

HUMAN NUTRITION, MS

The Master of Science in Human Nutrition is a 30 credit-hour program designed to prepare nutrition professionals to practice dietetics at an advanced level and/or to pursue doctoral study. The program develops research skills, fosters independent thought, and provides up-to-date knowledge in food and nutrition. Applicants can choose to pursue the major without a concentration (Generalist Track) or they may select from the Community Nutrition or Clinical Nutrition concentrations to provide a more in-depth study of their chosen area. The program is designed for the Registered Dietitian Nutritionist (RDN) and those pursuing the credential. The program can be completed by a dietetic intern or student with a bachelor's degree in nutrition or another discipline who has completed the required prerequisites.

Campus Options

The master's degree is available on campus or online through distance education. The degree requirements are the same, regardless of where it is completed.

Additional Information

For more information, refer to the Master of Science in Human Nutrition program website.

Direct additional questions to the Director of the Master's Program in Human Nutrition.

Students earning the Master of Science (MS) degree with a major in Human Nutrition must complete all University, College, and Departmental degree requirements. These include the following requirements for a minimum of 30 applicable semester hours.

Admission Requirements for the MS in Human Nutrition

Application Deadlines

Applications are accepted on a continual basis. The deadlines to apply for each semester are as follows:

- Spring admission: December 1
- Summer admission: April 15
- Fall admission: July 1

Regular Admission Requirements

In addition to the minimum Graduate School admission requirements, to be considered for regular admission an application must include:

- GPA: Students with an overall, undergraduate grade point average (GPA) of 3.0 or higher may apply for admission. A student may also be considered if they have a 3.0 or higher in their last 60 hours of undergraduate coursework.
- Resume/Curriculum Vitae
- Statement of Purpose
 - Address letter to MS Program Director
 - 1-2 pages, Time New Roman, 12-point font, single-spaced and with one-inch margins
 - Include the following:
 - Discuss your relevant experience (academic, personal, work) and background.
 - Discuss your long-term professional goals and how completion of this program supports your goals.

- Describe a unique personal characteristic or experience you feel prepares you to be successful in this program.
- Any additional information that may be helpful as we review your application (early graduation, gap year, transferring schools, personal struggles, challenges you may have faced, etc.).
- Three letters of recommendation (at least two from academic references preferred)
- Transcripts from previous institutions attended for 15 or more hours.
- Prerequisite Courses: Students must have completed an ACEND accredited dietetic program or the following undergraduate prerequisite courses or their UA equivalent prior to admission into the program.

Code and Title	Hours
CH 104 Introductory Chemistry	4
CH 105 Introductory Org Chem	4
BSC 215 Human Anatomy & Physiology I	4
BSC 216 Human Anatomy & Physiology II	4
NHM 101 Intro Human Nutrition	3
NHM 201 Nutrition In Life Cycle	3
NHM 295 Intro Research Food Nutr	1
NHM 340 Community Nutrition	3
NHM 361 Nutritional Biochemistry	3
NHM 363 Applied Nutrition	3
NHM 365 Med Nutr Therapy I	3
Total Hours	35

Failure to provide any of these documents or complete any of the requirements may result in rejection of the application.

Permission-to-Continue

Students who do not meet these requirements, but who excel in other areas, may be considered for "Admission with Permission to Continue." Their acceptance letter will specify the conditions of admission. These students must meet the conditions listed in their acceptance letter and the following policy listed in the graduate catalog.

See the Admission Criteria section of this catalog for more information.

Curricular Requirements

Graduate students in Human Nutrition will choose from one of the following: 1) Generalist Track (no concentration), 2) Clinical Concentration, or 3) Community Concentration. Required core coursework and elective options will differ by track/concentration. Students should plan to take NHM 509 Research Methods in Nutrition and POPH 522 Biostatistics early in the program.

To complete the MS in Human Nutrition, students will need to complete the required core courses designated in their track/concentration, a minimum of 18 hours in NHM designated courses (may include non-thesis and thesis research hours), a minimum of 30 credit hours at the graduate level (500 or greater), and a Capstone Experience. Additionally, students need to earn a grade of B or better in all required core coursework and in at least 18 credit hours of NHM designated courses and earn at least a 3.0 overall graduate GPA for graduation.

Students should consult their advisor for a specific plan of study and when selecting graduate electives.

Note: The following pertains to the Generalist Track only. Additional information about the Clinical and Community Concentrations may be found below.

Human Nutrition, MS - No Concentration (Generalist Track)		Hours
Research Core Requirements		
NHM 509	Research Methods in Nutrition	3
POPH 522	Biostatistics	3
Nutrition Core Requirements		
NHM 572	Metabolism of Energy Nutrients	3
NHM 573	Advanced Vitamins and Minerals	3
NHM 555 or NHM 567 or NHM 530	Maternal and Infant Nutrition Nutr Support Criticl III Advanced Nutrition Counseling	3
NHM Elective Requirements		3
NHM 500:625		
Elective Requirements		9
NHM 500:625		
CSM 525	Conflict Resolution Workplace	
CSM 527	Emotional Intelligence	
CSM 537	Developing The Leader Within	
HHE 515	Adv Foundation Health Promot	
HHE 520	Theories of Health Behavior	
HHE 521	Basic Epidemiology	
HHE 530	Health Promotion Techniques	
HHE 586	Environmental Health Promotion	
HHE 587	Health Disparities	
HHE 589	Women and Health	
NUR 510	Basic Conc Teaching Diabetes	
NUR 516	Advanced Diabetes Management	
POPH 523	Basic Epidemiology	
Required Capstone Experience (choose one of the following) *		3
NHM 597	MS Capstone Course	
NHM 598	Non-Thesis Research	
NHM 599	Thesis Research	
Total Hours		30

Footnotes

- * • Students must earn a B or better in the Nutrition and Research Core courses. They must also earn a B or better in a minimum of 18 credit hours of NHM graduate coursework.
- If selecting the thesis option, a minimum of 6 hours of NHM 599 Thesis Research must be taken.
- CP students will have additional courses to complete as part of the requirements to earn the Verification Statement. See section below for details

Clinical Nutrition Concentration

Human Nutrition, MS - Clinical Nutrition Concentration		Hours
Research Core Requirements		
NHM 509	Research Methods in Nutrition	3
POPH 522	Biostatistics	3

Clinical Nutrition Core Requirements		
NHM 567	Nutr Support Criticl III	3
NHM 568	Nutrition for the Older Adult	3
NHM 572	Metabolism of Energy Nutrients	3
NHM 573	Advanced Vitamins and Minerals	3
NHM 558 or NHM 585	Nutr Prev Trtmt Chron Disease Clinical Nutrition Management	3

Elective Requirements		6
NHM 500:625		
CSM 525	Conflict Resolution Workplace	
CSM 527	Emotional Intelligence	
CSM 537	Developing The Leader Within	
HHE 515	Adv Foundation Health Promot	
HHE 520	Theories of Health Behavior	
HHE 521	Basic Epidemiology	
HHE 530	Health Promotion Techniques	
HHE 586	Environmental Health Promotion	
HHE 587	Health Disparities	
HHE 589	Women and Health	
NUR 510	Basic Conc Teaching Diabetes	
NUR 516	Advanced Diabetes Management	
POPH 523	Basic Epidemiology	

Additional elective course options available upon approval of Advisor

Required Capstone Experience (choose one of the following) *		3
NHM 597	MS Capstone Course	
NHM 598	Non-Thesis Research	
NHM 599	Thesis Research	

Total Hours **30**

Footnotes

- * • Students must earn a B or better in the Nutrition and Research Core courses. They must also earn a B or better in a minimum of 18 credit hours of NHM graduate coursework.
- If selecting the thesis option, a minimum of 6 hours of NHM 599 Thesis Research must be taken.
- CP students will have additional courses to complete as part of the requirements to earn the Verification Statement. See section below for details

Community Nutrition Concentration

Human Nutrition, MS - Community Nutrition Concentration		Hours
Research Core Requirements		
NHM 509	Research Methods in Nutrition	3
NHM 625 or POPH 523	Nutritional Epidemiology Basic Epidemiology	3
POPH 522	Biostatistics	3
Community Nutrition Core Requirements		
NHM 550	Advanced Community Nutrition I	3
NHM 551	Adv. Community Nutrition II	3
NHM 555	Maternal and Infant Nutrition	3
NHM 556	Child and Adolescent Nutrition	3
NHM 557 or NHM 558	Childhood Obesity Nutr Prev Trtmt Chron Disease	3
Elective Requirement		3

NHM 530	Advanced Nutrition Counseling
NHM 572	Metabolism of Energy Nutrients
NHM 573	Advanced Vitamins and Minerals
NHM 566	Adv Clinical Nutrition
NHM 567	Nutr Support Criticl Ill
NHM 568	Nutrition for the Older Adult
NHM 585	Clinical Nutrition Management
NHM 587	Integrat Food System Mgt
NHM 588	Adv Food Service Systems Mgt
CSM 525	Conflict Resolution Workplace
CSM 527	Emotional Intelligence
CSM 537	Developing The Leader Within
HHE 515	Adv Foundation Health Promot
HHE 520	Theories of Health Behavior
HHE 530	Health Promotion Techniques
HHE 586	Environmental Health Promotion
HHE 587	Health Disparities
HHE 589	Women and Health
NUR 510	Basic Conc Teaching Diabetes
NUR 516	Advanced Diabetes Management

Additional elective course options available upon approval of Advisor

Required Capstone Experience (choose one of the following) * **3**

NHM 597	MS Capstone Course
NHM 598	Non-Thesis Research
NHM 599	Thesis Research

Total Hours **30**

Footnotes

- * • Students must earn a B or better in the Nutrition and Research Core courses. They must also earn a B or better in a minimum of 18 credit hours of NHM graduate coursework.
- If selecting the thesis option, a minimum of 6 hours of NHM 599 Thesis Research must be taken.
- CP students will have additional courses to complete as part of the requirements to earn the Verification Statement. See section below for details

Transfer Requirements

MS students may request the transfer of up to 12 credit hours of graduate courses taken at other institutions. The Program Director may request the student provide a copy of the course syllabus for evaluation.

Courses completed at other post-secondary institutions and accepted for UA graduate credit are given a grade of "P" and are not calculated in the overall GPA. ALL coursework must fall within six years from the date that this degree will be awarded. Thesis work, practicum hours, pass/fail courses and internship hours do not count towards the graduate credit hours that can be transferred into the program.

More information may be found on the Graduate School's catalog page.

Accelerated Master's Program

The Accelerated Master's Program (AMP) is closely integrated with the undergraduate and graduate programs in which highly qualified undergraduate students begin graduate study in their senior year and simultaneously work toward both an undergraduate degree in Food and Nutrition and a master's degree in Human Nutrition.

Admission Requirements:

Current Food and Nutrition undergraduate students with a 3.7 or higher institutional GPA, 90 or more hours of undergraduate course credit, and who have completed the required prerequisite courses are eligible to apply for the Accelerated Master's Program (AMP). AMP allows undergraduate students to simultaneously apply up to 12 hours of graduate coursework toward both the undergraduate and graduate degrees.

Applicants should include the following in their application:

- Resume/Curriculum Vitae
- Statement of Purpose
 - Address letter to MS Program Director
 - 1-2 pages, Time New Roman, 12-point font, single-spaced and with one-inch margins
 - Include the following:
 - Specify you are applying to the Human Nutrition AMP
 - Discuss your relevant experience (academic, personal, work) and background.
 - Discuss your long-term professional goals and how completion of this program supports your goals.
 - Describe a unique personal characteristic or experience you feel prepares you to be successful in this program.
 - Any additional information that may be helpful as we review your application (early graduation, gap year, transferring schools, personal struggles, challenges you may have faced, etc.).
- Three letters of recommendation (at least two from academic references preferred)
- Prerequisite Courses: Students must have completed an ACEND accredited dietetic program or the following undergraduate prerequisite courses or their UA equivalent prior to admission into the program.

Code and Title	Hours	
CH 104	Introductory Chemistry	4
CH 105	Introductory Org Chem	4
BSC 215	Human Anatomy & Physiology I	4
BSC 215	Human Anatomy & Physiology I	4
NHM 101	Intro Human Nutrition	3
NHM 201	Nutrition In Life Cycle	3
NHM 295	Intro Research Food Nutr	1
NHM 340	Community Nutrition	3
NHM 361	Nutritional Biochemistry	3
NHM 363	Applied Nutrition	3
NHM 365	Med Nutr Therapy I	3
Total Hours		35

More information may be found on the Graduate School's catalog page.

Graduate Coordinated Program

The Coordinated Program in Dietetics (CPD) provides students with both the required knowledge and supervised practice experiences to be eligible to sit for the national examination to become a Registered Dietitian Nutritionist (RDN) upon completion of the program.

Admission Requirements

Concurrent admission in the Master of Science in Human Nutrition program at The University of Alabama is required for admission into the Coordinated Program in Dietetics. Application materials include an application form, statement of purpose, resume, transcripts, and two letters of recommendation. For more information, refer to the program website. Direct additional questions to the Director of the CPD, Mrs. Lori Greene at lgreene@ches.ua.edu or 205-348-4710.

Prerequisites coursework includes the following for the Coordinated Program in Dietetics:

- Introductory Chemistry + lab (4 hours)
- Introductory Organic Chemistry + lab (4 hours)
- Human Anatomy & Physiology I + lab (4 hours)
- Human Anatomy & Physiology I + lab (4 hours)
- Biochemistry or Nutritional Biochemistry (3 hours)
- Introduction to Nutrition (3 hours)
- Nutrition through the Lifecycle (3 hours)
- Community Nutrition (3 hours)
- Applied Nutrition (3 hours)
- Medical Nutrition Therapy I (3 hours): May be enrolled concurrently when applying.

Program Curriculum

The program curriculum outlined below meets certain knowledge requirements and competencies as required by the current accreditation standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Twelve courses (36 hours) of didactic coursework and seven supervised practice courses (21 hours), including three Capstone rotations, are required to meet the completion requirements of the Coordinated Program in Dietetics for a verification statement and for degree completion.

- NHM 509 Research Methods
- NHM 530 Advanced Nutrition Counseling
- NHM 558 Nutrition in the Prevention and Treatment of Chronic Disease
- NHM 566 Advanced Clinical Nutrition
- NHM 587 Integrated Food Systems Management
- POPH 522 Biostatistics
- NHM 572 Metabolism of Energy Nutrients
- NHM 567 Nutrition Support of the Critically Ill
- NHM 588 Advanced Food Service Systems Management
- NHM 573 Advanced Vitamin & Mineral Metabolism
- NHM 550 Advanced Community Nutrition I
- NHM 585 Clinical Nutrition Management
- NHM 574 Supervised Practice in Community Health & Wellness
- NHM 575 Supervised Practice in Long-Term Care
- NHM 576 Supervised Practice in Food Service Management
- NHM 577 Supervised Practice in Medical Nutrition Therapy
- NHM 578 Capstone Supervised Practice in Food Service Management
- NHM 579 Capstone Supervised Practice in Community Health & Wellness
- NHM 580 Capstone Supervised Practice in Medical Nutrition Therapy

Only students enrolled in the CPD are eligible to register for a supervised practice course (NHM 574-580). Students must earn a B or better in all courses in the Coordinated Program in Dietetics. Please see the Student

Remediation and Retention policy in the Coordinated Program handbook. Students earning a C or lower in a required course will be allowed one chance to repeat the course. Students must receive a B or better when repeating a required course.

If a student chooses to not complete all requirements for the Coordinated Program in Dietetics or is removed from the program, they may still have the option to complete the master's degree. If a student is no longer in the Coordinated Program in Dietetics, they would need to complete an appropriate Capstone experience for the degree program option alone, such as a thesis or non-thesis research project.

Capstone Experience

All students must complete a Capstone Experience by the end of their degree program. The Capstone Experience is a culminating project (thesis or non-thesis research project) or a course that integrates prior learning.

Students need to contact their graduate advisor and discuss their decision regarding their Capstone Experience **at least** two semesters prior to the semester they wish to graduate. Students selecting the thesis track need to contact their advisor earlier. Students will be required to submit an "Intent to Complete the Capstone Experience" form prior to registering for NHM 597, NHM 598, NHM 599 or Capstone CPD Supervised Practice Rotations. Failure to submit this form may delay program progression.

Main campus students may select from Plans I-III below. Distance learning students may select from Plans I and II. The thesis option from Plan I is not an ideal choice for distance learners as this process relies heavily on campus interaction with UA faculty committee members. The non-thesis research option will require the student to secure a faculty mentor and will therefore rely on their availability.

Plan III is reserved for those who are accepted to the Coordinated Program in Dietetics only. CP students will be required to complete 3 CPD Capstone Supervised Practice Rotations if they wish to earn their verification statement.

See graduate advisor for additional details.

Plan I - Research:

1. Thesis

Students interested in a thesis track should contact their advisor early in their studies. Thesis projects usually take two to three semesters to complete. Students completing a thesis will need to sign up for a total of six hours of NHM 599. These hours can count toward the required 18 hours in NHM designated courses needed for the degree. The thesis should focus on current nutritional concerns in which the student has a special interest. To complete the thesis option, students will need to:

- Select a designated mentor (Chair) from the UA Nutrition faculty who is willing to serve as your chair
- Select a thesis committee of at least three members including their mentor (one member must be from outside of the nutrition department)
- Write a proposal that includes an extensive review of the literature and proposed methods that will be used in the study
- Receive approval of the proposal from the designated mentor
- Seek guidance from committee members prior to collecting data
- Formally propose the research plan to the committee and respond to feedback
- Receive IRB approval for the project in their own institution and UA

- Collect data
- Analyze data
- Interpret the data and write up the results
- Discuss implications of the study
- Seek final approval from committee members and formally present the research to the committee members and other faculty
- Electronically publish the thesis according to The University of Alabama's guide for "Electronic Theses and Dissertations."

Students completing a thesis should ensure that they can meet the Graduate School's deadlines for students.

2. Non-Thesis Research Project

The non-thesis research project will take at least two semesters to complete. The student should take NHM 598 (Non-Thesis Research) with a designated mentor (UA Nutrition faculty) as the instructor in the semester the student plans to complete the project and graduate. The course is worth 3 hours and can be applied to the 30 hours required for graduation and the required 18 hours in nutrition. Students will need to write a proposal and seek approval by a designated mentor, seek and obtain IRB approval in their own institution and UA, collect data, analyze the data, and write up results using the brief manuscript style used by the *Journal of the Academy of Nutrition and Dietetics*. If the student plans to complete research in their hospital or health care facility, then the project may require review by the medical IRB at UA. This group meets to review IRB proposals only once per month. Students must follow HIPPA guidelines when conducting medical research. Students should plan their project and seek IRB approval in the semester prior to registering for NHM 598.

Plan II - Capstone Course

The Human Nutrition Master's Capstone Course (NHM 597) is the required 3 credit hour Capstone Experience for students in the Human Nutrition Master's Program who are not completing a thesis or non-thesis research project. The course focuses on professional development, integration of nutrition knowledge and skills gained through previous NHM courses, and community engagement. Students must earn a "B" or better in this course.

Plan III – CPD Capstone Supervised Practice Rotations

Students enrolled in the Coordinated Program in Dietetics (CPD) must complete the following Capstone Supervised Practice Rotations as part of the verification statement and MS Capstone requirements.

- NHM 578 Capstone Supervised Practice in Food Service Management
- NHM 579 Capstone Supervised Practice in Community Health & Wellness
- NHM 580 Capstone Supervised Practice in Medical Nutrition Therapy

Students not enrolled in the CPD are ineligible to register for a Capstone Supervised Practice Rotation. Students must earn a B or better in each rotation. If a student chooses to not complete a rotation or does not earn a B or better after one retake, they may still have the option to complete the master's degree; however, they would not be eligible to earn their verification statement. Under this scenario, these students would need to complete an appropriate Capstone Experience for the degree program option alone, such as a thesis, non-thesis research project, or NHM 597 Capstone Course.

Retake Policy

Failure to earn a "B" or better in a Capstone Course will null eligibility to graduate in the current term. Only 1 retake for a Capstone Course is allowed. This includes each option described above: NHM 578, NHM 579, NHM 580, NHM 597, NHM 598, and NHM 599. Failure to successfully pass any Capstone Course retake will result in dismissal from the degree program and the Graduate School without confirmation of the degree.

Time Limits for Degree Completion Requirements

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

More information may be found on the Graduate School's catalog page.

Additional Academic Requirements

As a graduate student in the Department of Human Nutrition and Hospitality Management, you are responsible for your overall program of study and progress toward your degree. Progress toward degree includes adherence to all deadlines, milestones, and curriculum requirements. Your primary advisor and research project/thesis committee members (when applicable) will advise you throughout your time with us. However, it is incumbent on each student to be familiar with all requirements and take responsibility for your own education.

A graduate student is considered a professional student. Therefore, students should demonstrate professionalism in all aspects of course work and research. In addition, a graduate degree in Human Nutrition builds on foundational knowledge. As a new graduate student, you will notice a significant difference in expectations between undergraduate and graduate studies.

Onboarding

- Newly admitted graduate students must complete mandatory onboarding/orientation requirements. This requirement applies to undergraduate AMP students, degree-seeking MS students, and non-degree seeking MS students.
- Failure to complete required activities and/or assignments may impact program progression and future enrollment.
- The MS Program Director will provide additional details upon acceptance.

Academic Expectations

- Graduate students should expect assignments that are complex and challenging. Graduate level courses usually require a research paper and/or project with critical analyses of multiple peer-reviewed research articles. Students who are not familiar with research designs should start their education by taking a graduate level research methods course (ex: NHM 509).
- Students should review assignments early so they can schedule an appropriate amount of time to complete each assignment. Students should expect that graduate level assignments will take two to three times longer than undergraduate assignments.
- Graduate students should expect lectures with a greater level of detail than undergraduate courses. Instructors will expect the same level of detail in exam answers and assignments.
- Graduate students should expect that exam questions may ask the student to apply, analyze, or evaluate materials presented in class rather than simply list or describe.

- Students should not assume that every instructor has the same policies (ex. due dates, late assignments, etc.). Students should view each instructor's introduction to the course, syllabus, and any additional materials provided.
- Most instructors of graduate courses assume that the student has mastered English grammar and punctuation. Students needing additional help or reassurance should complete their writing assignments early and use the Writing Center to help improve these skills.
- In courses where Turnitin.com is used, students are expected to review matches, edit, and resubmit their edited work to Turnitin prior to submitting the paper for grading. Papers submitted to Turnitin should match the paper submitted to the instructor for grading.
- Main campus students are encouraged to participate in research activities.

Attendance

- Distance learning students should set aside time to virtually attend class each week, this includes weekly participation and engagement in each course. Students are responsible for reviewing the course schedule and developing a plan to complete each unit in a timely manner. Additional time is needed to complete assignments and readings.
- Main campus students are expected to attend class and participate in discussion. Students should prepare for class by completing all assigned readings.

Academic Advising

- Students should consult their academic advisor prior to registering for classes each term.
- Students attempting to complete a graduate level course in lieu of an undergraduate course should note that the course may require additional time to master both the undergraduate and advanced materials.
- Graduate courses are designated as either masters (5XX) or doctoral (6XX). Courses designated as 100-400 are undergraduate courses and cannot be counted toward graduate hours.

Student Performance Monitoring

Student performance is continually monitored by the Program Director and Graduate Advisors. Students are encouraged to meet with their advisor at least twice each academic year - once in the fall and once in the spring. In the event that a student is not meeting program requirements, they are provided recommendations to correct deficiencies.

Course Load Restrictions

The maximum course load for a semester is 15 credit hours. Students may register for a maximum of 6 semester hours in a summer term or 12 hours during an entire summer dual session. No more than 3 semester hours may be taken during the Interim session. Taking more than 12 semester hours in a summer dual term requires a petition from the department regarding the extraordinary circumstances for approval by the Graduate School. A student who is employed part-time should consider taking a reduced load. It is recommended that fully employed students should register in no more than one course.

Academic Warning and Dismissal

Students may be dismissed from this program for failure to meet the scholastic requirements listed above. Departmental suspension (dismissal) from a degree program also results in suspension from the Graduate School.

Unconditional Admission (Regular Admission): A graduate student with good academic standing whose GPA drops below 3.0 at any time after earning 12 semester hours will have earned Academic Warning.

Academic Warning: A student placed on Academic Warning has the next 12 hours of graduate work to raise the overall GPA to 3.0 or better. The overall GPA after the next 12 hours following academic warning must be at least 3.0 to avoid Academic Suspension (dismissal) from the Graduate School at The University of Alabama.

The department may dismiss a student from a degree program if there is unsatisfactory academic

or other progress toward completion of the degree. Departmental dismissal also results in suspension from the Graduate School at The University of Alabama. Students who are suspended may not attend class or enroll in any form of distance learning courses.

Students are encouraged to use the time of the suspension in ways that assist their academic progress. Students may study in order to finish courses in which they have earned an incomplete (I) or no grade (N). Students are encouraged to work with faculty members in this process. Students may also address other non-academic problems that have impeded their progress.

While on academic warning, the student is not eligible to apply for candidacy for a degree or hold a Graduate Assistantship. Warning status must be removed by raising the overall GPA to 3.0 or better and/or retaking all required courses with grades below "B" to achieve a grade of "B" or better, during the next 12 hours of graduate course work. Failure to remove either a warning or conditional status within the first attempted 12 hours of graduate course work will result in Academic Suspension (dismissal) from the Graduate School.

Permission to Continue Admission: Some students are admitted with the understanding that they must meet certain requirements. Their acceptance letter (sent as an email or letter) will specify the conditions of their admission. These students must meet the conditions listed in their acceptance letter and the following policy listed in the graduate catalog. If such an applicant is admitted, they will need to obtain **permission to continue** in the program after the first 12 semester hours of graduate-level work have been completed. Permission to continue is granted by achieving a GPA of "B" or better (3.0) in the first 12 semester hours of graduate-level work completed and by satisfying any other conditions specified by the department or the Graduate School at the time of admission. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment. Students admitted under this circumstance who do not meet the 3.0 requirement after their first 12 hours of graduate-level work will not receive permission to continue in their graduate program and will be dropped from the program. A student who meets the requirements will assume automatically the status of a regularly admitted graduate student.

Conditional Admission (English Language requirements met after admission): Students receiving conditional admission (English language requirements met after admission) should review the University's International Admissions requirements. Students will need to discuss enrollment in Intensive English Program courses with their advisor.

Assistantships

Students must maintain a minimum of a 3.0 while holding any assistantship. If the GPA drops below a 3.0 overall, this will result in the loss of the assistantship.

Academic Misconduct Information

Students who are completing courses in the Department of Human Nutrition, and Hospitality Management are expected to maintain high standards of honesty and integrity as befits those in or planning to enter the workforce in health care or human service professions.

All students in attendance at The University of Alabama are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. According to the Code of Academic Conduct, academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student. The Academic Misconduct Disciplinary Policy will be followed in the event of academic misconduct.

Situations involving any suspected violation of the Academic Honor Code on the comprehensive exams for the doctoral degree will be sent to the Academic Misconduct Monitor (in HES: Assistant Dean). Any student found in violation of the Academic Honor Code will be subject to penalties imposed by the Academic Misconduct Monitor and may be as severe as dismissal from the University.

Students are also expected to adhere to UA's Code of Student conduct. Failure to do so, could result in disciplinary action or dismissal from the program and/or University.

More information may be found on the Graduate School's catalog page.

Withdrawals and Leave of Absence Information

Information may be found on the Graduate School's catalog page.

Academic Grievances Information

If concerns arise, students are encouraged to communicate with the instructor or staff member who is directly involved with the concern. Usually, the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member. Meeting with the instructor or staff member should be the first step in resolving the concern.

However, if informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the student may bring the concern to the Assistant Department Chair. Should the Assistant Department Chair not be able to come to a satisfactory resolution, they will direct the student on the next steps to move the concern to the next level.

More information may be found on the Graduate School's catalog page.

Grades and Academic Standing

Students must earn a B or better in a required core course. Students earning a C or lower in a required core course will be allowed to repeat the course. Students must receive a B or better when repeating a required course. The first attempt will not be counted toward the degree but will be counted in the overall GPA. Additionally, students must earn a B or higher in a minimum of 18 credit hours taken within the nutrition department.

Seventy-five Percent Rule

At least 75 percent of the hours taken must have been completed with grades of "A" or "B" at The University of Alabama. In applying this 75 percent rule, a maximum of 6 hours of thesis research may be counted, if appropriate.

Repeating Courses

Regular courses (courses other than IDGR assistantship, thesis, dissertation, etc.) typically may not be repeated for graduate credit; this includes courses initially taken on an audit basis. However, a course that is required in a student's curriculum in which the student earned a "C," "D," or "F" may be repeated. Both grades contribute to the computation of the GPA. Only required courses where the student has received a B or better will be counted toward the degree requirements. Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course.

DPD Verification Statement

DPD requirements to receive a Verification Statements will apply to any graduate level DPD course. For more information, students should check with their advisor and DPD Program Director.

More information may be found on the Graduate School's catalog page.

Graduate School Deadlines Information

Information may be found on the Graduate School's website.

Application for Graduation Information

Each candidate for a master's degree must apply for graduation through myBama no later than the last day to add a class for the semester or the first session of the summer term in which requirements for the degree are to be completed. For the specific date, refer to the Graduate School's deadlines for students.

Information may be found on the Graduate School's catalog page.