

# **Bachelor of Public Health Student Handbook**

*2015-2016*

## *Preface*

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This Handbook offers an overview of the policies and procedures that affect students in the Bachelor of Public Health degree program. The Handbook is intended to serve as a guideline for the degree program within the context of the University of Kentucky Regulations and Procedures. Questions regarding degree program policies and procedures should be directed to the Program Director or the Associate Dean for Academic and Student Affairs.

The information in the handbook is accurate to the best of our knowledge. It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Students should become familiar with the Graduate School Bulletin (especially the section on student responsibility) and the Program Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

### **Contact Information**

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## *Welcome from the Dean*

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Dear BPH students,

I am pleased that you have decided to attend the University of Kentucky to pursue a Bachelor of Public Health Degree from the College of Public Health. The faculty and staff of the College of Public Health congratulate you on choosing a most important and exciting field of study. We are proud of the opportunity to contribute to improving the health status of Kentucky's citizens by training the next generation of public health leaders. Providing you and your peers with a solid educational foundation is an important responsibility and one that we take seriously.

The College values its students highly and, in all its actions, strives to build an environment where students can succeed and thrive. It takes pride in a collegial community of faculty and staff who are encouraged and supported in their work to solve pressing public health problems that plague the region and nation. Diversity of thought and diversity among our students, staff and faculty, is woven into the cultural fabric of the College.

The College of Public Health is committed to quality in all of its education, research and service efforts. Evidence of this commitment to quality is full accreditation by the Council on Education for Public Health (CEPH) and Commission on Accreditation of Healthcare Management Education (CAHME), as well as full membership in the Association of Schools & Programs of Public Health (ASPPH). The College of Public Health is one of six health professions colleges at the University of Kentucky. Faculty and students work closely with other colleges in practice and service activities. The College of Public Health is committed to the practice community, as evidenced by its collaborations with the Centers for Disease Control and Prevention, National Institutes of Health, Kentucky Department for Public Health, Lexington-Fayette County Health Department, Kentucky Public Health Association, and the Kentucky Health Department Association.

We are one of 56 (and the number is growing) accredited schools of public health who share a grand mission to improve public health across the U.S. and around the world through our teaching, research and service. The faculty, staff, students and alumni of the College are committed to making a difference in the Commonwealth of Kentucky and beyond. People are important here, and we are genuinely committed to making our work, learning and research environment positive, fair, and diverse. We are delighted that you have decided to join us, a Top 25 School of Public Health, and look forward to helping you prepare for your future.



A handwritten signature in black ink that reads "Wayne T. Sanderson". The signature is fluid and cursive.

Wayne T. Sanderson, PhD, CIH

## *College of Public Health Missions, Vision and Values*

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### **Mission Statement**

As a component of Kentucky's land grant institution, the Mission of the College of Public Health at the University of Kentucky is to apply comprehensive health approaches to understand better and to help reduce the burdens and disparities of health problems on individuals, families and communities.

### **Vision Statement**

The College of Public Health will be recognized locally, nationally, and internationally for its outcomes and products addressing public health problems, reflecting excellence in discovery, outreach, learning, service, community engagement, and leadership.

### **Values**

#### Academic Excellence

Provide comprehensive competency-based education to ensure graduates are prepared to address public health problems efficiently and effectively.

#### Accountability

Measure, be good stewards of, and be accountable to internal and external constituencies for the education, research and service provided by members of the College of Public Health.

#### Community Engagement

Use the expertise and resources of the College to empower citizens and mobilize communities to improve public health.

#### Democracy

Develop a culture of learning in the College characterized by open communication, tolerance, inclusiveness, collegiality, and civility that prepares students to participate in public health initiatives.

#### Educational Opportunity

Be inclusive in recruiting a diverse faculty, student body, and staff to serve better the public health needs of all population groups.

#### Organizational Cohesion

Create and nurture an organizational culture that emphasizes openness and collaboration in its governance and daily activities.

#### Trans-disciplinary Discovery

Facilitate the conduct of rigorous trans-disciplinary and inter-disciplinary research to address complex public health issues and problems.

#### Integrity

Commit to a culture characterized by honesty, transparency, and ethical behavior that pervades all its relationships and activities.

## *Student Services & Resources*

### **Computing Services**

The Communications and Network Systems offers Student Computing Services at many locations on campus.

Students can access information about these sites and other labs on campus by visiting this website,  
<http://www.uky.edu/ukit/labs>.

### **Disabilities (Physical, Mental and/or Learning)**

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has “a physical or mental impairment that substantially limits one or more of the major life activities of such individual.”

Any student who has such a disability and seeks special accommodations from the University must notify the Admissions/Academic Affairs Office of the College of Public Health of that disability, in writing, preferably before the beginning of the school year, but in no case later than the third day of classes for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify the Admissions/Academic Affairs office, in writing, as soon as they become aware of the disability.

All students requesting accommodations need to be registered with the Disability Resource Center (DRC) and have official UK accommodation letters to provide to each of their faculty. Students are advised that they must provide a reasonable amount of notice for faculty to arrange testing accommodations. Faculty should honor accommodation requests received at least one week prior to a scheduled test or exam. Requests for faculty support with notes are to be interpreted such that when you publicly display outlines or text through a PowerPoint presentation, overheads, or other visual device, it is reasonable for you to provide the student with a copy of that text. (If you are displaying a set of slides or showing a short film, it is not reasonable for the student to receive a copy. If you work on problems or make lists on a chalk board, it is not reasonable for you to provide a written copy to the student. Students may not request your private, personal notes.)

Requests for testing accommodations that only include extended time (50% or 100%) and testing in a separate, low distraction environment may be set up by the faculty, with a proctor and a quiet work space. At faculty’s discretion, the accommodated testing can take place in the Counseling and Testing Center, but the exam must be completed by 4:00 p.m. For further information about scheduling accommodated exams at the Counseling and Testing Center, please call 257-8703 or visit their website at <http://www.uky.edu/StudentAffairs/Counseling/testing.html>.

Requests for testing accommodations that include use of a computer, software, a reader, a scribe, an interpreter, or exams that take place after 4:00 p.m. may not be scheduled with the Counseling and Testing Center. Faculty are responsible for establishing arrangements for these accommodated tests. Academic departments are required to assist with this process.

If you need additional accommodated testing resource options, you may contact the Disability Resource Center for assistance. However, the DRC also must have a reasonable advanced notice (at least one week) of a test or exam that needs special accommodations. For further information or questions, please call the DRC at 257-2754,  
<http://www.uky.edu/celt/disabilities.php>.

### **E-mail**

All UKCPH students must establish a University of Kentucky e-mail address and provide it to the Admissions/Student Affairs office. All correspondence from UKCPH to students will be sent to the UK address. To establish an e-mail address please go to <http://www.uky.edu/email/> and follow the directions.

Students may report problems with their e-mail address to the Customer Service Center, 111 McVey Hall, 257-1300,  
<http://www.uky.edu/IT/CustomerService/contact.php>.

### **Library Resources**

The University of Kentucky libraries house over two million volumes and rank among the largest in the south and midwest. The Government Publications Department, a Federal Depository, contains documents relating to municipal, state, and national topics. The system also includes Special Collections, and individual libraries of Medicine, Business, Economics, and Law. The University has the W.T. Young Library, a multi-million dollar, state-of-the-art central library.

## *Student Services & Resources Continued*

Public health students may also use the library sources in the Health Sciences Learning Center (College of Nursing) and the Medical Science Building. For information on training and library updates, <http://www.mc.uky.edu/medlibrary>.

### **Student Organizations**

#### *University of Kentucky Student Public Health Association (UKSPHA)*

The University of Kentucky Student Public Health Association (UKSPHA) is a student affiliate of the Kentucky Public Health Association (KPHA). We are a nonprofit organization for students of the University of Kentucky College of Public Health and other individuals interested in public health. The chapter was founded on September 21, 2000. The student chapter consists of an executive board of elected officials including chairs for the public service and social committees.

UKSPHA is a student-run organization and basic governing unit of the University of Kentucky College of Public Health. UKSPHA's role is to act as a liaison between students and faculty, promote student involvement to develop healthy communities, and represent the needs of students of the College of Public Health.

Any student at the University of the Kentucky who is interested in public health issues can join regardless of their year in school or specific college they attend. Please contact any of the officers to obtain more information or email us at [UKSPHA@gmail.com](mailto:UKSPHA@gmail.com).

Membership fees include \$10 chapter dues and \$15 KPHA dues that are paid once a year. In addition students have the option to become members of the American Public Health Association (APHA), <http://www.apha.org/become-a-member>.

#### *University of Kentucky MHA Student Association*

In 2008 the American College of Health Executives discontinued its student chapters, so the MHA program developed its own student organization, the MHA Student Association. This group took over the functions of UK ACHE Chapter, including organizing service and social activities, and advising the Director on career development activities. Officers, including a president, vice-president, treasurer and secretary are elected in mid-April and serve for the following year.

#### *Delta Omega Society - Beta Gamma Chapter*

Delta Omega is the honorary society for graduate students in public health. The Society was founded in 1924 at Johns Hopkins University, School of Public Health. There are currently 67 chapters throughout the United States and Puerto Rico. Membership in Delta Omega is by invitation to students with exceptionally high GPAs who also have promising leadership potential in Public Health. An induction ceremony is held at UK each spring for students during their graduating year. For information about the Beta Gamma Chapter at the University of Kentucky College of Public Health, contact Dr. Glen Mays, (859) 218-2029, [glen.mays@uky.edu](mailto:glen.mays@uky.edu).

#### *Sigma Phi Omega - Gamma Mu Chapter*

The national honor society of Sigma Phi Omega recognizes academic excellence in the field of gerontology and/or aging, as well as of professionals in aging service. Gamma Mu is the University of Kentucky chapter. Sigma Phi Omega seeks to promote scholarship and professionalism within any endeavor associated with aging and older persons.

Gamma Mu sponsors department-wide events such as participation in the Alzheimer's Memory Walk, hosting guest speakers, and participating in various university and community-based activities throughout the year. Gamma Mu also holds monthly meetings in the Graduate Center for Gerontology.

Membership is open to undergraduate and graduate students who are majoring or minoring in gerontology/aging studies and related fields and who are in at least their second term of enrollment. Undergraduates must have a grade point average of at least 3.3 on a 4.0 scale, and graduate students must have at least a 3.5 GPA to be eligible for membership. Faculty, alumni, professional, and honorary memberships are also available. New members receive a certificate, a lapel pin, a subscription to the Sigma Phi Omega Newsletter, and an invitation to participate in the national meeting and all activities of the Society. For more information about the local chapter, visit the UK gerontology website, or contact the Director of the Graduate Center for Gerontology.

## Student Services & Resources Continued

### University of Kentucky AcademyHealth Student Chapter

AcademyHealth is the professional home for health services researchers, policy analysts, and practitioners, and a leading, non-partisan resource for the best in health research and policy. The Chapter was formed to acquaint students with the fields of health services research (HSR), public health systems and services research (PHSSR), and health policy, provide learning opportunities through interaction with health services researchers and health policy practitioners and help expand chapter members' career opportunities. For more information visit <http://www.academyhealth.org/index.cfm>.

**For a complete list of student organizations, please see the following link: <http://getinvolved.uky.edu/>**

### Student Presentation Resources

The Media Depot is a student digital media space located in the Hub at William T. Young Library. The Media Depot provides; access to recording equipment and space, editing stations with specialized multimedia software, and technical support for students' development of their academic media projects. Additional information can be found here: <http://www.uky.edu/ukat/mediadepot>.

Presentation U! is a state of the art multimodal communication center offering tutoring for students and support services for faculty to increase oral, written, and visual communication competence both inside and outside of the classroom, as part of UK's Quality Enhancement Plan (a component of the requirements for our SACS-COC accreditation). Additional information can be found here: <http://www.uky.edu/UGE/pres-u>.

### Undergraduate Student Success Resources

- Academic Scholarships: [www.uky.edu/AcademicScholarships](http://www.uky.edu/AcademicScholarships)
- APEX Degree Audit: [www.uky.edu/degreeaudit/](http://www.uky.edu/degreeaudit/)
- Big Blue Pantry: [www.ukcco.org/programs/big-blue-food-pantry/](http://www.ukcco.org/programs/big-blue-food-pantry/)
- Campus Calendar: <http://uknow.uky.edu/calendar>

- Center for Academic Resources and Enrichment Services (CARES): [www.uky.edu/diversity/cares](http://www.uky.edu/diversity/cares)
- Counseling Center: [www.uky.edu/StudentAffairs/Counseling](http://www.uky.edu/StudentAffairs/Counseling)
- Disability Resource Center: [www.uky.edu/StudentAffairs/DisabilityResourceCenter](http://www.uky.edu/StudentAffairs/DisabilityResourceCenter)
- Education Abroad: [www.uky.edu/international/educationabroad](http://www.uky.edu/international/educationabroad)
- Financial Ombud Services: [www.uky.edu/financialaid/financial-ombud-services](http://www.uky.edu/financialaid/financial-ombud-services)
- General Chemistry Learning Center: <http://chem.as.uky.edu/general-chemistry-learning-center>
- Martin Luther King Center: [www.uky.edu/MLKCC](http://www.uky.edu/MLKCC)
- Mathskeller: [www.mathskeller.com/](http://www.mathskeller.com/)
- Multiple Final Exam Information: [www.uky.edu/Faculty/Senate/rules\\_regulations/](http://www.uky.edu/Faculty/Senate/rules_regulations/)
- National Student Exchange Program: <http://www.uky.edu/US/nse.html>
- OUTsource: <http://www.uky.edu/Diversity/resources.html>
- SAFECATS and After-Hours On-Demand Bus Service: [uksafecats@uky.edu](mailto:uksafecats@uky.edu)
- Stuckert Career Center: [ukcareercenter@uky.edu](mailto:ukcareercenter@uky.edu)
- Student Employment Office: <http://www.uky.edu/hr/employment/student-employment>
- Student Support Services: [www.uky.edu/Diversity/SSS/](http://www.uky.edu/Diversity/SSS/)
- The Hub: [www.uky.edu/Libraries/Hub](http://www.uky.edu/Libraries/Hub)
- The Study: [www.uky.edu/AE](http://www.uky.edu/AE)
- Undergraduate Research: [www.uky.edu/UGResearch](http://www.uky.edu/UGResearch)
- VIP Center: [www.uky.edu/StudentAffairs/VIPCenter/](http://www.uky.edu/StudentAffairs/VIPCenter/)
- Writing Center: <http://wrd.as.uky.edu/writing-center/>



## *Student Services & Resources Continued*

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### **University Academic Ombud**

At the University of Kentucky, the Office of Academic Ombud Services is responsible for assisting students and instructors work through and resolve academic related problems and conflicts. The major arenas of activity for UK's Academic Ombud include both Student Academic Rights and Academic Offenses. The primary focus of Academic Ombud Services is the process by which decisions are made, and the primary task of the ombud is to ensure fair policies, processes, and procedures that are equitably implemented. Thus, the Academic Ombud is a neutral party working as an advocate for fairness and equity,

<http://www.uky.edu/Ombud/>.

The UK Academic Ombud is located at 109 Bradley Hall and may be reached at (859) 257-3737, fax, (859) 257-5346, or email: [ombud@uky.edu](mailto:ombud@uky.edu).

### **University Health Services**

University Health Services provides medical treatment for full and part-time students. You should access their website for their policies and procedures,

<http://ukhealthcare.uky.edu/uhs/>.

### **WildCard Student ID**

Students are required to have a WildCard Student ID that may be used for a variety of services on campus (copying services, athletic events, library use, etc.) as well as access in areas of the UK HealthCare - Chandler Hospital. Since the College of Public Health is a member of the Health Professions Colleges your ID will be obtained from the UK HealthCare security office. The security office hours of operation are Monday – Friday, 7:00 a.m. to 3:30 p.m. in room A.00.802, UK HealthCare - Chandler Hospital, 1000 S. Limestone (859) 323-2356. Additional information can be found here, <http://www.uky.edu/Police/UKID/index.html>.

## *Academic & University Policies*

For students accepted to the Bachelor of Public Health (BPH) program, the rules for academic probation, dismissal, and reinstatement are comparable to those established by the University for Undergraduate Colleges and also include criteria for student performance in required public health courses:

- A student must earn a grade of C or better in all public health core courses in order to complete the major requirements and advance through sequential public health courses. A grade lower than a C will require the student to repeat that course and obtain a C or better to meet major requirements.
- A student has the option to repeat once as many as three different courses in which he/she received a grade of B, C, D, or E. This is called a Repeat Option. Only the grade, credit hours, and quality points of the second completion will be used in calculating the GPA, provided the student has made a specific request through a Repeat Option form (available from your advisor). A limit of three repeat options may be filed during your entire undergraduate career. The student must be enrolled at the time the repeat option form is filed.
- Any student who fails to maintain a cumulative UK GPA of 2.5 shall be placed on academic probation within the College of Public Health.
- To overcome academic probation, a plan must be developed with the Academic Advisor. The plan may include some or all of the following:
  - Attend at least four hours of supervised study time per week with the Academic Advisor.
  - Schedule a monthly advising appointment with academic advisor.
    - During the add/drop window (August, January)
    - Four weeks into the semester (September, February)
    - Eight weeks into the semester (October, March)
    - Prior to the final drop deadline (first week of November, first week of April)
    - Dead week of each semester (December, April)
  - Submit academic progress reports to academic advisor at each advising session.
- Additional requirements will be determined on an individual basis.
- If a student does not follow the plan outlined by the Academic Advisor, the student may be dismissed from the program.
- A student will be removed from academic probation when a cumulative GPA of 2.5 or higher is obtained.
- A student shall be dismissed from the College if he/she fails to achieve a cumulative GPA of 2.5 or higher within two consecutive semesters of being placed on probation or fails to earn a term GPA of 2.5 or higher for any two consecutive semesters following his/her placement on academic probation.
- A student who earns a term GPA of 2.5 or higher for each semester following placement on probation will continue in probationary status until a cumulative GPA of 2.5 or higher is obtained.
- Students who are on academic probation within the College of Public Health may transfer to other colleges or departments provided the students meet eligibility criteria.
- A student who has been dismissed from the College for academic reasons and has remained outside the program for at least a semester and a summer session, may petition for reinstatement. Petition for reinstatement is to be made in writing to the Dean or Associate Dean of Academic and Student Affairs in the College of Public Health and shall include a written statement by the student specifying why he/she should be considered for reinstatement. After consultation with the Director of Undergraduate Studies and other faculty as appropriate, the Dean may choose to accept or deny the petition. The Dean may require that the student agree to certain conditions in order to be reinstated (i.e. take additional course work, complete a writing class, obtain tutoring). The Dean shall inform the student in writing that he/she has been reinstated or reasons for denial of the petition for reinstatement. No student will be readmitted to the College via reinstatement request more than twice.
- A student who has been dismissed for academic reasons and reinstated shall, upon reinstatement, be placed on academic probation and be subject to the academic performance expectations outlined in this policy.

## *Academic & University Policies Continued*

### **Academic Integrity, Cheating, and Plagiarism**

Students are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on Students Rights and Responsibilities see the following website: [www.uky.edu/StudentAffairs/Code/index.html](http://www.uky.edu/StudentAffairs/Code/index.html). Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal, or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures. Not knowing the policies is not an excuse, so make sure you read Parts I to IV of the website.

A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site or can be accessed at [www.uky.edu/Ombud/Plagiarism.pdf](http://www.uky.edu/Ombud/Plagiarism.pdf).

Students who witness a violation to academic integrity, cheating, and/or plagiarism must report any violation to their Academic Advisor or Program Director within a week of the incident. In addition to University process, policy, and imposed procedures for these infractions, other actions may be recommended by the College of Public Health.

### **Class Attendance**

Every student is expected to attend all class sessions, including laboratories, other outside- the-classroom activities as deemed necessary by the course instructor, and to complete all examinations. Each instructor determines his/her individual policy for class attendance, completion of assigned work, absences at announced and unannounced examinations and excused absences. A student has the right to expect this policy to be in writing and given to him or her by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades.

In all cases, the student bears the responsibility for notifying the instructor of any missed work and for making up any missed work. If feasible, the instructor may give the student an opportunity to make up the missed work or examination missed due to an absence during the semester in which the absence occurred.

### **Class Cancellations**

The University never entirely closes, but there may be a rare cancellation of classes due to inclement weather. Announcements of cancellation or delay of classes normally will be made by 6 a.m. through the local media. The latest information will be on the UK Infoline at (859) 257-5684, UK Cable Channel 16, or UK website, <http://www.uky.edu/>. Those students who are participating in an off-site experience will be expected to follow the cancellation/closing policies of the agency/clinic/company where they are assigned.

### **Confidentiality and Disclosure**

The Family Education Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcripts. Under FERPA provisions, students have the right to have their academic records kept separate and confidential unless they consent in writing to have it released. However, FERPA also provides that the College of Public Health may disclose (to University personnel) the student's academic record without the student's consent when the person requesting the information has a legitimate educational interest and the information is used under the following disclosure guidelines and for the purpose of:

1. academic advising
2. writing a letter of recommendation requested by the student
3. selecting students for honorary organizations
4. informing community-based faculty members serving as preceptors to improve the quality benefit to each rotation
5. responding to a directive pursuant to law or court order

### **Confidentiality of Student Records, Address Information, and Student Rosters**

Transcripts and grade information will be released only upon written authorization from the student. Directory information (name, address, telephone listing, date and place of birth, major, dates of attendance, degrees, and most recent educational institution attended) will be released without authorization unless the student notifies the Registrar in writing to the contrary. University of Kentucky College of Public Health student records are kept by the Office of

## *Academic & University Policies Continued*

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Admissions and Student Affairs in a locked cabinet, with access restricted to authorized personnel.

The College of Public Health does NOT make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than students, faculty and staff of the school. Students are instructed NOT to distribute the lists of their classmates to individuals outside the College.

At UK, students can use the UK website to access important information, including grades, student schedules and registration information. Students also can update their addresses and other information, <https://myuk.uky.edu/irj/portal>.

### **Dress Code**

All students should maintain a clean, neat appearance at all times, and students' attire should be commensurate with the activities in which the student will participate during that day. A professor may set forth additional standards of attire in his or her syllabus. This policy is designed to provide a reasonable standard of dress and appearance for public health students. If a faculty member deems a particular student's attire to be inappropriate, according to the guidelines below or according to the class syllabus, he or she may notify the student privately at any time before, after, or outside of class and ask the student to correct the problem.

### **Diversity, Equal Educational and Employment Opportunities**

The College of Public Health and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics, talents and contributions of all people are valued and recognized for the unique contribution they make to our College. The following statement, required on all official UK documents, guides all admissions and employment practices, and represents the best expression of the CPH commitment to diversity.

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not

discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

### **Drug Free Institution**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on University of Kentucky property, on University business, or at University-sponsored events. The University policy, as well as the laws from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found here, <http://www.uky.edu/HR/policies/hrpp013.html>.

### **Electronic Devices**

Out of respect for classmates and faculty, all students are asked to function in a professional manner as it relates to the use of electronic devices during class sessions. Cell phones, pagers, etc. are disruptive to classroom activities and may be requested to be deactivated upon entering the classroom. Instructors may ask that laptops be closed during lectures.

### **Fitness for Duty**

College of Public Health students who are on rotations, internships, assistantships, or work assignments with UK Healthcare are subject to its Fitness for Duty policy, online at <http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyManual=10&PolicyID=928>.

### **Health Care Colleges Code of Professional Student Conduct (HCC Code)**

The Health Care Colleges Code of Student Professional Conduct (HCC Code) provides the standards of professional conduct and procedures to be followed when questions arise about the professional moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges, [http://www.uky.edu/Provost/APFA/Policy\\_Protocol/HCCSPBC.pdf](http://www.uky.edu/Provost/APFA/Policy_Protocol/HCCSPBC.pdf).

## *Academic & University Policies Continued*

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### **Procedure for Redress of Greivances**

Individual students having a grievance about any aspect of the Program should first take her/his grievance to the Director of the Program. If the Director cannot resolve the issue, the grievance should then be taken to the Associate Dean for Academic Affairs in the College of Public Health. The Dean of the College of Public Health is the next administrative level for student greivances. Following initial review, a student may choose to approach the Graduate School (for graduate programs) and/or the University Ombud for undergraduate and professional programs.

### **Social Media Guidelines**

UK HealthCare recognizes the impact of social media (Facebook, Twitter, Instagram etc.) on our workforce. Our expectation is that faculty, trainees, students and employees know what is expected in health care and observe policies on behavioral standards, patient privacy, use of personal electronic devices and hospital resources. Patient privacy is vitally important and we train regularly on obligations related to privacy and security matters (HIPAA). Recent changes to HIPAA rules require that the federal government is notified when patient privacy has been violated.

Below are some expectations when using social media sites.

- Do not “friend” patients/clients
- Do not accept “friend requests” from patients/clients or their family members
- Never share any patient information via Facebook or other social media
- Never post pictures of patients or pose with patients/clients for pictures
- Never give medical advice via social media

### **Smoke-Free Environment**

On April 22, 2008, the UK Board of Trustees gave final approval to the revised version of the university policy that outlines the university’s smoke-free policy. Tobacco use is not allowed on University property.

***For additional information, please see the following links (please note this list is not exhaustive):***

***The student success page: <http://www.uky.edu/studentsuccess/>***

- ***Academic Resources***
- ***Financial Resources***
- ***Student Involvement***
- ***Student Success Workshops***

## *Program Information*

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Public Health connects populations from an integrated approach including identifying and impacting change in behaviors that affect health; education on the science of primary prevention of disease; promoting healthcare equity, quality and accessibility; and advocating for improved healthcare systems.

Completion of a Bachelor of Public Health (BPH) degree prepares students for the public health workforce and equips them to find effective and meaningful solutions for real-world health problems. The College has strong ties to the public health practice community, both regionally and nationally, and provides students with opportunities to engage with professionals across the country. BPH graduates are well-positioned to pursue entry-level positions in community and public health and healthcare, as well as for graduate study in public health and a variety of other health professions.

Students enrolled in the BPH should have both a belief in making positive changes and a devotion to making a difference in the health status of communities.

### **Program Outcomes**

Students in the Bachelor of Public Health degree program will be able to complete the following learning outcomes upon completion of the curriculum:

1. Demonstrate knowledge of public health from an interdisciplinary perspective.
2. Show competency in ethical issues, social responsibility, and problem solving using evidence-based concepts in core public health areas.
3. Show competency in relationship-building and team dynamics to plan and promote public health and reduce health disparities.
4. Apply theories and concepts to communicate the interconnectedness among the physical, social, and environmental aspects of population health.



# Program Requirements

The College of Public Health requires students to earn a minimum of 120 hours for the Bachelor of Public Health with a minimum cumulative grade-point average of 2.5. In addition, students must earn a grade of C or better in all major requirement courses. Refer to the Academic Performance section of the CPH Undergraduate Bulletin for more information regarding the University repeat option policy. Students may take additional hours in accordance with stated University policy.

## Program Curriculum

The following curricular requirements are presented as a guide to your matriculation through the program, but depending on your previous coursework, there may be changes and alternatives suggested by your BPH advisor.

## UK Core Requirements

See the UK Core section of the 2014 – 2015 Undergraduate Bulletin at: <http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/UKCoursesF14.pdf> for the complete UK Core requirements. The courses listed below are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core requirements.

<b>I. Intellectual Inquiry in Arts and Creativity</b>	
Choose one course from approved list .....	3
<b>II. Intellectual Inquiry in the Humanities</b>	
Choose one course from approved list .....	3
<b>III. Intellectual Inquiry in the Social Sciences</b>	
Choose one course from approved list .....	3
<b>IV. Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences</b>	
Choose one course from approved list .....	3
<b>V. Composition and Communication I</b>	
CIS/WRD 110 Composition and Communication I .....	3
<b>VI. Composition and Communication II</b>	
CIS/WRD 111 Composition and Communication II .....	3
<b>VII. Quantitative Foundations</b>	
Choose one course from approved list .....	3
<b>VIII. Statistical Inferential Reasoning</b>	
Choose one course from approved list .....	3
<b>IX. Community, Culture and Citizenship in the USA</b>	
Choose one course from approved list .....	3
<b>X. Global Dynamics</b>	
Choose one course from approved list .....	3
<b>UK Core Hours .....</b>	<b>30</b>

## Graduation Composition and Communication Requirement

CPH 470, Public Health Capstone (major requirement) fulfills the University Graduation Composition and Communication Requirement.

## Pre-major Requirements

BIO 103 Basic Ideas of Biology (or higher) .....	3
BST 330 Statistical Literacy in Public Health.....	3
CLA 131 Medical Terminology from Greek & Latin .....	3
CPH 201 Introduction to Public Health .....	3
GRN 250 Aging in Today's World.....	3
MA 111 Introduction to Contemporary Math	
OR MA 109 College Algebra (or higher) .....	3
<b>Subtotal: Pre-major Hours: .....</b>	<b>18</b>

*Please note, that 15 credits of the premajor requirements can be utilized for UK Core hours. A student's elective credits will vary depending on how many courses are used as UK Core requirements. See your advisor for planning assistance.*

## Major Requirements

### I. Required Public Health Courses

CPH 310 Disease Detectives: Epidemiology in Action .....	3
CPH 320 Foundations of Environmental Health .....	3
CPH 440 Foundations of Health Behavior .....	3
CPH 472 Public Health Professions and Practice .....	3
HSM 241 Health and Medical Care Delivery Systems .....	3
<b>Subtotal: Major Hours: .....</b>	<b>15</b>

*II. Public Health Electives (choose 15 credits of CPH, GRN or other advisor approved electives. Please see your advisor for a complete list)*

**Subtotal: Public Health Electives: .....** 15

*III. Specialty Support Courses (Please see your advisor for a complete list)*

**Choose 6 credits from the following courses in Anthropology, Geography, and/or Sociology**

ANT 251 Global Health: Cultures, Pathologies, and Social Inequalities .....	3
ANT 303 Topics in the Anthropology of Food and Nutrition: (Subtitle required) .....	3
GEO 261 Global Dynamics of Health and Disease .....	3
GEO 309 Introduction to GIS .....	3
SOC 235 Inequalities in Sociology .....	3
SOC 360 Environmental Sociology .....	3
<b>Subtotal: Specialty Support Courses .....</b>	<b>6</b>

## Program Requirements Continued

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Choose **12 credits** in natural or physical science courses at the 200+ level. These courses are generally chosen from the following departments: ANA, BIO, CHE, PHY, PGY. (Students desiring to enroll in 200+ level CHE courses will be required to enroll in 100 level CHE prerequisites. Students desiring to enroll in 200+ level PHY courses will be required to enroll in 100 level MA prerequisites.)

### IV. Capstone course - required:

After attaining junior status and matriculation to the BPH program, students must complete a capstone course, which also satisfies the Graduation Composition and Communication Requirement (GCCCR).

CPH 470 Public Health Capstone .....	3
<b>Subtotal: Major Hours</b> .....	<b>39</b>

### Electives

Choose electives to lead to the minimum total of 120 hours required for graduation.

<b>Total Minimum Hours</b>	
<b>Required for Degree</b> .....	<b>120</b>



## Full-time Sequence (4 year curricular map)

YEAR 1	
<b>FALL—BPH Pre-Major</b> *UK Core CC1—CIS/WRD 110 Composition and Communication I UK Core QFO--^@MA 111 Introduction to Contemporary Mathematics UK Core NPM—^@BIO 103 Basic Ideas of Biology (or higher level)	<b>SPRING—BPH Pre-Major</b> UK Core CC2—CIS/WRD 111 Composition and Communication II UK Core GDY—open choice from approved list UK Core ACR— open choice from approved list ^CLA 131 Medical Terminology from Greek and Latin **Free Elective—(total of 36 cr.)
YEAR 2	
<b>FALL—BPH Pre-Major</b> UK Core SIR—^@BST 330 Statistical Thinking for Population Health UK Core CCC—^@GRN 250 Aging in Today’s World UK Core SSC—^@CPH 201 Introduction to Public Health #%HSM 241 Health and Medical Care Delivery Systems	<b>SPRING—BPH Major</b> +%PH Science/Additional Course Elective %PH Elective— open choice from approved list (recommend 200 level) %PH Elective— open choice from approved list (recommend 200 level) **Free Elective (total of 36 cr.)
YEAR 3	
<b>FALL—BPH Major</b> +%PH Science/Additional Course Elective #%CPH 310 Disease Detectives, Epidemiology in Action %PH Elective— open choice from approved list (recommend 300/400 level) %Elective within Major—open choice from approved list **Free Elective (total of 36 cr.)	<b>SPRING—BPH Major</b> +%PH Science/Additional Course Elective #%CPH 320 Foundations of Environmental Health %PH Elective— open choice from approved list (recommend 300/400 level) %Elective within Major—open choice from approved list **Free Elective (total of 36 cr.)
YEAR 4	
<b>FALL—BPH Major</b> +%PH Science/Additional Course Elective #%CPH 472 Public Health Professions and Practice %PH Elective— open choice from approved list (recommend 300/400 level) **Free Elective (total of 36 cr.) **Free Elective (total of 36 cr.)	<b>SPRING—BPH Major</b> %GCCR Requirement—CPH 470 Public Health Capstone #%CPH 440 Foundations of Health Behavior **Free Elective (total of 36 cr.) **Free Elective (total of 36 cr.) **Free Elective (total of 36 cr.)

^BPH Pre-major requirement; a student can apply and be placed into pre-BPH status prior to completion of pre-major requirements. When the 18 credits of pre-major courses are completed, a student, if accepted, can matriculate into the BPH program. Students may be granted a conditional acceptance if they apply with only 6 remaining credits (generally applies to transfer students) and if the 2.75 GPA pre-major and 2.5 cumulative GPA requirements are met.

#BPH Major Core Requirement

%students must attain a “C” grade or better in all major requirement courses

@Course may be used as a UK Core Requirement, but credits will only count once

\*Incoming Students are Strongly Encouraged to take WRD 112 to fulfill the CC1 and CC2 requirements if they have any of the following: an ACT English score of 32 or Higher, an SAT Verbal score of 720 or Higher, or an AP English Composition score of 4 or 5. If the Student has been accepted into the University Honors Program, the Student is required to take WRD 112, instead of CC1 and CC2.

\*\*Free electives: students may take up to 12 credits of 36 credits on a P/F basis if the course is not being used for other type of requirements, and the course is not offered through the student’s major department. BPH students are strongly advised to consider adding a minor through the free credits.

+Choose 12 credits of natural or physical sciences at the 200 level or higher with prefix ANA, BIO, PGY, PHY, CHE; this is a requirement for BPH majors.

### UK Core Abbreviations

HUM =Intellectual Inquiry in the Humanities  
 NPM=Intellectual Inquiry in the Natural/Physical/Mathematical Science  
 SSC=Intellectual Inquiry in Social Sciences  
 ACR=Intellectual Inquiry in Arts & Creativity  
 CC1= Composition and Communication I  
 CC2= Composition and Communication II  
 QFO= Quantitative Foundations  
 SIR= Statistical Inferential Reasoning  
 CCC= Community, Culture and Citizenship in U.S.  
 GDY= Global Dynamics

### Other Abbreviations

PH: Public Health  
 BPH: Bachelor of Public Health  
 CPH: College of Public Health  
 GCCR: Graduation Composition and Communication Requirement Hours