

***Nutrition Sciences***  
***BS in Biobehavioral Nutrition and Wellness***

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



**UAB SCHOOL OF HEALTH PROFESSIONS**  
**NUTRITION SCIENCES**  
**BS IN BIOBEHAVIORAL NUTRITION AND WELLNESS**  
**2024-2025 ACADEMIC HANDBOOK**



05/02/2024

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Date



05/02/2024

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Barbara Gower, PhD, Chair  
Department of Nutrition Sciences

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 Profession, 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](http://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](#)

[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 BS IN BIOBEHAVIORAL NUTRITION AND WELLNESS PROGRAM

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

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

Seven of the top 10 health problems in the United States are nutrition related, and Alabama’s health is among the worst in the nation, ranking as the 6<sup>th</sup> unhealthiest state and ranking 48<sup>th</sup> in cardiovascular disease, 48<sup>th</sup> in diabetes, and 46<sup>th</sup> in obesity. One of UAB’s missions and its Grand Challenge is to move Alabama out of the bottom 10 in national health rankings. This academic major is designed to meet this need by providing high-impact, experiential, and nutrition-focused education to meet existing and emerging health and wellness employment needs that will be both challenging and rewarding. Our BNW faculty and staff are dedicated to student success and have created a didactic, interactive, and enlightening learning environment that is conducive for personal and professional growth.

This student handbook contains program policies and essential information for students. Please read it and use it as a guide throughout your engagement in our BNW program.

Our faculty and staff look forward to working with you.



Douglas “Doug” R. Moellering, MS, PhD  
Program Director, Biobehavioral Nutrition and Wellness  
and Associate Professor, Department of Nutrition Sciences

## WELCOME TO THE DEPARTMENT OF NUTRITION SCIENCES

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, multidisciplinary department that is highly integrated into UAB's campus. This provides an ideal academic setting for excellence in nutrition education and training. The DNS has long-standing research programs in nutrient metabolism, cancer, obesity, and energy metabolism and regulation, which encompass both clinical and human nutrition as well as basic molecular nutrition. Local students have the opportunity to participate in basic, clinical, and translational research within our two National Institutes of Health (NIH)-funded research centers in the Department of Nutrition Sciences—the Nutrition Obesity Research Center and the Diabetes Research Center—as well as 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 Bachelor of Science in Biobehavioral Nutrition and Wellness 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 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 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 (CEDHARS), Hypertension Center, Center for Exercise Medicine, Center for Clinical and Translational Medicine, 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.

# BACHELOR OF SCIENCE (BS) IN NUTRITION SCIENCES

## BIOBEHAVIORAL NUTRITION AND WELLNESS (BNW) PROGRAM

The Biobehavioral Nutrition and Wellness (BNW) program was established at UAB in 2021. The program prepares graduates to directly address community health at multiple levels upon graduation. Graduates will be able to work as nutrition, healthcare, and wellness teachers, counselors, or providers; natural science managers; health and wellness coaches or educators; fitness and wellness coordinators; and many other positions. The program also prepares students to apply to graduate programs in nutrition sciences and other related health care fields such as UAB's [MS in Nutrition Sciences](#), [PhD in Nutrition Sciences](#), physical therapy, occupational therapy, public health, dental school, optometry school, and medical school.

## BNW GOALS

The BNW program focuses on providing students with the following:

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

## BNW VALUES AND MISSION

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

## ADMISSION

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

### ADMISSION FROM HIGH SCHOOL

Students entering from high school must:



- Have an overall GPA of 2.75 or higher on a 4.0 scale.
- Have an ACT composite score of 20 or higher.\*
- Place in or have earned credit for college-level English Composition (EH101) or higher and Pre-Calculus Algebra (MA 106) or higher.
- If accepted, complete the UAB medical history questionnaire and physical, provide proof of immunizations, and receive satisfactory screening by the UAB Medical Center Student Health Services.

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

## ADMISSION FOR TRANSFER STUDENTS AND UAB STUDENTS

Students entering from another college or university (or changing major within UAB) must:

- Have an overall GPA of 2.75 or higher on a 4.0 scale.
- Place in or have earned credit for college-level English Composition (EH101) or higher and Pre-Calculus Algebra (MA 106) or higher.
- If accepted, have a background check and drug screening, if required, prior to any practicum or lab placement.

## CORE CURRICULUM REQUIREMENTS

BNW students must complete the Blazer Core Curriculum, which is UAB's transformative new general education program. Drawing on a multi-year process of feedback and collaboration with faculty, students, administration, and community members, the new [Blazer Core Curriculum](#) has been designed to provide students with inspiring opportunities to understand and respond to the opportunities and challenges of today and the future. More information about the Blazer Core Curriculum, including transfer credit and credit awarded for Advanced Placement, International Baccalaureate, and the College Level Exam Program, can be found in the UAB Undergraduate Catalog [here](#).

### ***On Ramp (0 Credit Hours)***

### ***Local Beginnings (3 Credit Hours)***

- HRP 101: Health Related Professions: FYE (3 Credit Hours)

### ***Academic Foundations (15 Credit Hours)***

Academic Foundations: Writing (6 Credit Hours)

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

Academic Foundations: Quantitative Literacy (3 Credit Hours)

- MA 106 or higher: Mathematics – 3 hours

Academic Foundations: Reasoning (3 Credit Hours)

Academic Foundations: Communicating with the World (3 Credit Hours)

- CMST 101: Public Speaking – 3 hours

### ***Thinking Broadly (20 Credit Hours)***

Thinking Broadly: History & Meaning (3–6 Credit Hours)

Thinking Broadly: Creative Arts (3–6 Credit Hours)

Thinking Broadly: Scientific Inquiry (8 Credit Hours)

- BY 123: Introductory Biology I – 4 hours
- BY 123L: Introductory Biology Lab – 0 hour
- CH 115: General Chemistry I – 3 hours
- CH 116: General Chemistry I Lab – 1 hour
- CH 117: General Chemistry II – 3 hours
- CH 118L: General Chemistry II Lab – 1 hour
- CH 235: Organic Chemistry I – 3 hours
- CH 236: Organic Chemistry I Lab – 1 hour
- BY 261: Introduction to Microbiology – 4 hours
- BY 261: Introduction to Microbiology Lab – 0 hour
- BY 115: Human Anatomy – 4 hours
- BY 116: Introductory Human Physiology – 4 hours
- Approved Physics – 6–8 hours
- Approved Statistics: course three – 3 hours

Thinking Broadly: Humans and their Society (3–6 Credit Hours)

- PY 101: Introduction to Psychology – 3 hours
- NTR 121: Well-Being and You – 3 hours
- NTR 201: Healthy People, Healthy Planet – 3 hours
- NTR 222: Nutrition and Health – 3 hours

### ***City as a Classroom (3 Credit Hours)***

Other

- Elective – 6 hours

## **BNW CURRICULUM REQUIREMENTS**

- NTR 121: Well-Being and You – 3 hours
- NTR 201: Healthy People, Healthy Planet – 3 hours
- NTR 222: Nutrition and Health – 3 hours\*
- NTR 232: Lifecycle Nutrition – 3 hours
- NTR 300: Nutrition Communication: From Science to Consumer – 3 hours
- NTR 320: Nutrition and the Consumer – 3 hours
- NTR 330: Nutrition and Metabolism – 3 hours

- NTR 420: Nutritional Genetics – 3 hours
  - NTR 421: Nutritional Assessment and the Nutrition Care Process – 3 hours
  - NTR 433: Health Technology Systems and Nutrition Informatics – 3 hours
  - NTR 444: Nutrition and Chronic Disease – 3 hours
  - NTR 450: Translational Research in Biobehavioral and Nutrition Science – 3 hours
  - NTR 490: Senior Capstone Experience – 3 hours
- \*You are required to take NTR 222 before taking any other NTR courses above that level***

## BNW COURSE SEQUENCE

The four-year plan of study for the BNW program is outlined below.

<b>Freshman</b>			
<b>First Term</b>	<b>Hours</b>	<b>Second Term</b>	<b>Hours</b>
Academic Foundations: Writing	3	Academic Foundations: Writing	3
Local Beginnings: HRP 101 – SHP FYE	3	BY 123 Introductory Biology I	4
CH 115 General Chemistry	3	BY 123L Introductory Biology Lab	0
CH 116 General Chemistry Lab	1	NTR 201 Healthy People, Healthy Planet	3
NTR 121 Well-Being and You	3	PY 101 Introduction to Psychology	3
Academic Foundations: Quantitative Literacy	3	CH 117 General Chemistry II	3
		CH 118 General Chemistry II Lab	1
	<b>16</b>		<b>17</b>
<b>Sophomore</b>			
<b>First Term</b>	<b>Hours</b>	<b>Second Term</b>	<b>Hours</b>
CH 235 Organic Chemistry I	3	NTR 330 Nutrition and Metabolism	3
CH 236 Organic Chemistry I Lab	1	NTR 320 Nutrition and the Consumer	3
NTR 222 Nutrition and Health	3	BY 115 Human Anatomy	4
Thinking Broadly: Humans and their Society	3	Academic Foundations: Reasoning	3
Approved Human Behavior, Psychology, Sociology, or Anthropology Course*	3	Thinking Broadly: Creative Arts	3
	<b>16</b>		<b>16</b>
<b>Junior</b>			
<b>First Term</b>	<b>Hours</b>	<b>Second Term</b>	<b>Hours</b>
BY 116 Introductory Human Physiology	4	NTR 300 Nutrition Communication: From Science to Consumer	3
NTR 232 Lifecycle Nutrition	3	NTR 421 Nutritional Assessment and the Nutrition Care Process	3
Academic Foundations: Communicating with the World	3	Thinking Broadly: History & Meaning	3
Approved Statistics Course**	3	BY 261 Introduction to Microbiology	4
CHHS 141 Personal Health & Wellness	3	BY 261L Introduction to Microbiology Lab	0

	<b>16</b>		<b>13</b>
<b>Senior</b>			
<b>First Term</b>	<b>Hours</b>	<b>Second Term</b>	<b>Hours</b>
NTR 444 Nutrition and Chronic Disease	3	NTR 490 Capstone Experience in Biobehavioral Nutrition and Wellness	3
NTR 450 Translational Research in Biobehavioral and Nutrition Science	3	NTR 433 Health and Wellness in the Information Age	3
NTR 420 Nutritional Genetics	3	Thinking Broadly: History & Meaning	3
Elective or Approved Physics [4]	3-4	Elective or Approved Physics [4]	3-4
City as a Classroom	3	Elective	3
	<b>15-16</b>		<b>15-16</b>
<b>Total credit hours: 124-6</b>			

**Blazer Core Curriculum: Local Beginnings (3), Academic Foundations (15), Thinking Broadly (20), City as a Classroom (3)**

\*Approved Human Behavior, Psychology, Sociology, or Anthropology Course (3): PY 107 Psychology of Adjustment, PY 305 Medical Psychology, SW 315 Human Behavior and Social Environment, PUH 204 Social and Behavioral Determinants of Health, SOC 280 Intro to Medical Sociology, ANTH 319 Food and Culture

\*\*Choose one of the following Statistics: [HCM 360](#), [MA 180](#), [PY 216](#), or [QM 214](#) and [QM 215](#)

## NUTRITION AND DIETETICS CERTIFICATE

The Nutrition and Dietetics Certificate is an optional undergraduate certificate designed for students in the BNW program who wish to enter the workforce in nutrition and dietetics or to continue their graduate education to become a registered dietitian nutritionist (RDN). The Nutrition and Dietetics Certificate combined with the BNW program is a Didactic Program in Dietetics (DPD) accredited as a candidacy program through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students who receive the BS in BNW degree with the Nutrition and Dietetics Certificate are eligible to apply for a dietetic internship and graduate program in nutrition and wellness, leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become an RDN.

## PROGRAM ACCREDITATION

UAB's Nutrition and Dietetics Certificate Program has received candidacy accreditation from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois, 60606-6995, 800/877-1600 X 5400, [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend).

## PATHWAY TO BECOMING AN RDN

To become an RDN, an individual must pass the CDR's credentialing examination for dietitian nutritionists. Eligibility requirements for the credentialing exam include the successful completion of coursework and supervised practice in program(s) accredited by ACEND. Effective January 1, 2024, the CDR requires a minimum of a master's degree to be eligible to take the credentialing exam to become an RDN. For more information about these requirements, please visit [CDR's website](#).

There are several educational pathways to meet the CDR eligibility requirements for the credentialing exam. One option is to complete a DPD, a Dietetic Internship (DI), and a minimum of a graduate degree from a university accredited by a USDE-recognized accrediting agency. **The Nutrition and Dietetics Certificate combined with the BNW program is an ACEND-accredited DPD.** Upon successful completion of the Bachelor of Science degree and ACEND-accredited coursework, graduates are eligible to apply for an ACEND-accredited DI, coordinated program (CP), and graduate program in nutrition and dietetics (GP). For more information about educational pathways to become an RDN, visit the [ACEND information page](#).

Application processes for the above-mentioned programs may vary depending on the program type. DI, CP, and GP programs may use the Dietetics Inclusive Centralized Application Service (DICAS) to collect applications. For more information about the application process for students, visit the [ACEND website](#).

## PROFESSIONAL LICENSURE AND CERTIFICATIONS

RDNs are required to be licensed/certified in some states. Completion of the BS in BNW with the Nutrition and Dietetics Certificate does not lead to a professional certification or meet state licensure requirements to practice as an RDN. Licensure is required to practice as an RDN and provide nutrition

care services in Alabama. For more information on licensure requirements by state, visit the [CDR website](#).

## NUTRITION AND DIETETICS CERTIFICATE PROGRAM MISSION

Our mission is to prepare graduates for entry into supervised practice and graduate programs in nutrition and wellness, leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become an RDN, through a comprehensive curriculum design that promotes effective communication, innovative leadership, and application of evidence-based practices to support quality health and well-being of individuals and communities.

## PROGRAM GOALS

**Goal 1:** Prepare graduates for acceptance into a supervised practice program and/or graduate program.

Program Objectives for Goal 1:

- At least 80% of students complete program requirements within 3 years (150% of planned program length).
- At least 80 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Of program graduates who apply to a supervised practice program, at least 80 percent are admitted within 12 months of graduation.

**Goal 2:** Prepare graduates for success in a supervised practice program and/or graduate program to become a registered dietitian nutritionist.

Program Objective for Goal 2:

- Of graduates accepted into a supervised practice program, at least 90% of program directors will rank graduates as “satisfactory” or better in the five core competency domains compared to the expected competency of dietetic interns within 12 months of DPD graduation.
- Of graduates accepted into a graduate program, at least 90% of program directors will rank graduates as “satisfactory” or better in their ability to use critical thinking skills to interpret and disseminate current research compared to the expected competency of first-year graduate students within 12 months of DPD graduation.
- Of graduates accepted into a supervised practice program or graduate program, at least 80% of graduates will rank their level of preparedness for the program as “Above Average Preparation” or higher on the alumni survey.
- Of graduates accepted into a supervised practice program or graduate program, at least 80% of program directors will rank graduates’ preparedness for the program as “Above Average Preparation” or higher on the program directors’ survey.
- The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

## NUTRITION AND DIETETICS CERTIFICATE ADMISSIONS

BNW students will be eligible to apply for the Nutrition and Dietetics Certificate during the spring term of their sophomore year. To apply for the certificate program, students must be enrolled as full-time students (at least 12 credit hours per semester). Students will apply to the certificate program through an internal application system.

BNW students who are interested in pursuing the Nutrition and Dietetics Certificate must have completed (grade C or higher) the following **prerequisite** courses:

- **English:** EH 101 (3 credit hours) and EH 102 (3 credit hours)
- **Math:** MA 106 or higher (3 credit hours)
- **Chemistry:** CH115 or higher (3 credit hours) and lab (1 credit hour), CH 117 or higher (3 credit hours) and lab (1 credit hour), and CH235 or higher (3 credit hours) and lab (1 credit hour)
- **Nutrition:** NTR 121 Well Being and You (3 credit hours), NTR 201 Healthy People, Healthy Planet (3 credit hours), and NTR 222 Nutrition and Health (3 credit hours)
- **Biology:** BY 123 or higher (4 credit hours) and lab (0 credit hours)
- **Psychology:** PY 101 (3 credit hours)
- Approved **Human Behavior, Psychology, Sociology, or Anthropology**

Students who are interested in pursuing the Nutrition and Dietetics Certificate must be currently enrolled in or have successfully completed (grade C or higher) the following courses when applying to the certificate program:

- **Nutrition:** NTR 320 Nutrition and the Consumer (3 credit hours) and NTR 330 Nutrition and Metabolism (3 credit hours)
- **Human Anatomy:** BY 115 (4 credit hours)

## NUTRITION AND DIETETICS CERTIFICATE COURSE REQUIREMENTS

Students admitted to the Nutrition and Dietetics Certificate program are required to complete 21 credit hours of additional coursework in order to meet ACEND requirements to be eligible to apply for a Dietetic Internship and Graduate Program in Nutrition and Dietetics. Below are the additional course requirements for the Nutrition and Dietetics Certificate:

Prefix	Course Title	Credit Hours	Semester Offered
HCM 306	Intro to Cultural Awareness and Competency	2	Fall
NTR 355	Food Science and Food Systems	4	Spring
NTR 455	Medical Nutrition Therapy and Counseling	4	Fall
NTR 480	Professional Studies in Nutrition and Dietetics	2	Fall
HCM 316	Accounting and Finance for Health Care	3	Spring
HCM 330	Health Care Systems	3	Spring
NTR 490	Capstone Experience in Biobehavioral Nutrition and Wellness (special session)	3	Spring

## BNW + NUTRITION AND DIETETICS CERTIFICATE COURSE SEQUENCE

The BNW program with the Nutrition and Dietetics Certificate includes a total of 130 credit hours.

Nutrition and Dietetics Certificate courses are listed below in green.

Fall Year 1		Spring Year 1	
Prefix	Credit Hours	Prefix	Credit Hours
Blazer Core: Academic Foundations	3	PY 101 Introduction to Psychology	3
Blazer Core: Local Beginnings	3	Blazer Core: Academic Foundations	3
Blazer Core: Academic Foundations	3	CH 117 General Chemistry II	3
CH 115 General Chemistry	3	CH 118 General Chemistry II Lab	1
CH 116 General Chemistry Lab	1	BY 123 Introductory Biology I	4
NTR 121 Well-Being and You	3	BY 123L Introductory Biology Lab	0
		NTR 201 Healthy People, Healthy Planet	3
Fall Year 2		Spring Year 2	
Prefix	Credit Hours	Prefix	Credit Hours
Blazer Core: City as a Classroom	3	Blazer Core: Academic Foundations	3
Blazer Core: Thinking Broadly	3	Blazer Core: Thinking Broadly	3
NTR 222 Nutrition and Health	3	BY 115 Human Anatomy	4
CH 235 Organic Chemistry I	3	NTR 320 Nutrition and the Consumer	3
CH 236 Organic Chemistry I Lab	1	NTR 330 Nutrition and Metabolism	3
Approved Human Behavior, Psychology, Sociology, or Anthropology Course*	3		
Fall Year 3		Spring Year 3	
Prefix	Credit Hours	Prefix	Credit Hours
Blazer Core: Academic Foundations	3	Blazer Core: Thinking Broadly	3
BY 116 Introductory Human Physiology	4	NTR 300 Nutrition Communication: From Science to Consumer	3
CHHS 141 Personal Health and Wellness	3	NTR 421 Nutritional Assessment and the Nutrition Care Process	3
Approved Statistics Course	3	NTR 355 Food Science and Food Systems	4
NTR 232 Lifecycle Nutrition	3	BY 261 Intro to Microbiology	4
HCM 306 Intro to Cultural Awareness and Competency	2	BY 261L Intro to Microbiology Lab	0
Fall Year 4		Spring Year 4	
Prefix	Credit Hours	Prefix	Credit Hours
NTR 420 Nutritional Genetics	3	HCM 316 Accounting and Finance for Health Care	3
NTR 444 Nutrition and Chronic Disease	3	HCM 330 Health Care Systems	3



NTR 450 Translational Research in Biobehavioral and Nutrition Science	3	Blazer Core: Thinking Broadly	3
NTR 455 Medical Nutrition Therapy and Counseling	4	NTR 433 Health and Wellness in the Information Age	3
NTR 480 Professional Studies in Nutrition and Dietetics	2	NTR 490 Capstone Experience in Biobehavioral Nutrition and Wellness (special session)	3

\*Approved Human Behavior, Psychology, Sociology, or Anthropology Course (3): PY 107 Psychology of Adjustment, PY 305 Medical Psychology, SW 315 Human Behavior and Social Environment, PUH 204 Social and Behavioral Determinants of Health, SOC 280 Intro to Medical Sociology, ANTH 319 Food and Culture

## PRIOR LEARNING AND TRANSFER CREDIT POLICY

Credit will not be awarded for prior learning experiences. Only courses that have been deemed as equivalent courses by the Transfer Evaluation Team in the UAB Office of Enrollment are accepted as transfer courses at UAB.

## STUDENT PERFORMANCE MONITORING

Students will meet with their academic advisor each semester to review their academic progress and advancement toward the degree and certificate completion. The Nutrition and Dietetics Certificate program director collects assignment data from course instructors each semester to evaluate the student's demonstration of core knowledge requirements. Final course grades and GPAs are also collected by the program director on a semester basis. Course instructors are encouraged to contact the program director if they have concerns with a student's professionalism, ethical behavior, and academic integrity. The course instructor and program director will meet with the student to address concerns and develop a plan of action.

## STUDENT REMEDIATION AND RETENTION

Students have access to university-wide tutoring services through the TutorMe online education platform and the Vulcan Materials Academic Success Center (VMASC). For more information about tutoring services at UAB, visit [www.uab.edu/elearning/students/tutoring](http://www.uab.edu/elearning/students/tutoring).

Certificate students who are not meeting core knowledge requirements or maintaining the program's minimum GPA of 3.0 will meet with the Nutrition and Dietetics Certificate program director to discuss the areas of concern and develop a plan of action. UAB student tutorial support and services will be utilized when appropriate to assist with meeting the student's needs and promoting academic and professional success. Students seeking to change career paths to better align with their abilities will be advised by their program director and academic advisor.

## PROGRAM CALENDAR & ABSENCES

The BNW program and Nutrition and Dietetics Certificate follow the semester schedule and holidays provided in the [UAB Academic Calendar](#). Students requesting a leave of absence from coursework due to a death in the family, serious medical condition, or other extenuating circumstances will work with

the program director and course instructors to develop a plan to make up missing coursework upon their return.

### **PROGRAM WITHDRAWAL POLICY**

A student may withdraw from the program at any time and for any reason by submitting written notification to the program director. The student must also withdraw from courses through the UAB registration system via the Student Resources tab in BlazerNET. Re-entry into the program the same year of withdrawal is prohibited; however, the student may complete the application process for consideration of future admission. All program fees paid are non-refundable.

### **FILING A COMPLAINT WITH ACEND**

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for ensuring the quality and integrity of the educational programs that it accredits. Students may submit a complaint to ACEND only after program grievance procedures have been exhausted. For instructions on filing a complaint to ACEND, review the [ACEND Policy and Procedures Manual](#).

### **BNW + NUTRITION AND DIETETICS CERTIFICATE PROGRAM COMPLETION REQUIREMENTS**

The following is an overview of the main steps required to earn the BS in BNW degree with the Nutrition and Dietetics Certificate:

1. Maintenance of good academic standing (minimum 3.0 GPA)
2. Completion of 130 credit hours (21 credit hours included in Nutrition and Dietetics Certificate program)
3. Conferring of degree

Upon successful completion of ACEND program requirements and conferring of degree, students receive a Verification Statement signed by the Nutrition and Dietetics Certificate program director. Verification Statements will be retained by the DNS indefinitely. Prior to program completion, students are eligible to apply to an ACEND-accredited supervised practice program by submitting a Declaration of Intent Statement signed by the Nutrition and Dietetics Certificate program director.

### **ACADEMIC PROGRESS**

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

A minimum 2.75 GPA in the BNW program and 2.00 UAB institutional GPA must be maintained to remain in the BNW program. Once admitted into the Nutrition and Dietetics Certificate program, a student must maintain a cumulative GPA of 3.0. The maximum amount of time allowed for completing

the Nutrition and Dietetics Certificate program requirements is four years from when the student enrolled.

## **COURSE REPEAT POLICY**

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

A student may repeat an individual course no more than once (for a total of two attempts). Under exceptional circumstances, and upon approval of a formal electronic appeal submitted to the associate dean of the college or school in which the course is taught, a student may be allowed to repeat a course for a second time (for a total of three attempts). A student may not appeal to repeat a course more than a second time.

Both the original grade and the repeated grade(s) will show on the student's transcript. Both grades will also be calculated in the student's grade point average (GPA) unless the forgiveness policy is applied. It is the student's responsibility to request through the Office of the Registrar application of the forgiveness policy to a repeated course. The process is not automatic, and it is not initiated by the BNW program. For additional information, see the [Academic Forgiveness Policy](#) in the Undergraduate Catalog.

## **GRADUATION PLANNING SYSTEM (GPS)**

You can review your degree progress online through the [Graduation Planning System](#) (GPS). You can view your satisfied requirements and those not yet satisfied for your degree, along with the [GPA calculator](#). You can learn more about how to access and read the GPS [here](#).

## **GRADING AND GRADE POINT AVERAGE (GPA)**

Four (4.0) quality points are awarded for each semester hour in which an A is earned, three (3.0) for a B, two (2.0) for a C, and one (1.0) for a D. 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. A 2.0 average overall at UAB and a 2.75 in the BNW program are required to maintain good academic standing in the program.

For courses designated as pass/not pass, a grade of P (passing) signifies satisfactory work. A grade of NP (not passing) indicates unsatisfactory work, although there is no penalty assessed for your GPA. The [GPA Calculator](#) can be used to explore how the classes you enroll in will affect your GPA each term.

## **STUDENT ORGANIZATION – NUTRITION SCIENCES CLUB**

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

## TUITION PAYMENTS

Tuition is due semester-by-semester. To see when tuition is due, please visit the [UAB Academic Calendar](#). To see the breakdown of credit hours per semester, see “BNW Course Sequence” above or visit the “Curriculum” tab on the [Biobehavioral Nutrition and Wellness](#) webpage.

## FINANCIAL AID, LOANS, AND SCHOLARSHIPS

If you have questions about financial aid, loans, or scholarships, please visit the [UAB Cost & Aid website](#). 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 UNDERGRADUATE CATALOG** and the **UAB POLICIES AND PROCEDURES** guidelines are important resources for you throughout your program of study. Please familiarize yourself with these.

## THE UAB UNDERGRADUATE CATALOG

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

The DNS Student Handbook outlines BNW-specific requirements. All degree-seeking students are required to follow the BNW requirements. Therefore, the information within this handbook serves as a contract between you and this undergraduate program.

## UAB POLICIES AND PROCEDURES

Please refer to the School of Health Professions’ and UAB policies included in Section 2 of this Student Handbook.

## ACADEMIC ADVISOR

Shortly after a degree-seeking student is accepted by the BNW program, the DNS assigns the student an academic advisor. Academic advisors in the DNS are here to support you as you progress through your undergraduate studies and want you to be successful in the BNW program. Consider your academic advisor your ally, someone you can count on to support your success during your undergraduate studies.

It is expected that all students will 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 make revisions to, when applicable, your academic Plan of Study, but ultimately it is your responsibility to take ownership and responsibility for your own course registration, academic progress, financial obligations of the program, and application for degree.

## **STUDENT RECORDS**

Student information is protected under the Family Educational Rights and Privacy Act (FERPA). Student records will be kept in locked files or password-protected computer files. Access is limited to specific program faculty and staff on a “need to know” basis. Students may access their records upon request. Students do not have access to letters of recommendation.

## **STUDENT IDENTIFICATION VERIFICATION**

Upon acceptance to UAB, students obtain a unique BlazerID and password, which serves as their login to access all UAB’s computer-based systems including Canvas, the learning management system. Students must also obtain a UAB OneCard. The OneCard includes the student’s name, department of study, and photo. To obtain a OneCard, students must present a photo ID to confirm their identity.

In select courses, students complete assignments using technology (i.e., ProctorU, Respondus Lockdown) that requires students to show a photo ID and record their webcam and screen while they are completing the assignments.

## **ACADEMIC MISCONDUCT**

Academic misconduct is considered an offense at UAB. You are encouraged to abide by the [UAB Academic Honor Code](#) and the [School of Health Professions’ policy](#).

## **ACADEMIC INTEGRITY CODE**

UAB 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 Academic Integrity Code is available [here](#).

## **DEPARTMENT GRIEVANCE POLICY**

Although it is rare, issues can arise between a student and professor or program director. To ensure that concerns are addressed in an appropriate and timely manner, students should follow the program’s procedure for resolving issues and document each stage of the processes. The program is required to maintain a record of student complaints for a period of seven years, including the resolution of complaints. The following are the steps that must be taken for an academic grievance by a student:

1. Address concerns or problems with the responsible party, i.e., professor or program director. Students should try to communicate and resolve concerns with the responsible party before contacting the program director.
2. If no resolution is found, identify the problem and clearly document the situation in writing. Present documentation to the program director who will then arrange a combined meeting with all parties involved to work to resolve the issue. If the grievance is with the program Director, submit documentation to the vice chair of the DNS.
3. If no resolution is found, a meeting will be arranged involving the vice chair of the DNS and all parties involved.
4. If at this point the issue is not resolved, documentation of the problem and grievance process will be submitted to the chair of the DNS and 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](#).

### **ADDITIONAL INFORMATION**

Please contact us for additional information about the UAB BNW program.

#### **Chair, Department of Nutrition Sciences**

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#### **Vice Chair, Department of Nutrition Sciences**

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#### **Program Director, BS in Biobehavioral Nutrition and Wellness**

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#### **Program Director, Nutrition and Dietetics Certificate**

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**Program Manager, Education Mission**

Deidre Murray, MA

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WEBB 435

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