

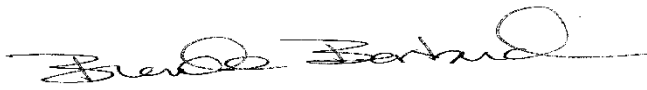
***Nutrition Sciences***  
***MS in Nutrition Sciences—Research Track***

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**2024-2025**  
**STUDENT HANDBOOK**



**UAB SCHOOL OF HEALTH PROFESSIONS**  
***NUTRITION SCIENCES***  
***MS IN NUTRITION SCIENCES***  
***RESEARCH TRACK***  
**2024-2025 ACADEMIC HANDBOOK**



05/02/2024

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Brenda Bertrand, PhD, RDN  
Master's Program Director

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Date



05/02/2024

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Barbara Gower, PhD, Chair  
Department of Nutrition Sciences

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Date



08/01/2024

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Andrew Butler, Dean  
School of Health Professions

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

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

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

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

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

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

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

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

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

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



Andrew J. Butler, PhD, FAPTA

## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

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

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

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

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

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

SHP is proud of many accomplishments including:

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

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



## SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION

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

**Jennifer Christy, PhD, Assistant Dean for Faculty Affairs**

(205) 934-5903; [jbraswel@uab.edu](mailto:jbraswel@uab.edu)

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

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

**Melanie Hart, PhD, Associate Dean for Academic and Faculty Affairs**

(205) 934-7528; [mhart2@uab.edu](mailto:mhart2@uab.edu)

**Kevin Storr, Director of Communications**

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

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

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

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

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

## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the [UAB Academic Calendar](#).

### 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 the Student Services and Advising unit, which is housed in the School of Health Professions Building (SHPB) 230 suite of offices, near the elevators on the 2<sup>nd</sup> floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisors is listed below.

Andrea Bennett, Academic Advisor III, (205) 996-1689; [arbennett@uab.edu](mailto:arbennett@uab.edu)

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

Chris Smith, Academic Advisor III, (205) 934-5974; [cjsmith1@uab.edu](mailto:cjsmith1@uab.edu)

Adam Pinson, Academic Advisor III, (205) 996-6789; [apinson@uab.edu](mailto:apinson@uab.edu)

Graduate student advising is provided through the SHP graduate programs.

### AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and 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.

### 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.

## 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.

## BACKGROUND CHECK

Students in SHP programs are required by policy to undergo a background check 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 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 are provided to students by their programs.

**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 student's account.**

- **The initial background check must be completed prior to the first day of class.**
- **Subsequent background checks must be completed prior to the first day of the semester of a fieldwork placement (clinical, internship, practicum, residency, etc.).**

## 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** 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. Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information, and announcements. Do not forward your 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.

## DRUG SCREEN

Students in SHP programs are required by policy to undergo a 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 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 drug screens are provided to students by their programs.

**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.**

- The initial background check must be completed prior to the first day of class.
- Subsequent background checks must be completed prior to the first day of the semester of a fieldwork placement (clinical, internship, practicum, residency, etc.).

## 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>

## 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](#). 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](#). Compliance with the training requirement is monitored monthly.

## 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 [HIPAA](#). Compliance with the training requirement is monitored monthly.

## HONOR SOCIETIES

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

- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

## IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty, and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and



students in clinical & non-clinical programs, provide proof of immunization against certain diseases: [Student Immunizations](#).

## **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**

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. [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. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

## **LIBRARIES AND LEARNING RESOURCE CENTER**

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. 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)

## **NON-ACADEMIC MISCONDUCT POLICY**

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**

If you have questions or need assistance with an academic or administrative process, the UAB One Stop is where to go! Advisors will help you solve your problem or do the legwork for you if another UAB resource is needed. 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](https://www.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.

For more information: [UAB School of Health Professions Student Awards and Scholarships](#). Please refer to the program section of this handbook for awards available to students in individual programs.

## SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and, selects awardees.

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

*The Carol E. Medders Endowed Scholarship in Health Professions* was established by Carol Medders, former Director of Admissions for the School of Health Professions Student Services. Applicants must be currently enrolled in a full-time, degree-granting program in the School of Health Professions and should demonstrate academic excellence and financial need. The award recipient should be enrolled in a program that has a competitive application process and academic course load that prohibits them from holding full-time employment. This scholarship is awarded for the Spring Semester.

The *Ethel M. and Jesse D. Smith Endowed Nursing and Allied Health Scholarship* is an endowment that provides scholarships for both the School of Health Professions and School of Nursing. Applicants must be enrolled in a School of Health Professions undergraduate program and be a resident of the state of Alabama. Applicants should demonstrate academic excellence and financial need. This scholarship is awarded in the Fall.

The *Lettie Pate Whitehead Foundation* provides funding for scholarships focused on the foundation's founding mission—to provide financial assistance to women who express financial need in nine southeastern states. At the University of Alabama at Birmingham, Lettie Pate Whitehead Scholarships are awarded to women who, in addition to financial need, have an interest in pursuing studies in nursing or other health-related professions. Both undergraduate and graduate students within the Schools of Nursing and Health Professions are eligible. This scholarship is awarded each semester.

The *Dr. Edward D. and Sandra Dunning Huechtker Endowed Memorial Award* provides assistance to deserving students in need of financial support to continue in the pursuit of their goal of a career in the health professions. This award is open to undergraduate and graduate students enrolled in one of the School of Health Professions majors. Applicants should demonstrate academic excellence and financial need. This scholarship is awarded in the Spring Semester.

The *School of Health Professions Junior Advisory Board Endowed Scholarship* was established to provide financial awards assisting students with the completion of professional licensure and certification exams necessary to practice in their fields and/or the costs associated with professional development and job preparation. This scholarship is awarded in the Spring semester.

For more information: [UAB School of Health Professions Student Awards and Scholarships](#). Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please refer to the program section of this handbook for more information.

## SHARED VALUES

Collaboration, integrity, respect, and excellence are core values of our institution and affirm what it means to be a UAB community member. A key foundation of UAB is diversity. At UAB, everybody counts every day. UAB is committed to fostering a respectful, accessible and open campus environment. We value every member of our campus and the richly different perspectives, characteristics and life experiences that contribute to UAB's unique environment. UAB values and cultivates access, engagement and opportunity in our research, learning, clinical, and work environments. The School of Health Professions aims to create an open and welcoming environment and to support the success of all UAB community members.

## SOCIAL MEDIA

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

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

For more information: [UAB Social Media Guidelines](#).

## 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 for UAB's Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy; UAB's Equal Opportunity and Discriminatory Harassment Policy; and the Duty to Report and Non-Retaliation Policy. For more information: [UAB Title IX](#).

## 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
- WBHM Radio (90.3 FM)

### **WITHDRAWAL FROM COURSE / PROGRAM**

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School of Health Professions are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. For more information: [UAB Add/Drop and Withdrawal Policy](#).

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### BACKGROUND CHECK AND DRUG SCREEN POLICY

With the exceptions noted below, students admitted to clinical and non-clinical programs in the School of Health Professions (SHP) will complete a routine criminal background check and drug screen using the approved vendor ([CastleBranch](#)). These screenings should be completed prior the first term of enrollment. Subsequent routine criminal background checks and drug screens using the approved school vendor will be completed prior to fieldwork placement (clinical, internship, practicum, residency, etc.).

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.

- 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 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 Assistant 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>.

## **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](#)

# UAB POLICIES

## ACADEMIC PROGRESS

[GRADUATE](#)

[UNDERGRADUATE](#)

## HEALTH

[IMMUNIZATIONS](#)

[NEEDLE STICKS AND EXPOSURES](#)

## INCLUSIVENESS

[EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

## POLICE AND PUBLIC SAFETY

[CAMPUS SAFETY](#)

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## 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](#)

## 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 single, multi-professional department that is highly integrated into UAB’s campus. This provides an ideal academic setting for excellence in nutrition education and training. The DNS has long-standing research programs in nutrient metabolism, cancer, obesity, and energy metabolism and regulation, which encompass both clinical and human nutrition as well as basic molecular nutrition. Local students have the opportunity to participate in 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 Precision Nutrition 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

The diversity inherent in the field of nutrition sciences is reflected in our faculty, staff, and students. To learn more about 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 (CEDHARS), 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
<b>Total semester hours for core courses</b>		<b>14</b>	

\*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

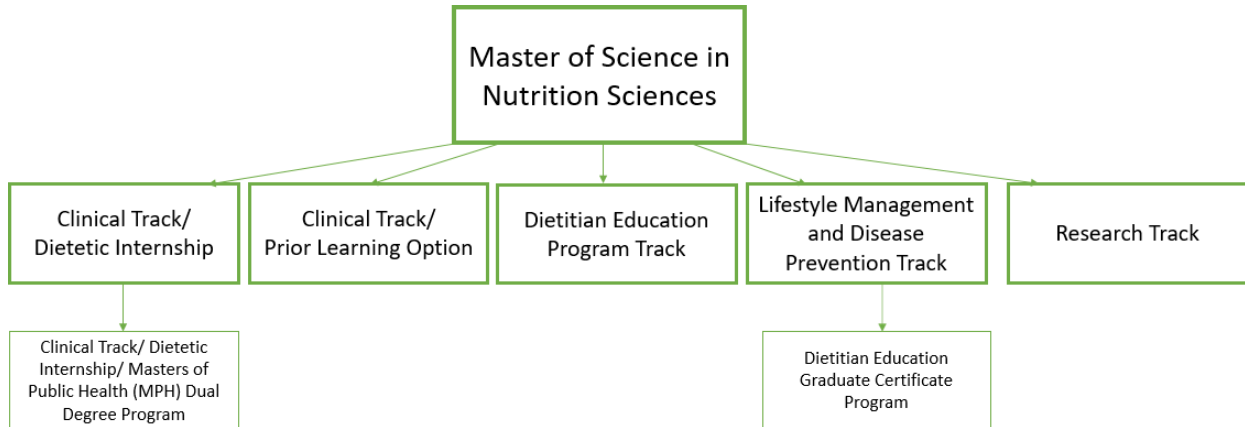
Records-Based Research

Research and HIPAA Privacy Protections

A Research Track student will be required to complete all 18 modules (this is a UAB requirement to be on any IRB protocol).

## 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 – RESEARCH TRACK

The UAB Graduate School designates the Research track (RT) as a Plan I program, which means that there is a thesis requirement to complete this degree. The RT requires the completion of the following in good academic standing:

- 37 semester hours of graduate work, comprising 14 semester hours of core courses and 23 semester hours of RT courses
- The presentation of an acceptable thesis embodying the results of original research work
- A minimum of one semester in candidacy as 6 semester hours of Thesis Research (NTR 699)

The MS in Nutrition Sciences RT program emphasizes the science of nutrition from a variety of perspectives, as demonstrated by the program coursework and research training of students. The core curriculum requirements are required courses that provide the basic knowledge expected of all students in the MS in Nutrition Sciences program. Seminar courses (NTR 690, NTR 788) are designed to broaden your knowledge within and beyond your interest area and provide opportunities for you to practice critically evaluating scientific research literature. Research courses (NTR 733, NTR 698, NTR 699) are designed to allow you to practice your research skills. Most of the coursework is offered entirely online.

### RESEARCH TRACK–SPECIFIC REQUIREMENTS

Beyond the core course requirements, 23 semester hours of courses are specific to the RT, as listed below.

Prefix	Course Title	Credits	Semester Offered
NTR 623	Applied Statistics to Nutrition Sciences II	3	Spring
NTR 636*	Scientific Methods	3	Spring
NTR 733	Laboratory Instruments and Methods in Nutrition Research	1	Fall, Spring, Summer
NTR 788	Advanced Nutrition Seminar	2	Fall, Spring
NTR 698	Master’s Level Non-Thesis Research	2	Fall, Spring, Summer
NTR 699	Master’s Level Thesis Research	6	Fall, Spring, Summer
GRD 717	Principles of Scientific Integrity	3	Fall, Spring
	Approved Elective	3	Fall, Spring, Summer
<b>Total semester hours for RT courses</b>		<b>23</b>	

\*Denotes online coursework

Research rotations are an integral component of the first semester (NTR 733). Most students will work in 2–4 research rotations to have first-hand experiences in conducting basic, clinical, or community research. Each research rotation generally lasts 3–4 weeks. You should discuss your research rotation plans and progress with the Program Director, who will also serve as your Academic Advisor.

Rotations provide students the opportunity to identify a specific area of research interest. By the end of your first semester, you should have identified a Research Mentor and your area of research interest.

The RT is designed to be completed in five consecutive semesters, as illustrated below. Your plan of study may differ from that proposed based on your academic and research progress. The maximum amount of time allowed by the UAB Graduate School to complete an MS degree is five years.

### RT SUGGESTED COURSE SEQUENCE

Fall Year 1		Spring Year 1		Summer Year 1	
Prefix	Credits	Prefix	Credits	Prefix	Credits
NTR 621	3	NTR 623	3	NTR 618	6
NTR 690	2	NTR 637	3	NTR 698	1
NTR 733	1	NTR 698	1		
GRD 717	3				
<b>Total</b>	<b>9</b>		<b>7</b>		<b>7</b>

Fall Year 2		Spring Year 2	
NTR 623	3	Elective	3
NTR 699	3	NTR 699	3
NTR 788	1	NTR 788	1
<b>Total</b>	<b>7</b>		<b>7</b>

### APPROVED ELECTIVES

Other courses may be approved as electives by the MS in Nutrition Sciences Program Director.

Prefix	Course Title	Credits	Term	Years Taught
NTR 604*	Principles and Practice of Nutrition Support	3	Fall	Every
NTR 609*	Applied Nutrition for Physical Activity and Disease Prevention	3	Fall	Every
NTR 631*	Community Interventions for Healthy Lifestyles	3	Spring	Every
NTR 632*	Nutrition Counseling and Education	4	Fall	Every
NTR 601*	Advanced Medical Nutrition	3	Spring	Every
NTR 666	Nutrition, Mindfulness, and Wellness	3	Spring	Every
NTR 750	Body Composition and Energy Metabolism	3	Summer	Even
NTR 769*	Race, Nutrition, and Health	3	Spring	Even
NTR 779*	Obesity in the 21 <sup>st</sup> Century	3	Spring	Odd

\*Denotes online coursework

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.

## 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 **2023–2024 ACADEMIC YEAR** tuition costs that were available at the time of publication of this document.

### RESEARCH TRACK

	Alabama Resident	Non-Alabama Resident
Online Course Credit Hours	20 credit hours	20 credit hours
Online Course Tuition Cost	\$682/credit hour	\$682/credit hour
In-Person Course Credit Hours*	14 credit hours	14 credit hours
In-Person Course Tuition Cost	\$595/credit hour	\$1461/credit hour
GRD 717 Tuition Cost	\$468/credit hour	\$1142/credit hour
Other Fees	TBD	TBD
Textbooks	TBD	TBD
<b>TOTAL</b>	<b>\$23,374</b>	<b>\$37,520</b>

\*The estimated tuition expenses shown are based on the recommended course sequence. In addition to varying by academic year, tuition costs may vary based on elective course chosen, additional coursework completed, or other factors.

### 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 tabs on the [Research track webpage](#).

### FINANCIAL AID, LOANS, AND SCHOLARSHIPS

If you have questions about financial aid, loans, or scholarships, please visit the UAB [Cost & Aid webpage](#). The DNS does not have internal scholarships for this degree program.

### TEXTBOOKS

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

## GETTING STARTED

The **UAB 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 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. Your Academic Advisor is the MS in Nutrition Sciences Program Director. Your Academic Advisor is here to support you as your progress through your graduate studies and they 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 your success during your graduate studies.

It is expected that all students connect with their Academic Advisor every semester to update them on their academic progress and advancement toward degree completion. The student and Academic Advisor can work together to determine if these updates are best achieved through emails, phone calls, virtual meetings, or in-person meetings. You are expected to work with your Academic Advisor to establish and 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 to you 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.

## UAB EMAIL

Once you have your unique BlazerID and create your password, you will have access to all 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.

## COURSE REGISTRATION

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

## RESEARCH REQUIREMENTS

### GRADUATE STUDY COMMITTEE

You are required to have a Graduate Study Committee to guide your research progress. The committee is chaired by your Academic Advisor (in the RT, the Program Director serves as your Academic Advisor) or Research Mentor. Your Graduate Study Committee must comprise at least three graduate faculty members, each of whom must have credentials equal to or exceeding that of the degree that you are pursuing, and at least two members must be in the DNS. Graduate Study Committee members must have been approved by the Graduate School Dean for graduate faculty status and should be able to contribute relevant insight and expertise to guide your research project. In addition, one Graduate Study Committee member should be from outside of your graduate specialization. Your Graduate Study Committee will also serve as your Thesis Committee. Before applying for Admission to Candidacy, you **must** have your Thesis Committee established and approved by the Graduate School.

Recommendations for Graduate Study Committee membership are submitted by the Research Mentor and the student to the MS in Nutrition Sciences Program Director, who subsequently submits these recommendations to the Graduate School Dean. Changes to a student's committee must be submitted on the Change of Graduate Study Committee form available on the [Graduate School Forms webpage](#). Graduate faculty appointees and instructions for requesting new appointments are available on the [Graduate School Faculty & Staff webpage](#). New graduate faculty appointments should be requested by the department and approved by the Graduate School Dean prior to being listed as a member of a student's committee on the recommendation form. Graduate faculty status definitions are available at on the [Definitions of Faculty Categories webpage](#).

## ADMISSION INTO DEGREE CANDIDACY (PLAN I)

Admission to candidacy is a formal step acknowledging that you have been performing well and are likely to complete the degree. Candidacy admission is recommended by your Graduate Study Committee and approved by the MS in Nutrition Sciences Program Director and the Graduate School Dean. Admission to candidacy should occur when you have obtained an adequate background and have provided your committee with an acceptable proposal for thesis research. You must be in good academic standing to be eligible for admission to candidacy, and admission must take place no later than one semester before you expect to graduate. The MS in Nutrition Sciences Thesis Proposal Application, available from the MS in Nutrition Sciences Program Director, outlines the admission to candidacy requirements.

As part of your candidacy application, you must verify the Responsible Conduct of Research (RCR) online/in-person training. In addition, IRB/IACUC notices of approval [exemption] must also be attached to your candidacy application. If you are not the Principal Investigator, but instead covered under an existing protocol, then you must also attach the personnel eForm that lists you as **current**, approved personnel on the indicated protocol.

The Candidacy Application is available on the [Graduate School Forms webpage](#). All UAB students who are engaged in research must complete the applicable Responsible Conduct in Research requirements.

You must be admitted to candidacy before you can register for thesis research hours (NTR 699).

## UAB OFFICE OF INSTITUTIONAL REVIEW BOARD (IRB) AND INSTITUTIONAL ANIMAL USE AND CARE COMMITTEE (IACUC) APPROVAL

If your research involves human or animal subjects, approval from the UAB Office of Institutional Review Board (IRB) or Institutional Animal Use and Care Committee (IACUC) must be documented before admission to candidacy can be approved. IRB/IACUC approvals must be kept current throughout the research project. Refer to [IRB Personnel eForm - Guidance Materials and Updates](#) for guidance on how you can be added to an existing protocol (if applicable). The IACUC form must display the appropriate research protocol number.

## THE THESIS

Your thesis should present the results of your original research and your interpretation of those results. The document should also demonstrate your acquaintance with the literature of the field and the proper selection and execution of research methodology. The MS in Nutrition Sciences Thesis Defense Guidelines, available from the MS in Nutrition Sciences Program Director, outline the thesis defense requirements. For a checklist of logistical items, see the Graduate School [Thesis and Dissertation Timeline](#).

The final approved version of your thesis must be submitted as a single document for final review no later than two weeks (10 business days) following the public defense. You must submit the Approval Form, signed by each member of your Thesis Committee (also referred to as the Graduate Study



Committee) and the MS in Nutrition Sciences Program Director. Signatures of Thesis Committee members and the Program Director on the approval form indicate their assurance that they have examined the document and have found that it is of professional quality from all standpoints, including writing quality, technical correctness, and professional competency, and that the document conforms to acceptable standards of scholarly presentation. The Graduate School then reviews your thesis to ensure that the final version meets the standards required of a permanent, published document and for adherence to the requirements stated in the [UAB Format Manual for Theses and Dissertations](#).

You will submit the UAB Publication Agreement form online. See the [Thesis/Dissertation Submission Checklist](#) for additional information concerning completing the final steps of the publication process.

If, in the opinion of more than one member of your Thesis Committee, you have failed your thesis defense, this means that there is no consensus to pass. The Program Director will notify you in writing that the thesis fails to meet the requirements of the program and will share the reason(s) for failure. If you resubmit your thesis with the committee member comments addressed or submit a new thesis for consideration to the graduate program, at least two members of the new examining committee will be drawn from the original committee. If the modified or new thesis also fails to meet the requirements of the program, you will be dismissed from the graduate program.

If only one of the three committee members dissent, that individual must submit a letter outlining the reasons for their dissent to the Program Director. You may then prepare a rebuttal statement to be submitted, along with the letter of dissent, to the Program Director for Advisory Committee review. The Advisory Committee can then decide to accept or reject the rebuttal statement. If the rebuttal is accepted, you will be passed on your thesis defense. If the rebuttal is rejected, the Advisory Committee can recommend potential steps to remediate the thesis and potentially also the work therein, or the committee can recommend that you be dismissed from the program.

## THE THESIS DEFENSE

The final examination is a presentation and public defense of your thesis, followed by an examination of your comprehensive knowledge of the field. The [Thesis/Dissertation Approval Form Request](#) with the time, date, and location of this examination must be submitted online to the Graduate School at least two weeks before your public defense. The thesis defense must be appropriately announced on campus, open to all interested parties, **and take place before the posted semester thesis or dissertation defense deadline.**

## 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.

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.

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

### 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](#).

## 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](#).

## DEPARTMENT GRIEVANCE POLICY

Although it is rare, issues can arise between a student and professor, preceptor, or Program Director. To ensure that concerns are addressed in an appropriate and timely manner, students should follow the program's procedure for resolving issues and document each stage of the 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 Chair of the Department of Nutrition Sciences.
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 for review.
5. If these steps do not culminate in a resolution, the student should follow the University's [Student Complaint Policy](#).

## 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
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 after receiving a program proposal. Students' majors are reflected on their transcripts. For more information, please see the [Graduate Catalog](#).

## ADDITIONAL INFORMATION

Please contact us for additional information about the DNS graduate programs.

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