

Nutrition Sciences

Graduate Certificate in Nutrition for Community Health

2024-2025 STUDENT HANDBOOK



UAB SCHOOL OF HEALTH PROFESSIONS
NUTRITION SCIENCES

GRADUATE CERTIFICATE IN NUTRITION FOR COMMUNITY HEALTH
2024-2025 ACADEMIC HANDBOOK



04/13/2023

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Certificate Program Director

Date



04/13/2023

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Date



08/01/2024

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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

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

(205) 996-1399; sgiordan@uab.edu

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

(205) 934-7528; mhart2@uab.edu

Kevin Storr, Director of Communications

(205) 934-4159; storr@uab.edu

Lee Test, Director of Academic and Faculty Operations

(205) 975-8034; lttest@uab.edu

Marci Willis, Director, Learning Resource Center

(205) 934-9472; mbattles@uab.edu

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR

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

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 2nd 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

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

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

Adam Pinson, Academic Advisor III, (205) 996-6789; 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. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

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

Email: uab.edu 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/.

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.

CAMPUS MAP

UAB's campus map can be found at the following: 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. 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.

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 9th Avenue South (3rd 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
- Webpage: 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. 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. 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 9th Avenue South (2nd Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: shplrc@uab.edu

Lister Hill Library of the Health Sciences

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

Location: 1700 University 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 13th 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.

PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th 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
- Facebook: www.facebook.com/UABSHP
- YouTube: www.youtube.com/uabshp
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: www.uab.edu/shp

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 9th Avenue South (3rd 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

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

Order Summary

Required Personal Information

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

Drug Test (LabCorp or Quest Diagnostics)

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

Payment Information

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

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

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

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

View Your Results

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

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](#)

[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](#)

SECTION 3 – PROGRAM POLICIES

WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES

Welcome to the Certificate in Nutrition for Community Health in the 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 24-hour room calorimetry suite for assessing energy metabolism, a facility for a dual energy x-ray absorptiometry (DEXA), bioelectrical impedance analysis (BIA) devices, exercise testing equipment, and an isotope ratio mass spectrometer equipped with a gas chromatograph for assessing stable isotope abundance.

The DNS is unique in housing two prestigious NIH-funded research centers— the Nutrition Obesity Research Center (NORC) and 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.

OVERVIEW OF UAB'S CERTIFICATE IN NUTRITION SCIENCES PROGRAM

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.

APPLICATION PROCESS

To enroll in this program, students must have at least a bachelor's degree in a field related to clinical or applied health. Students with graduate or terminal degrees in clinical and non-clinical health professions are encouraged to apply.

Admission into the Certificate in Nutrition for Community Health program must be initiated through the UAB Graduate School. Only after the Graduate School has received and reviewed all required materials will the application portfolio be forwarded to the Department of Nutrition Sciences for review, evaluation, and processing. Specific questions for the UAB Graduate School can be addressed by email at gradschool@uab.edu or by phone at 205-934-8227.

The following items are required by the Department of Nutrition Sciences and the UAB Graduate School when applying for the program:

1. Two letters of recommendation
2. Official transcripts from all colleges attended

Students must have earned an undergraduate degree or higher from a regionally accredited institution with an overall GPA of 2.5 (4.0 scale) for undergraduate degrees, or they must be current UAB undergraduate students in good standing with 60+ credit hours completed (36 of these hours must have been taken at UAB) and an overall GPA of 3.0.

Students who have completed a master's degree in any of the UAB Nutrition Sciences' master's degree offerings are not eligible to complete the graduate certificate in Nutrition for Community Health.

ADMISSION DECISIONS

Once an application is complete, it is reviewed by the Program Director and/or Program Manager and a decision is submitted through the UAB Graduate School application portal. Students will also receive a welcome email with important information. You must indicate in your UAB Graduate Application whether you accept or reject your offer.

GETTING STARTED

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

THE UAB GRADUATE CATALOG

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

In addition to the UAB Graduate Catalog, the DNS Student Handbooks outline Nutrition Sciences–specific requirements. All degree-seeking students are expected to follow the 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.

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 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.

COURSE REGISTRATION

You must register for all courses for which you wish to earn graduate credit. The UAB class schedule is accessible via [BlazerNET](#) located at www.uab.edu/blazernet. You are able to register for courses and adjust your schedule by adding and dropping courses through the end of the drop/add period, which can be found on the [Academic Calendar](#). All students are strongly encouraged to register no later than two weeks before the beginning of the semester.

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](#).

ADVISING

Students admitted to the program will be assigned an advisor. The advisor will send an email in the middle of each semester to each candidate in the program reminding them to schedule time to go over progress and course sequence. Although advising is optional, it is recommended.

ACADEMIC PROGRESS

The UAB Graduate School requires that master's degrees and certificates be completed within five years of your start date. Throughout the graduate program of study, your status in the program is critically evaluated in terms of academic progress and productivity toward completion of the certificate requirements.

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 the certificate or 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 a given course to receive a passing grade, a B average overall (3.0) is required to maintain good academic standing in the program.

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

For courses designated as pass/not pass, a grade of P (passing) signifies satisfactory work. A grade of NP (not passing) indicates unsatisfactory work, although 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, faculty mentor, 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, faculty mentor, 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](#).

CERTIFICATE PROGRAM DESCRIPTION AND COURSEWORK

The UAB DNS Graduate Certificate in Nutrition for Community Health is a fully online, four-course program designed for clinical and non-clinical health professionals who desire to further their education and training in nutrition science. The program uses innovative teaching approaches and integrates the latest research findings that demonstrate the role of nutrition in the prevention and treatment of a number of chronic disease conditions such as obesity, diabetes, cardiovascular disease, and some forms of cancer. *While there are no prerequisites or specific majors required to complete the program, a background in allied health sciences or related disciplines is recommended.* After completing the certificate, students will be prepared to design, develop, and disseminate comprehensive nutrition programs to promote lifelong health in community settings.

OBJECTIVES

1. Provide instruction in nutrition counseling, community interventions for health lifestyle, and nutritional biochemistry.
2. Develop skills in effective communication and counseling to help facilitate behavior change.
3. Develop effective communication skills needed to deliver clinical customer service information in verbal and written forms.
4. Understand the scientific basis of nutrition and products, programs, or services promoted for consumer health, wellness, and lifestyle management.

COURSEWORK

The certificate requires successful completion of 16 hours with the following required courses.

Course Prefix	Course Title	Credits	Course Sequence
NTR 632	Nutrition Counseling and Education	4	Fall
NTR 631	Community Interventions for Healthy Lifestyles	3	Spring
NTR 618	Nutritional Biochemistry	6	Summer
NTR 609	Applied Nutrition for Physical Activity and Disease	3	Fall

Students are encouraged to use the [Graduation Planning System](#) to track progress toward successful completion of academic requirements. The Graduation Planning System is also available through each student's [BlazerNet homepage](#). Students should also consult with the Program Director or Program Manager for assistance.

APPLICATION FOR DEGREE/CERTIFICATE

As you are approaching your final term, you must notify your program and the Graduate School of your intent to graduate by submitting the Application for Degree/Certificate by the appropriate deadline. This must be completed even if you do not plan to attend the commencement ceremony.

Upon submission of your application, you will receive a confirmation email with a copy of your application. In addition, a fee will be assessed to your account. This fee covers the verification of your curriculum requirements and your diploma and will only be assessed the first time you apply to graduate for that specific degree/certificate. The fee for graduate degrees is \$60, and the fee for graduate certificates is \$20.

If a student misses the application for degree deadline, their degree will not be awarded for that term. The student should apply to graduate the next open term.

Upon request, a letter of pending degree can be generated confirming the term the degree will be awarded upon successful submission of an application for degree and completion of all degree requirements.

The Graduate School has the deadlines for application for degrees and/or graduate-level certificates. Degree requirements can be found in the [Graduate Catalog](#). The Application for Degree/Certificate is accessible through [BlazerNET](#) by clicking on Links/Forms and selecting Apply for Graduate Degree/Certificate.

AWARD OF DEGREE/CERTIFICATE

Degrees are awarded after final grades are posted (check the UAB Academic Calendar for the date grades are posted online). When your degree is awarded, you can access an official transcript that includes the degree through [UAB One Stop](#).

Prior to awarding degrees, the Graduate School will send an email verifying your degree, diploma name, and diploma mailing address. You can update information by replying to that email. Diplomas will ship four to six weeks after graduation.

ADDITIONAL INFORMATION

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

Program Manager for the Education Mission

Michele Gould, MPH
(205) 934-3006
WEBB 419
mkv@uab.edu

Program Director

Eric P. Plaisance, PhD
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Birmingham, AL 35233

Mailing Address:

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Department of Nutrition Sciences
1720 2nd Avenue South, WEBB 419
Birmingham, AL 35294-3360