

Bachelor of Public Health Student Handbook

2017-2018

Preface

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 Director of Undergraduate Studies 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 College of Public Health Bulletin and this 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



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 an important field of study. We are proud of the opportunity to improve the health status of Kentucky's citizens by training the next generation of public health leaders. Providing you with a solid educational foundation is an important responsibility.

The College strives to build an environment where students can succeed and thrive. We are a collegial community of faculty and staff who work to solve pressing public health problems. Diversity of thought and diversity of people

are central to our identity.

The College of Public Health is committed to quality in all of its education, research, and service efforts. We are fully accredited by the Council on Education for Public Health (CEPH) and Commission on Accreditation of Healthcare Management Education (CAHME); we have full membership in the Association of Schools & Programs of Public Health (ASPPH). The College of Public Health is one of six health colleges at the University of Kentucky. We collaborate extensively with other colleges in academics and research. In practice and service, we have partnerships 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, the Foundation for a Healthy Kentucky, and the Kentucky Health Department Association.

We are one of 63 accredited schools of public health who share the mission to improve public health across the U.S. and globally 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 as a Top 25 School of Public Health and look forward to helping you prepare for your future.

Donna K. Arnett

Donna Arnett, PhD, MSPH

College of Public Health Mission and Vision

Mission Statement

To develop health champions, conduct multidisciplinary and applied research, and collaborate with partners to improve health in Kentucky and beyond.

Vision Statement

To be a catalyst of positive change for population health.

Program Information

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 2017 – 2018 Undergraduate Bulletin 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.

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

UK Core Hours 30

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 230 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

Subtotal: Pre-major Hours: 18

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 330 Health Analytics I.....	3
CPH 350 Intro to Health Care Organization and Policy	3
CPH 440 Foundations of Health Behavior	3
CPH 472 Public Health Professions and Practice	3
CPH 476G A Sick World: Global Public Health in the Early 21 st Century..	3

Subtotal: Major Hours: 21

Guided Electives

Public Health Electives: Choose 15 credits of CPH, GRN, BST, or other advisor approved electives. Please see your advisor for a complete list.

Subtotal: Public Health Electives: 15

Natural Science Electives: Choose 6 credits of 200+ level natural science course from the following departments: ANA, BIO, CHE, PHY, PGY, or PHA.

Subtotal: Natural Science Electives: 6

Social Science Electives: Choose 9 credits of 200+ level social science course from the following departments: SOC, ANT, or GEO.

Subtotal: Social Science Electives: 9

Subtotal: Guided Electives: 30

II. 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 (GCCR).

CPH 470 Public Health Capstone

Subtotal: Major Hours 39

Electives

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

Total Minimum Hours

Required for Degree 120

Full-time Sequence (4 year curricular map)

YEAR 1	
FALL—BPH Pre-Major <ul style="list-style-type: none"> • UK Core CC1 - CIS/WRD 110 Composition and Communication I • UK Core QFO – MA 109 / MA 111 * • CLA 131 Medical Terminology from Greek and Latin* • UK Core NPM - BIO 103 Basic Ideas of Biology* • Free Elective <p style="text-align: right;">Total Credits: 15</p>	SPRING—BPH Pre-Major <ul style="list-style-type: none"> • UK Core SSC—CPH 201 Introduction to Public Health* • UK Core CC2—CIS/WRD 111 Composition and Communication II • UK Core – Humanities — <i>open choice from approved list</i> • Free Elective • Free Elective <p style="text-align: right;">Total Credits: 15</p>
YEAR 2	
FALL—BPH Pre-Major <ul style="list-style-type: none"> • UK Core CCC—GRN 250 Aging in Today's World* • UK Core ACR— <i>open choice from approved list</i> • Natural Science Elective #1 • Social Science Elective #1 • Public Health Elective #1 <p style="text-align: right;">Total Credits: 15</p>	SPRING—BPH Pre-Major <ul style="list-style-type: none"> • UK Core SIR—BST 230 Statistical Thinking in Public Health* • UK Core GDY—<i>open choice from approved list</i> • Natural Science Elective #2 • Social Science Elective #2 • ECON 201 Introduction to Economics** <p style="text-align: right;">Total Credits: 15</p>
Apply to BPH: Application open February 1 st - June 1 st	
YEAR 3	
FALL—BPH Major <ul style="list-style-type: none"> • CPH 310 Disease Detectives, Epidemiology in Action • CPH 320 Foundations of Environmental Health • Public Health Elective #2 • Social Science Elective #3 • Free Elective <p style="text-align: right;">Total Credits: 15</p>	SPRING—BPH Major <ul style="list-style-type: none"> • CPH 440 Foundations of Health Behavior • CPH 350 Intro to Health Care Org and Policy • CPH 330 Health Analytics I • Free Elective • Free Elective <p style="text-align: right;">Total Credits: 15</p>
YEAR 4	
FALL—BPH Major <ul style="list-style-type: none"> • CPH 472 Public Health Professions and Practice • CPH 476G A Sick World: Global Public Health in the Early 21st Century • Public Health Elective #3 • Free Elective • Free Elective <p style="text-align: right;">Total Credits: 15</p>	SPRING—BPH Major <ul style="list-style-type: none"> • CPH 470 Public Health Capstone (GCCR Requirement) • Public Health Elective #4 • Public Health Elective #5 • Free Elective • Free Elective <p style="text-align: right;">Total Credits: 15</p>

*Pre-major required course

**pre-requisite for CPH 350

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 every semester. 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/DisabilityResourceCenter/>.

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. 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 Services & Resources Continued

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). UKSPHA is 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.ky@gmail.com.

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, secretary and recruitment chair 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.

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.

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'

Student Services & Resources Continued

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
- Big Blue Pantry: 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
- Counseling Center: www.uky.edu/StudentAffairs/Counseling
- Disability Resource Center: www.uky.edu/StudentAffairs/DisabilityResourceCenter
- Education Abroad: www.uky.edu/international/educationabroad
- Financial Ombud Services: 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
- Mathskeller: www.mathskeller.com/
- Multiple Final Exam Information: 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
- Stuckert Career Center: ukcareercenter@uky.edu
- Student Employment Office: <http://www.uky.edu/hr/employment/student-employment>
- Student Support Services: www.uky.edu/Diversity/SSS/
- The Hub: www.uky.edu/Libraries/Hub
- The Study: www.uky.edu/AE
- Undergraduate Research: www.uky.edu/UGResearch
- VIP Center: www.uky.edu/StudentAffairs/VIPCenter/
- Writing Center: <http://wrd.as.uky.edu/writing-center/>

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.

Student Services & Resources Continued

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

Admission Policy

Admission to the University as an incoming freshman is sufficient for admission to the Pre-Bachelor of Public Health (pre-BPH) program. Students participating in the Academic Preparation Program are not eligible for admission. Current University students and transfer students must meet the BPH grade-point average (GPA) admission criteria to be admitted as a pre-BPH student. Admission to the pre-BPH program does not guarantee admission to the Bachelor of Public Health (BPH) program. Students may apply to the pre-BPH program during the university approved window to declare a major. The application is available at: <http://www.uky.edu/publichealth/academics/bachelors-program/admissions>

Admission to the Bachelor of Public Health Program happens in two stages, pre-major status and BPH status. Pre-major students are students who are working on entry level requirements. Once these students meet the criteria described below, they may apply for BPH status.

1. Enrollment in the University of Kentucky
2. Completion of CPH 201 with a letter grade of B or higher
3. Completion of all additional pre-major required courses with a letter grade of C or higher
4. Cumulative GPA of 2.75 or higher
5. Submission of an application form to the College of Public Health prior to the annual application deadline of June 1st. The application is available at: <http://www.uky.edu/publichealth/academics/bachelors-program/admissions>

Applications to the BPH program are only accepted from February 1st - June 1st each year. All pre-major requirements must be complete prior to the start of the following fall semester to be eligible for admission. All applications will be processed after June 1st, and admissions status will be released to students no later than July 15th of the current academic year.

Appeals Process

Students who do not meet the GPA criteria for admission to the Bachelor of Public Health program, but have extenuating circumstances that prevented them from reaching their

academic potential may submit an appeal at the time their application is submitted.

For questions regarding appeals, contact:

Dr. Christy Brady
111 Washington Avenue #109
Lexington, KY 40536-003
(859) 323-5172
Clfrea2@uky.edu

Accelerated BPH/MPH Degree Program

The College of Public Health offers an Accelerated Bachelor of Public Health (BPH)/ Master of Public Health (MPH) Degree Program, which provides high achieving students an opportunity to complete both the BPH and MPH degrees in five, rather than six, years. This program aligns with the University of Kentucky's guidelines for a University Scholars Program. Students admitted to the Accelerated BPH/MPH Degree Program will have the opportunity to complete twelve hours of their MPH required coursework during their final year of undergraduate study. The tuition cost for these hours will be set at the student's current undergraduate tuition rate. Tuition during the final year of study will be based on the University of Kentucky's graduate tuition rate.

Completion of this program will prepare students for careers in government public health, non-profit organizations, environmental or emergency preparedness organizations, or many other public health related fields. Graduates will also be well positioned for admission into professional programs such as medicine, pharmacy, physician assistant, physical therapy, and law.

Admissions:

Note: Students should refer to the Accelerated BPH/ MPH Degree Program for the most up to date application information: <http://www.uky.edu/publichealth/degree-programs/university-scholars-program/accelerated-bph-mph-degree>

Students will apply to the Accelerated BPH/MPH Degree Program during the open registration window for the UK MPH program during their junior year. This window typically opens in mid-August and is available until March 15 for international

Academic & University Policies Continued

students and April 1 for domestic students. Students wishing to apply for the program must fulfill the following requirements:

1. Admission to BPH program
2. Cumulative GPA of 3.2 or higher
3. Major GPA of 3.5 or higher
4. Completion of the GRE with competitive scores

Students meeting the above criteria are eligible to apply for the Accelerated BPH/MPH Degree Program. Follow these steps to complete your application:

Step 1: Apply to SOPHAS

The UK Master of Public Health program offers five concentrations including Biostatistics, Epidemiology, Health Behavior, Environmental Health, and Population Health Policy and Management. Applications must be submitted to the Accelerated BPH/MPH Degree Program with a concentration in one of these fields.

Note: Applications submitted to the UK MPH program rather than the Accelerated BPH/MPH Degree program will not be reviewed.

You will need the following to complete your application:

1. CV or resume
2. Statement of purpose and objectives
3. Transcripts for ALL higher education institutions attended
4. International transcripts should be evaluated by WES

Students should ensure that following are sent directly to SOPHAS:

1. GRE scores
2. For international students, official TOEFL or IELTS scores
3. Letters of recommendation

To be eligible for any opportunities offered by the College please answer “yes” as indicated on the financial assistance portion of your SOPHAS application. There may also be separate announcements via email.

For more information, visit <http://www.sophas.org>

Step 2: Apply to the UK Graduate School (supplemental application)

Your Graduate School application is for admission to the University of Kentucky

- All graduate students, included Accelerated Degree students, must submit an application to the graduate school
- All information received from your SOPHAS application is sent to the Graduate School from the College of Public Health.
- When completing your application for the Graduate School, you can either upload the documents that you used for your SOPHAS application, or you can submit blank documents as place holders.
- The application fee is \$65 for domestic applicants and \$75 for international applicants and is non-refundable.

You will not need to complete the Assistantship Application as part of the Graduate School Supplemental Application. That is an optional section that some other programs use; the College of Public Health does not use that application. You can upload a blank document for this section. Information about assistantship opportunities within the College will be shared with students as they become available.

For more information, visit: <http://www.gradschool.uky.edu/ProspectiveStudents/Admission.html>

Applications to the Accelerated BPH/MPH Degree Program will be reviewed following the completion of the spring term. Students will be notified of their admission status no later than July 1. The Admissions Committee take into account many factors for admissions decisions. The Committee requires a minimum undergraduate GPA of 3.2 and a major GPA of 3.5 for applicants to the Accelerated Degree program. Official GRE scores are preferred at 50th percentile or better. Students meeting the minimum criteria for application are not guaranteed a placement in the program, as spots are limited.

For questions regarding the Accelerated BPH/MPH Degree Program, please contact:

Sarah E Cprek
Director of Undergraduate Studies
(859) 218-0196
Sarah.cprek@uky.edu

Academic & University Policies Continued

Academic Policies

- 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.
- Students who have a term grade point average of 3.5 or greater will appear on the Dean's List.
- 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.

Probation and Suspension Policies

University of Kentucky probation and suspension rules apply for all university undergraduate students. These rules may be reviewed in the Academic Requirements bulletin found here:

<http://www.uky.edu/registrar/bulletinCurrent/acreq.pdf>

The following additional rules apply to students in CPH:

- 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.
- 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 during any major change window provided the students meet

eligibility criteria.

- 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 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. 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. **It is the student's responsibility to read and understand university policies on academic dishonesty. Lack of familiarity with the policy will not be taken into consideration when determining punishment.**

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.

Academic & University Policies Continued

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 program guidelines 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/regis/files/HCCcode.pdf>.

Procedure for Redress of Grievances

Individual students having a grievance about any aspect of the Program should first take her/his grievance to the Director of Undergraduate Studies. 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 grievances. 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.

Academic & University Policies Continued

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.