a list of scholarships and instructions for application.

Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please refer to the program section of this handbook for more information.

## SCHOOL OF HEALTH PROFESSIONS SHARED VALUES

Collaboration | Compassion & Caring | Excellence & Achievement | Integrity | Respect | Service | Social Responsibility | Stewardship

The School of Health Professions is a tight-knit community that is connected from students to staff to faculty to alumni. We are dedicated to serving all from campus to community and beyond. And we are a knowledge-driven mass that is committed to classrooms, laboratories, clinics and more.

## SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. For more information: [UAB Social Media Guidelines](#). The school’s official sites are the following:

- X: [https://x.com/uab\\_shp](https://x.com/uab_shp)
- Facebook: <https://facebook.com/uabshp>
- YouTube: <https://youtube.com/uabshp>
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](#)
- Instagram: [https://instagram.com/uab\\_shp](https://instagram.com/uab_shp)  
[http://instagram.com/uab\\_shp](http://instagram.com/uab_shp)

## STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services (SHS) located at 1714 9<sup>th</sup> Avenue South (3<sup>rd</sup> Floor), Birmingham, AL. 35233. The clinic is open from 8:00am – 5:00pm Monday – Thursday; 9:00am – 5:00pm Friday. They are closed for lunch

between 12:00pm – 1:00 pm weekdays. For more information: [Student Health Services](#). Appointments may be scheduled by calling (205) 934-3580.

## TITLE IX

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit the UAB Title IX webpage: <https://www.uab.edu/titleix/>.

## TUITION AND FEES

Tuition and fees for the University are published annually under the “Students” tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. For more information: [Tuition & Fees](#).

Payment deadlines for each semester are published on the official academic calendar. 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. For more information: [Emergency Management](#).

Other information sources include:

- [B-ALERT System](#) (contact information must be setup and current)
- UAB Severe Weather & Emergency Hotline: (205) 934-2165

## 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 of Health Professions are full-time and the curricula specifically sequenced. Withdrawal from a course may risk you having to wait to register for the class again. 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. For more information: [UAB Add/Drop and Withdrawal Policy](#) including a medical withdrawal policy.

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### DISMISSAL OF STUDENT FOR FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS

[Dismissal of Student and Appeal Process](#)

#### EMERGENCY PLAN – SHPB/LRC/WEBB

[SHPB/LRC/WEBB Emergency Plan](#)

#### BACKGROUND CHECK AND DRUG SCREEN POLICY

Students in SHP programs are required to undergo a background check and drug screen using the school's approved vendor, [CastleBranch](#), at the time of program admission, and again, prior to placement in a fieldwork placement (clinical, internship, practicum, residency, etc.). Additional checks/screens may be required by the individual sites therefore, students should work with the program to ensure compliance requirements are met. Instructions for requesting the background check and drug screens are provided to students by their programs. Students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment.

The Office of Academic and Faculty Affairs is responsible for ensuring student compliance throughout the program. Students found to be non-compliant will not be allowed to matriculate in the program (orientation, attend class, fieldwork placement, etc.) until all requirements are met. Program Directors, Fieldwork Coordinators, and students will be notified of non-compliance and a hold will be placed on the students' account.

- Fees for these screenings will be the responsibility of the student.
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should your criminal background check contain issues, or if you fail a drug screen that may prevent you from receiving or sitting for board certification/licensure, a representative from the Office of Academic and Faculty Affairs will contact you. Depending upon the outcome, students will have a registration hold placed on their account until in compliance and this may result in being dismissed from the program. See program's guidelines regarding specific consequences.

Programs requiring a criminal background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

Administration Health Services, PhD  
Biomedical Sciences to Biotechnology Fast Track  
Biomedical Sciences to Clinical Laboratory Science Fast Track  
Biomedical Sciences to Health Physics Fast Track  
Biomedical Sciences to Nuclear Medicine & Molecular Imaging Sciences Fast Track

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

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

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

The following students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment. If a fieldwork placement (clinical, internship, practicum, residency, etc.) is required, students must complete criminal background checks and drug screens prior to the first day of the semester of a fieldwork placement.

Health Care Management, BS  
 Biomedical Sciences, BS  
 Biobehavioral Nutrition and Wellness, BS  
 Disability Studies and Rehabilitation Science, BS

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

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

Healthcare Simulation, Graduate Certificate

Nutrition for Community Health, Graduate Certificate

Nutrition Sciences, MS

- Clinical Track-Prior Learning

- Lifestyle Management and Disease Prevention Track

Low Vision Rehabilitation, Graduate Certificate

Multi-Tiered Approach to Trauma, Graduate Certificate

Occupational Therapy Doctorate (Post Professional)

Physical Therapy Residencies (Neurologic, Orthopedic)

Primary Care Physical Therapy for Underserved Populations, Graduate Certificate

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



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

### About CastleBranch.com

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

### Order Summary

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#### Required Personal Information

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

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

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

#### Payment Information

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

### Place Your Order

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

**AH01** - Background Check and Drug Test

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

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

### View Your Results

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

# UAB POLICIES

## ACADEMIC PROGRESS

[GRADUATE](#)

[UNDERGRADUATE](#)

## HEALTH

[IMMUNIZATIONS](#)

[NEEDLE STICKS AND EXPOSURES](#)

## EQUAL OPPORTUNITY

[EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

## POLICE AND PUBLIC SAFETY

[CAMPUS SAFETY](#)

[FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS](#)

## RESEARCH AND SCHOLARLY ACTIVITIES

[ACADEMIC INTEGRITY CODE](#)

[ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES](#)

[PATENT](#)

## SUBSTANCE USE/ABUSE

[ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[DRUG FREE CAMPUS](#)

[NON-SMOKING](#)

## TECHNOLOGY

[TECHNOLOGY RESOURCES](#)

## STUDENT COMPLAINTS

[UAB COMPLAINT POLICY](#)

## SECTION 3 – PROGRAM POLICIES

### WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES

Welcome to the Master of Science in Nutrition Sciences program. The Department of Nutrition Sciences (DNS) at UAB has a rich history of nutrition education and research, 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 is responsible for the origin of UAB's commitment to nutrition, which began in the 1920s. For a complete history of the DNS, visit the "History" page on [our website](#).

The Nutrition Sciences program at UAB is recognized as one of the top programs in the United States and has had a profound national impact on the health care practices of Americans. The DNS is a leader in providing multi-professional nutrition support services, exceptional training programs for physicians and other health professionals, federally supported research endeavors, and 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 United States are fragmented, the DNS is a multidisciplinary 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 basic, clinical, and translational research within our three National Institutes of Health (NIH)–funded research centers in the Department of Nutrition Sciences—the Nutrition Obesity Research Center, the Diabetes Research Center, and the Nutrition for Precision Health Clinical Center—as well as other world-renowned research facilities on UAB's campus, including the O'Neal 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 a rewarding career in the field of nutrition science. Through the Master of Science in Nutrition Sciences curriculum, you will develop a wealth of knowledge while advancing your skills in critical problem solving in a team environment.

### FACULTY AND STAFF

To learn more about the diverse backgrounds and experience of our Nutrition Sciences faculty and staff, please visit our [webpage](#).



## DEPARTMENT OF NUTRITION SCIENCES RESEARCH FACILITIES

### 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 for our faculty and students. The Susan Mott Webb Nutrition Sciences Building is centrally located within UAB's main campus and is within easy walking distance of all major campus facilities.

The DNS 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 a dual energy x-ray absorptiometry (DEXA), bioelectrical impedance analysis (BIA) devices, exercise testing equipment, and a mass spectrometer equipped with a gas chromatograph for stable isotope analyses.

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

### CENTERS FOR RESEARCH AT UAB

UAB boasts many specialized research Centers of Excellence, including the Comprehensive Cardiovascular Center, Nathan Shock Center of Excellence in the Basic Biology of Aging, Sparkman Center for Global Health, Comprehensive Neurovascular and Stroke Center, Center for Healthcare Management and Leadership, UAB Center for Palliative and Supportive Care, Alzheimer's Disease Center, Center for Disability Health and Rehabilitation Science (DHARS), Hypertension Center, and many others. Most of these specialized centers are actively involved in training activities for students.

Students have ready access to most UAB resources, either directly or through their Program Director, Academic Advisor, or other faculty members. Certain centers on campus, such as the O'Neal Comprehensive Cancer Center, have a broad spectrum of diagnostic and analytical services available to UAB faculty.

## MASTER OF SCIENCE (MS) IN NUTRITION SCIENCES

### PROGRAM ACCREDITATION

UAB is accredited by the **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSOC)** to award baccalaureate, master's, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 with questions about UAB's accreditation.

### MS IN NUTRITION SCIENCES CORE COURSE REQUIREMENTS

The MS 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.

Prefix	Course Title	Credits	Semester Offered
NTR 618	Nutritional Biochemistry	6	Summer
NTR 621	Applied Statistics to Nutrition Sciences I*	3	Fall
NTR 637	Applied Research in Nutrition Sciences*	3	Spring
NTR 690	Seminar	2	Fall
Total semester hours for core courses		14	

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

Completing of initial CITI IRB training that is required (documentation required in NTR637):

Belmont Report and Its Principles

History and Ethics of Human Subjects Research

Basic Institutional Review Board (IRBO) Regulations and Review Process

Informed Consent

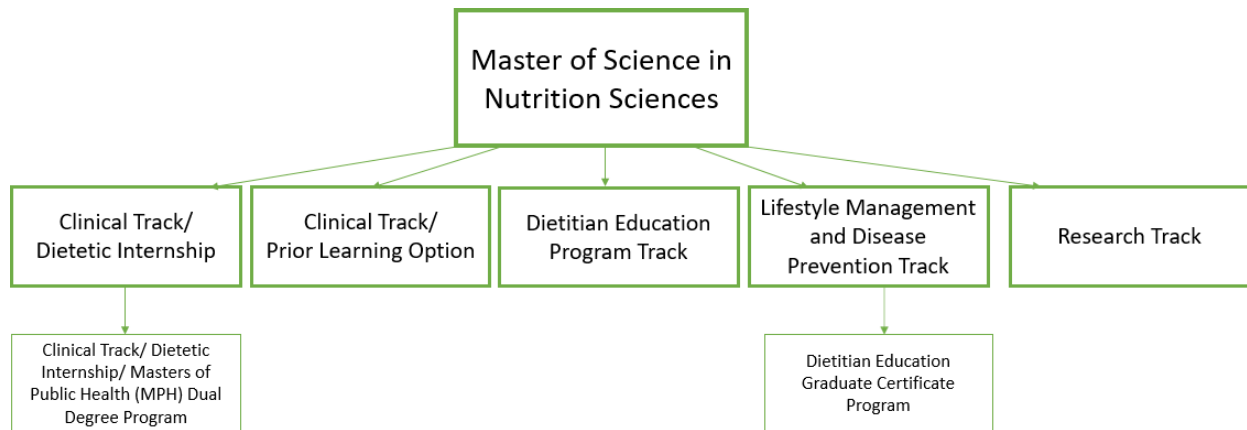
Social and Behavioral Research (SBR) for Biomedical Researchers

Records-Based Research

Research and HIPAA Privacy Protections

## MS IN NUTRITION SCIENCES TRACKS

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



## SUMMARY OF MS IN NUTRITION SCIENCES TRACKS

### CLINICAL TRACK/DIETETIC INTERNSHIP (CT/DI)

The MS in Nutrition Sciences Clinical Track/Dietetic Internship (CT/DI) is a one-year combined dietetic internship and MS degree program that enables graduates to take the Commission on Dietetic Registration's registration examination for dietitians. 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 14 semester hours of core courses and 34 semester hours that are unique to this track.

#### CLINICAL TRACK/DIETETIC INTERNSHIP/MASTER 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 CT/DI program described above. All required public health coursework is offered online. Only students who are enrolled in the MS in Nutrition Sciences CT/DI 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 (CT/PLO)

The MS in Nutrition Sciences Clinical Track/Prior Learning Option (CT/PLO) accepts nutrition/dietetic supervised practice hours toward completion of an MS 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. The CT/PLO requires a minimum of 30 semester credit hours, including 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 (DEP)

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

## **LIFESTYLE MANAGEMENT AND DISEASE PREVENTION TRACK (LMDP)**

The MS in Nutrition Sciences Lifestyle Management and Disease Prevention (LMDP) 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 LMDP 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 14 semester hours of core courses and 22 semester hours that are unique to this track.

## **DIETITIAN EDUCATION GRADUATE CERTIFICATE PROGRAM (DEP-C)**

The Dietitian Education Graduate Certificate Program (DEP-C) is the second of the two Coordinated Program in Dietetics pathways that we offer (Coordinated Program as defined by the Accreditation Council for Education in Nutrition and Dietetics [ACEND] by the Academy of Nutrition and Dietetics). Students who successfully complete the LMDP track and the DEP-C earn an MS in Nutrition Sciences and are eligible to take the Commission on Dietetic Registration's registration examination for dietitians.

The DEP-C is restricted to students enrolled in the LMDP track. Students who apply and are accepted into the DEP-C 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 (RT)**

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

## MS IN NUTRITION SCIENCES – CLINICAL TRACK/DIETETIC INTERNSHIP

### PROGRAM ACCREDITATION

UAB's Clinical Track/Dietetic Internship (CT/DI) is accredited by the [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois, 60606-6995, (312) 899-0040 ext. 5400.



### PROFESSIONAL LICENSURE AND CERTIFICATION (PLC) REQUIREMENTS

The MS in Nutrition Sciences, Clinical Track/Dietetic Internship is designed to lead to professional certification through the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics. While the CDR offers a national certification exam, board certification does not confer state licensure. Specific licensure requirements vary from state to state and among territories. Please visit the [UAB Professional Licensure and Certification General Disclosures webpage](#) for more information on state and territory requirements.

### PROGRAM MISSION

Our mission is to prepare students to be competent, entry-level registered dietitian nutritionists (RDN) for practice in a variety of settings through innovative program design that promotes collaboration, use of the research process, and critical thinking skills to improve the health of individuals and communities.

### PROGRAM GOALS

**GOAL 1:** Program graduates will be registered dietitian nutritionists who demonstrate competence in the knowledge and skills expected for entry-level employment in nutrition and dietetics or related fields.

#### OBJECTIVES FOR GOAL 1:

- At least 80% of program interns complete program requirements within 18 months (150% of the program length).
- Over a five-year period, at least 90% of program graduates will pass the CDR credentialing exam for dietitian nutritionists within one year of first attempt.
- Of graduates who seek employment, at least 75% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 95% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

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

**GOAL 2: Prepare graduates who demonstrate the ability to utilize current evidence-based research and apply the research process in professional practice.**

**OBJECTIVES FOR GOAL 2:**

- 85% of program graduates indicate on the alumni survey that they routinely use current research findings in professional practice.
- 75% of program graduates indicate on the alumni survey that they have used the research process to make decisions in professional practice since graduation.

**GOAL 3: Prepare graduates who demonstrate a commitment to serving the community and the profession.**

**OBJECTIVES FOR GOAL 3:**

- 75% of recent (within one year of graduation) graduates who respond to the alumni survey will indicate that they participated in at least one community service activity since graduation.
- 75% of recent (within one year of graduation) graduates who respond to the alumni survey will indicate they are active members of a local, state, or national dietetic association.

## **ACEND COMPETENCY REQUIREMENTS**

The CT/DI curriculum is designed to ensure students achieve the knowledge and skills needed for an entry-level RDN as stated by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2022 Standards for Dietetic Internships. 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.**

**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 Evaluate research and apply evidence-based guidelines, systematic reviews, and scientific literature in nutrition and dietetics practice.

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

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures, and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

**DOMAIN 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the nutrition and dietetics practitioner level of practice.**

**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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, 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 Work collaboratively with NDTRs and/or support personnel in other disciplines.

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

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

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

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements 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 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol),



recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12, or iron supplementation).

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement, and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs, or services that promote consumer health, wellness, and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution, and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 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.**

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

CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).

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

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage, and disseminate nutrition 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 Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

**DOMAIN 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

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

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage, or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting. **CLINICAL TRACK/DIETITIAN INTERNSHIP OVERVIEW**

### CLINICAL TRACK/ DIETETIC INTERNSHIP COURSE REQUIREMENTS

The UAB Graduate School designates the Clinical Track/Dietetic Internship (CT/DI) as a Plan II program, which is the graduate school designation assigned to non-thesis programs. Whereas some Plan II programs require students to complete a comprehensive examination toward earning their degree, the CT/DI **does not** have this as a requirement.

The CT/DI requires the completion of 48 semester hours of graduate work, comprising 14 semester hours of core courses and 34 hours of CT/DI courses, in good academic standing.

The core curriculum 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 outside of your interest areas and to provide the opportunity for you to practice critically evaluating scientific research. CT/DI courses (NTR 500, NTR 501, NTR 589, NTR 601, NTR 604, and NTR 611) are designed to enhance skills specific to Registered Dietitian Nutritionists (RDNs).

The RDN Certification Review course (NTR 501) is a virtual workshop to prepare students for the Commission on Dietetic Registration's registration examination for dietitians. The Internship Practicum course (NTR 589) provides students with the opportunity to complete a minimum of 1,000 hours of supervised practice in one of the following designated program cities: Birmingham, Huntsville, Mobile, or Montgomery. Aside from the Internship Practicum course (NTR 589), all coursework is offered entirely online.

Prefix	Course Title	Credits	Semester Offered
NTR 500	Communications in Nutrition	1	Summer
NTR 501	RDN Certification Review	0	Summer
NTR 589	Internship Practicum	24	Fall, Spring, Summer
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
<b>Total semester hours for Clinical Track/Dietetic Internship Courses</b>		<b>34</b>	

The CT/DI does not grant credit for prior supervised practice or graduate learning. The program is designed to be completed in three consecutive semesters for students enrolled full time, as illustrated below. The maximum amount of time allowed by the UAB Graduate School to complete a master's degree is five years.

## CLINICAL TRACK/ DIETETIC INTERNSHIP COURSE SEQUENCE

Fall Year 1		Spring Year 1		Summer Year 1	
Prefix	Credits	Prefix	Credits	Prefix	Credits
NTR 589	10	NTR 589	10	NTR 589	4
NTR 604	3	NTR 601	3	NTR 500	1
NTR 621	3	NTR 637	3	NTR 611	3
NTR 690	2			NTR 618	6
				NTR 501	0
<b>Total</b>	<b>18</b>		<b>16</b>		<b>14</b>

The DNS regularly reviews the curriculum and program. Changes to the curriculum are directed by input from our faculty, alumni, and job market demands as well as research advancements in nutrition science.

## PROGRAM CONTINGENCY REQUIREMENTS

A student admitted with a program contingency requirement (e.g. conferral of baccalaureate degree, award of DPD verification statement, removal of grade of incomplete) will be notified in writing about when the requirement must be satisfactorily completed. A student who fails to meet this requirement by the deadline is not permitted to continue taking coursework toward the degree until the requirement is satisfactorily completed. Failure to meet program contingency requirements by the specified time period may result in program dismissal.

## ESTIMATED PROGRAM TUITION AND FEES

Please note that UAB 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 DNS 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 tab, within the School of Health Professions. The estimation below is based on the **2025-2026 ACADEMIC YEAR** tuition costs that were available at the time of publication of this document.

## CLINICAL TRACK/DIETETIC INTERNSHIP

	Alabama Resident	Non-Alabama Resident
Practicum Course Credit Hours	24 credit hours	24 credit hours
Practicum Course Tuition Costs	\$628/credit hour	\$1550/credit hour
Online Course Credit Hours	24 credit hours	24 credit hours
Online Course Tuition Costs	\$723/credit hour	\$723/credit hour
NTR 501 Fee*	\$550	\$550
Additional Fees	Varies	Varies
Textbooks	Varies	Varies

<b>TOTAL</b>	<b>\$32,974</b>	<b>\$55,102</b>
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The estimated tuition expenses shown are based on all practicum and online coursework.

\*NTR 501 is the RDN Examination Review Course. This zero-credit-hour course costs a one-time fee of \$550. This fee also covers a one-year subscription to eatrightPREP®, an Academy of Nutrition and Dietetics online credentialing exam preparation tool for the registration exam for RDNs.

## 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 [Clinical Track/Dietetic Internship](#) webpage.

## FINANCIAL AID, LOANS, AND SCHOLARSHIPS

If you have questions about financial aid, loans, or scholarships, please visit the UAB [Cost & Aid webpage](#). In addition to the School of Health Professions scholarships, students are eligible to apply for the following scholarships during the spring semester:

*Carol B. Craig Endowed Scholarship*

*Rebecca L. Bradley Endowed Scholarship*

Applications for these scholarships are evaluated by a DNS scholarship committee.

## 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 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 DNS Student Handbooks outline MS in Nutrition Sciences–specific requirements. All degree-seeking students are expected to follow the MS in Nutrition Sciences requirements as well as those 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 INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for the resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Professions, the AIC is the Associate Dean for Academic and Faculty Affairs. The full text of the Academic Integrity Code is available [here](#).

### ACADEMIC ADVISOR

Shortly after a degree-seeking student in the DNS is accepted by the UAB Graduate School into a program of study, the DNS assigns the student an Academic Advisor. Depending on 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. Regardless, Academic Advisors in the DNS 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 your ally, the one you can count on to support you during your graduate studies.

It is expected that all students connect with their Academic Advisor every semester to provide updates on your academic progress and advancement toward degree completion. You and your 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 revise, when applicable, your academic plan of study, but ultimately it is up to you to take ownership and responsibility for your own course registration, academic progress, financial obligations of the program, and application for graduate degree.

### BLAZERID

Your BlazerID is automatically assigned once you complete your graduate application. If you cannot find your BlazerID in the graduate school application portal, contact your Academic Advisor for assistance. You will need to create a unique password.

### STUDENT IDENTIFICATION VERIFICATION

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

You are also required to obtain a UAB OneCard prior to supervised practice rotations. The OneCard includes the your name, department of study, and photo. In order to obtain a OneCard, you must present a photo ID to confirm identity.

In select didactic courses, you will complete assignments using technology (i.e., ProctorU, Respondus LockDown Browser) that requires you show a photo ID and/or records you completing the assignment.

## UAB EMAIL

Once you have your unique BlazerID and create your password, you will have access to all of UAB's systems – including your UAB email address. All students are expected to communicate using their UAB email address for any UAB-related matter. Please follow UAB's [Brand and Communication Toolkit](#) when creating an email signature for your UAB email address. An example of a student's email signature is provided below.

### Student's Name | Dietetic Intern & Graduate Student

MS in Nutrition Sciences, Clinical Track/Dietetic Internship

UAB | The University of Alabama at Birmingham

P: 205.555.5555 | [yourblazerid@uab.edu](mailto:yourblazerid@uab.edu)

Pronouns: she, her, hers, he, him, his, they, them, theirs (optional)

## COURSE REGISTRATION

You must register for all courses that are included in your program. 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 can be found on the [Academic Calendar](#).

Policies about tuition and fees, student account 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. Throughout the graduate program of study, your status in the program is critically evaluated in terms of your academic progress and productivity toward degree completion.

## GRADUATION PLANNING SYSTEM (GPS)

You can review your degree progress online through the [Graduation Planning System](#) (GPS), which shows your satisfied requirements and those not yet satisfied for your degree. You will also find a selection of

[GPA calculators](#). 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 each course to receive a passing grade, a B average overall (3.0) is required to maintain good academic standing in the program and required by the graduate school to graduate.

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 no penalty is assessed with respect to GPA. Neither the credit hours nor the grade assignment for these courses are part of the GPA calculation.

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

## STUDENT PERFORMANCE MONITORING

The CT/DI Program Director monitors your performance in both the didactic and practicum courses on a continual basis. You'll meet with the CT/DI Program Director one-on-one each semester to review your plan of study, supervised practice evaluations, and work portfolio. In addition, the CT/DI Program Director supports you as you create, implement, evaluate, and monitor a strategic plan for improvement that includes personal goals and objectives.

## REMEDIATION/ RETENTION PROCEDURES

Remedial instruction, such as in-person and online tutoring, is available to all students through the University Writing Center and the Office for Student Recruitment, Engagement, and Success. The CT/DI Program Director will address student deficiencies identified in supervised practice rotations through the coordination of additional guidance and opportunities to promote improvement. Students demonstrating minimal chance of success in completing the program will be counseled by the CT/DI Program Director to identify career paths that are appropriate to the student's ability.

## 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 CT/DI 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.

## PROGRAM WITHDRAWAL POLICY

A student may withdraw from the CT/DI program at any time and for any reason by submitting written notification to the CT/DI Program Director. The student must also withdraw from courses through the UAB registration system via the Student Resources tab in BlazerNET. Re-entry into the program the same year of withdrawal is not permitted; however, the student may complete the application process for consideration of future admission. All program fees paid are non-refundable.

## ADDITIONAL ACADEMIC PROGRESS POLICIES

Policies about temporary grade notations, academic standing, repeated courses, grade replacement, grade changes, and time limitations can be found in the [Graduate Catalog](#).

Students dismissed for failure to make satisfactory academic progress may appeal following the *SHP Policy for Dismissal for Failure to Make Satisfactory Academic Progress* linked [HERE](#).

## DIMENSIONS OF PROFESSIONALISM

The following policies describe dimensions of professionalism and are expected to be followed during the time enrolled in the program. The dimensions of professionalism policies include the policies below, including cell phone use, dress code, professional communication, program attendance, patient confidentiality, and the code of ethics for the nutrition and dietetics profession. Failure to abide by the following policies will result in Disciplinary Action (please see the Disciplinary Action section below for more information).

### 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.

### 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.
- Clothing with slogans or advertisement are not allowed.
- 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) are not to be worn inside facilities.
- Caps or hats are not allowed.
- 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 two per hand (not to extend above the knuckle).
  - Earrings: no more than two pair may be worn. Earrings must 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 is not allowed to be worn in food production areas.
- Hair must be neat and clean.
- Identification badges must be worn at all times during rotations and visible at the collar/shoulder level.
- Miscellaneous: Gum chewing is not allowed during rotations, makeup must 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, and sweatpants/sweatshirts.

## PROFESSIONAL COMMUNICATION

### Elements of In-Person Professional Communication

- Respectful Interaction: Address all individuals courteously, avoid interrupting or dismissive behavior.
- Respect the privacy of conversations and sensitive information shared during meetings.
- Conflict Resolution: Address disagreements with preceptors professionally by seeking to understand differing viewpoints and, if necessary, communicate concerns to the Program Director.
- Tone and Language: Maintain a respectful and formal tone.

### Elements of Email Professional Communication

- Response Time: You are expected to respond to professional emails within 24 hours during business days or notify the sender if more time is needed.
- Proofreading: Review emails for spelling, grammar, and clarity before sending.
- Subject Line: Include a clear, concise subject line summarizing the purpose of the email.
- Following instructions from emails provided from the program and preceptors.
- Professional Email Address: Use your UAB email address when communicating for all program related matters.
- Use appropriate and professional salutations and signoffs.

## PROGRAM ATTENDANCE

The CT/DI observes the student breaks and holidays posted in the [UAB Academic Calendar](#). The following policies and procedures relate to student attendance in the program. Students who may need absence-related accommodations for qualified disabilities under the Americans with Disabilities Act should contact Disability Support Services for information on the accommodation process.

## PROGRAM ORIENTATION AND MEETINGS

A mandatory program orientation for new students enrolled in the CT/DI is held on the UAB campus in Birmingham, Alabama, one week prior to the start of fall semester. Students are responsible for transportation and lodging during the program orientation.

Students are expected to attend meetings of their local district dietetic association (e.g., Birmingham, Mobile/Eastern Shore, Montgomery, and North Alabama), and attendance at the Alabama Dietetic Association Annual Meeting is encouraged, when possible. Students are responsible for any registration fees, as well as transportation and lodging. Requests to attend additional seminars/meetings are to be submitted to the CT/DI Program Director. Each request will be considered on an individual basis. Consideration will be given to educational benefit and time availability.

Students are required to attend internship meetings throughout the program year either on the UAB campus or virtually using Zoom. At least once a semester, distance students will be required to come to the UAB campus to attend an internship meeting in person. During these meetings, students will complete simulation and role-playing activities, attend guest lectures, present case studies, and reflect on supervised practice experiences.

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

## COMMUNITY SERVICE

During the program, interns are required to participate in at least 16 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 internship. 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 nutrition-related community events such as District Dietetic Association activities, public health programs, etc.

## ABSENCES

In addition to the School of Health Professions attendance policy which defines excused and unexcused absences, students are required 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 required 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 required to call or email the appropriate supervisor (i.e., preceptor, course director, 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 days are intended to provide a reprieve during times of illness. **You 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 be documented through a physician signed statement of medical clearance that you submit to the Program Director.

## PERSONAL DAYS

You can use up to two personal days during the program and receiving approval by the Program Director and preceptor from the supervised site that you are scheduled for during the time you want to take your personal days. First request from the program director the dates you would like to use your personal days, at least two weeks prior to the desired date. After the Program Director has approved your request, then receive approval from you preceptor. Personal days must be logged in eValue and should not be used on consecutive days within the same rotation or during SPE. All rotation-related competencies must be met during the rotation in which the personal day is used.

## PATIENT CONFIDENTIALITY POLICY

Patient information is considered confidential. This includes both 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, in the cafeteria, in the halls, restrooms, or other public places.
- DO NOT post any patient information or photos on social media.

## CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION

Students are expected to adhere to the Code of Ethics for the Nutrition and Dietetics Profession established by the Academy of Nutrition and Dietetics, not UAB, and its credentialing agency the Commission on Dietetic Registration (CDR). Prior to beginning supervised practice, you must review and abide by the Code of Ethics outlined below. Please bookmark the Code of Ethics [for the Academy of Nutrition Dietetics](#) on your personal computer for easy access, which can be found [here](#).

### 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 and 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.

## **CLINICAL TRACK/DIETETIC INTERNSHIP DISCIPLINARY ACTION PROCESS**

Failure to comply with the above dimensions of professionalism will result in disciplinary action. The program uses a progressive disciplinary process to address violations. The following is a summary of our progressive disciplinary process:

1. **First written warning:** Following an alleged first offense, the Program Director will meet with the student to discuss the offense. If the offense still applies, the Program Director will provide written notice of the first violation to the student, which will become a part of the student's DEP record. The timeframe for correction will be determined by the Program Director in consultation with the student.
2. **Second written warning:** If the first offense is not corrected in the determined time frame, or if a second offense occurs, then the Program Director will again meet with the student to discuss the allegation. If the offense still applies, the Program Director will provide written notice of the

second violation to the student, which will become a part of the student's DEP record. The timeframe for correction will be determined by the Program Director in consultation with the student.

3. **Program Dismissal:** If the second offense is not corrected in the determined time frame, or if a third offense occurs, then dismissal from the program may occur. The dismissal process will include a meeting with the Program Director and Vice Chair of the Department of Nutrition Sciences before a final decision is rendered. Students may appeal following the [School of Health Professions Procedure for Appeal of Dismissal](#). Students who are dismissed from the program are not eligible for re-admission at a later date.

## 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 process. 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.
3. If the grievance is with the Program Director, submit documentation to the Vice Chair of the Department of Nutrition Sciences. Their contact information can be found on the last page.
4. If at this point the issue is not resolved, documentation of the problem and grievance process will be submitted to the School of Health Professions Associate Dean for Academic and Faculty Affairs or designee for review. The contact information for the School of Health Professions Associate Dean for Academic and Faculty Affairs can be found on the last page.
5. Grievances involving Title IX or Disability Support Services should begin with the respective office.



## 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. For instructions on filing a complaint to ACEND, review the [ACEND Policy and Procedure Manual](#).

## 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 1,000 hours of supervised practice experiences in a professional work setting. The CT/DI partners with more than 60 facilities and 160 professionals 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.

### ASSIGNMENT OF ROTATIONS

Prior to beginning the program year, the CT/DI Program Director and/or Dietetics Practice Coordinator establish a rotation schedule for each student taking into consideration ACEND requirements for supervised practice, preceptor/site availability, and student interests. The program maintains the right to make changes to the rotation schedule when necessary. Only in very rare circumstances, students can request a change in their rotation schedule when extenuating circumstances (e.g., offensive interactions with preceptor, unsafe work environment) are affecting the student's ability to attend or complete the rotation. The CT/DI Program Director will evaluate schedule change requests and determine if the student should either be reassigned to a new rotation or be required to attend/complete the scheduled rotation.

### TRANSPORTATION AND PARKING

Students must have reliable transportation while enrolled in the program. Students are liable for their safety and the safety of their passengers when travelling to and from assigned rotations. If you have your own mode of transportation that requires on-site parking, then you must receive instruction from your preceptor about where to park during supervised practice rotations. The student must contact their preceptor and receive this information before the first day of their rotation with that

preceptor. When attending program activities on the UAB campus, 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.

## COVID-19 POLICIES AND PROCEDURES

Students completing supervised practice experiences must comply with all policies and procedures issued by the University, program, and supervised practice site.

At this time, the COVID-19 vaccine is not required for students in the program. However, rotation sites may require students to be fully vaccinated prior to attending rotations. **Students who choose not to receive the COVID-19 vaccine may experience a delayed graduation date due to rotation site limitations.**

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

- Use of [personal protective equipment \(PPE\)](#) as defined by the supervised practice site. If the site requires the student to wear PPE that is not provided, the student must provide their own PPE. This includes, but is not limited to, face masks.
- Proper and frequent [handwashing practices](#).

Failure to comply with all policies and procedures issued by the University, program, and supervised practice site will result in immediate suspension from supervised practice rotations and/or disciplinary action. Persistent failure or willful disregard for health and safety protocols by any student will result in consequences consistent with UAB's discipline policies for [students](#).

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

## eVALUE

Students and preceptors will use eValue, an online healthcare education management system, to track hours (supervised practice and volunteer hours and sick days) and complete evaluations at the end of each rotation. The CT/DI Program Director creates accounts for each student in eValue and has access to all time tracking and evaluation data for both students and preceptors. Students who need assistance with eValue should contact the Program Director.

## 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 must attend all site-specific rotation orientations and submit all required paperwork in a timely manner to the Program Director or 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 require a schedule reassignment that can result in slowing progress in the program.

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

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

## **SUPERVISED PRACTICE DOCUMENTATION**

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

## **SUPERVISED PRACTICE EXPERIENCE (SPE) ROTATION**

Students in the CT/DI conclude their supervised practice experiences with a Staff Practice Experience (SPE) rotation. During this rotation, students complete a minimum of 160 hours working with a registered dietitian nutritionist (RDN) with minimal supervision.

Students submit their site preferences for SPE rotations during spring semester. Students are encouraged to choose from the sites included on their rotation schedule. SPE rotation assignments are based on preceptor availability and student performance. Students interested in completing their SPE

rotation at an unaffiliated site must submit a request to the CT/DI Program Director by the second week of spring semester. The CT/DI Program Director reserves the right to approve or disapprove any requested rotations. A fully executed affiliation agreement is required at the site where the student will complete their SPE rotation. The Dietetics Practice Coordinator will make every effort possible to facilitate securing the affiliation agreement. However, if an affiliation agreement is not fully executed by the time the student is set to begin their SPE rotation, the Dietetics Practice Coordinator will work with the student to identify a new rotation site with an existing affiliation agreement which may delay their program completion.

### **STIPENDS**

Students selected to complete the Staff Practice Experience (SPE) rotation with the following rotation sites may, if funds are available, receive a stipend paid by the Department of Nutrition Sciences: UAB Hospital, UAB 1917 Clinic and Jasper House. Payment to the students will be made at the end of the SPE rotation. Only students assigned to supervised practice rotations in the UAB Hospital Department of Food and Nutrition Services are eligible for the UAB Hospital stipend.

## **ADDITIONAL CLINICAL TRACK/DIETETIC INTERNSHIP POLICIES AND PROCEDURES**

### **STUDENT RECORDS**

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

### **STUDENT EMPLOYMENT**

Due to the accelerated nature of the program, students are strongly discouraged from working while enrolled in the CT/DI.

### **ADDRESS AND PHONE NUMBER CHANGES**

Students are to inform the CT/DI 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.

## INCLEMENT WEATHER/EMERGENCIES

Students must stay 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 must 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 must coordinate with the Program Director and/or Dietetics Practice Coordinator to reschedule the missed activities.

## REQUIRED CERTIFICATIONS AND MEMBERSHIPS

Prior to beginning supervised practice rotations, students must complete the following trainings. 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 in the Academy of Nutrition and Dietetics while enrolled in the program.**

## CLINICAL TRACK/DIETETIC INTERNSHIP AWARDS

Students enrolled in the CT/DI are eligible to be considered for the following awards:

### ***Outstanding Dietetic Student***

Criteria for selection of the Outstanding Dietetic Student:

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

### ***Elizabeth Neige Todhunter Award***

Criteria for selection of Elizabeth Neige Todhunter awardees:

1. Student has demonstrated outstanding ability, interest and potential in education.
  - a. Student has shown interest in continuing his/her own education and in keeping up with current advancements of his/her profession.

- b. Student has demonstrated skill in the education of employees, using his/her initiative and imagination to teach in order that employees may function more efficiently.
- c. Student has demonstrated skill in educating patients to accept and live with dietary restrictions as well as to become familiar with the principles of good nutrition.
- d. Student has shown interest in making the public and other professional people aware of the dietitian's role as a member of the health team.
- 2. Student has shown outstanding interest in research.
  - a. Student has shown interest in keeping abreast of research in the field of nutrition and possesses an inquiring hand, contributing as he/she is able.
  - b. Student has applied the principles of research to the solution of everyday problems.
- 3. Student has shown outstanding interest in, and knowledge of, nutrition.
  - a. Student is an example of good nutrition.

Student is knowledgeable in the principles of normal and therapeutic nutrition and possesses skill in the application of these principles.

## THE GRADUATE SCHOOL'S OFFICE OF INTERDISCIPLINARY GRADUATE AND PROFESSIONAL STUDIES (IGPS)

Through its Office of Interdisciplinary Graduate and Professional Studies, the Graduate School offers courses, workshops, and seminars designed to help graduate students develop 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 Office of Interdisciplinary Graduate and Professional Studies [website](#).

### 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; when applicable, completion of elective courses as recommended by the Program Director and/or Academic Advisor
3. Submission of Application for Graduate Degree (visit this [webpage](#) for submission deadlines)
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.

## **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 from the program proposal that was submitted by UAB through the approval process. Students' majors are reflected on their transcripts. For more information, please see the [Graduate Catalog](#).

## **PROGRAM COMPLETION REQUIREMENTS AND AWARD OF VERIFICATION STATEMENT**

Students must have an overall program grade point average of 3.0, earn a grade of C or better in all didactic courses, and earn a grade of "pass" for 24 credit hours of supervised practice (NTR 589: Internship Practicum) to be awarded the MS in Nutrition Sciences degree. Program graduates are issued a signed verification statement by the Program Director upon completion of the MS in Nutrition Sciences degree with an overall GPA of 3.0 or higher, achievement of all ACEND competencies, and completion of a minimum of 1000 hours of supervised practice experience. The maximum time allowed for completion of the program is five years.

## **ADDITIONAL INFORMATION**

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