

**PhD in Epidemiology  
& Biostatistics  
Student Handbook**

*2017-2018*

## *Preface*

---

This Handbook offers an overview of the policies and procedures that affect students in the PhD in Epidemiology & Biostatistics 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 this Program Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

### **Contact Information**

OFFICE OF ADMISSIONS AND STUDENT AFFAIRS  
111 WASHINGTON AVE, ROOM 120  
LEXINGTON, KY 40536-0003

Associate Dean of Academic and Student Affairs

Dr. Kathryn Cardarelli

Phone: (859) 218-0241

E-mail: [kathryn.cardarelli@uky.edu](mailto:kathryn.cardarelli@uky.edu)

Director of Graduate Studies, PhD in Epidemiology & Biostatistics

Dr. Steven R. Browning

Phone: (859) 218-2235

E-mail: [srbrown@uky.edu](mailto:srbrown@uky.edu)

## Table of Contents

Welcome from the Dean .....	4
Mission and Vision.....	5
Program Information .....	6
Program Requirements .....	7
Full-time Sequence.....	8
Culminating Experience Procedures .....	9
Student Services & Resources.....	11
Academic & University Policies .....	14

## *Welcome from the Dean*

---



Dear PhD Students,

I am pleased that you have decided to attend the University of Kentucky to pursue a Doctorate in Epidemiology & Biostatistics 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*

---

The PhD program in Epidemiology and Biostatistics is intended to prepare professionals for a career in conducting population-based research and clinical trials. This is a unique program which strongly emphasizes the acquisition of applied skills in the complementary fields of epidemiology and biostatistics, as well as the theoretical foundations of these disciplines. Graduates of this program will be prepared to address the practical challenges of conducting population-based and clinical, translational research in the multidisciplinary work environments of academia, government, and industry. Unlike traditional doctoral preparation in either discipline alone, this program will leverage a unique collaborative environment between the departments of Biostatistics and Epidemiology within the College. The strong cross-training and mentoring nature of the program is intended to develop independent researchers who will be skilled in designing and conducting studies as well as analyzing, and interpreting results from increasing variety of designs and databases in the public health and medical research domains.

This is intended to be an integrative doctoral program which prepares future researchers who will have substantial methodological and quantitative preparation in the unique domains of these two disciplines. This program is intended to provide advanced, research-oriented training in both theory and methodology. Scholars will be required to undertake a doctoral dissertation, following the completion of required course work and examinations, which will be of the caliber for publication as independent research in respected biostatistical, epidemiological, or statistics journals.

### **Program Outcomes**

1. Demonstrate systems thinking using epidemiology theory and concepts and through data collection, analysis, interpretation, evidence-based reasoning
2. Analyze data and research methods using biostatistics theory and concepts
3. Integrate biostatistics and epidemiological concepts in study design, implementation, analysis, and results interpretation from databases in the public health and medical research domains
4. Communicate inter-professionally regarding study management processes, problem conceptualization, ethics and core public health knowledge

## Program Requirements

Students will complete a minimum of 58 credit hours of study including dissertation research and the corresponding residency credits. Students will complete a minimum of 18 credit hours of electives, including at least three DGS-approved epidemiology courses and two 700 level biostatistics courses. Electives must be approved by the student's dissertation committee and the DGS. If the student does not yet have a dissertation committee at the time approval is sought for an elective, then approval will rest with the DGS, who will serve as the student's academic advisor until such time as the student has a dissertation advisor. Students will also

### 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 advisor.

#### Required Courses

#BST 675 Biometrics I .....	4
#BST 676 Biometrics II.....	4
BST 681 Linear Regression.....	3
BST 682 Generalized Linear Models .....	3
BST 761 Time to Event Analysis .....	3
BST 762 Longitudinal Data Analysis .....	3
*CPH 663 Introduction to Public Health Practice & Administration .....	3
CPH 711 Chronic Disease Epidemiology .....	3
CPH 712 Advanced Epidemiology .....	3
CPH 786 Doctoral Seminar .....	1
EPI 714 Epidemiologic Study Design .....	3
EPI 715 Research Methods in Epidemiology & Biostatistics .....	3
<b>Subtotal: Elective Hours .....</b>	<b>33-36</b>

#### Electives

Please see your advisor for a complete list of electives

**Subtotal: Elective Hours .....**18-21

#### Residency Credit

CPH 767 Dissertation Research Credit (semester 1)..... 2

CPH 767 Dissertation Research Credit (semester 2)..... 2

**Subtotal: Residency Hours .....** 4

**Total Minimum Hours Required for Degree .....**58

#Please see the director of graduate studies for possible substitutions

\*Required only for students who do not possess a U.S. MPH degree or equivalent

Students with previous graduate coursework may be permitted to transfer a limited amount of credit for that coursework and have some of the above requirements waived. Per the Graduate School, the maximum that can be transferred is 18 credit hours from a previously awarded master's degree and 9 credit hours otherwise. However, the actual amount transferred for a given student will depend on the overlap of that student's previous graduate coursework with the PhD EPB curriculum, the student's performance in that previous graduate coursework, and the student's educational needs as perceived by the DGS and the student's dissertation committee. Hence, transfers will be decided on a case-by-case basis. In particular, there should be no expectation that the actual number of credit hours transferred will equal the maximum allowed by the Graduate School. Transfers will be determined by the DGS and the student's dissertation committee, and they will be subject to final approval by the Graduate School. If the student does not yet have a dissertation committee at the time a transfer is sought, for example when the transfer involves waiving a course ordinarily taken in year 1, then the transfer will be determined by the DGS.

## *Suggested Sequence for Full-Time Students*

Each student's pace on the dissertation research will vary. Nonetheless, because the timing of the coursework will be similar for all full-time students, the following suggested sequence may be informative and helpful for planning coursework.

### **Year One**

#### **Fall - 11 Credit Hours**

++ BST 675 Biometrics I	4
BST 681 Linear Regression	3
CPH 712 Advanced Epidemiology	3
CPH 786 Doctoral Seminar	1

#### **Spring - 10 Credit Hours**

++ BST 676 Biometrics II	4
BST 682 Generalized Linear Models	3
CPH 714 Epidemiologic Study Design	3

### **Year Two**

#### **Fall - 9 Credit Hours**

BST 761 Time to Event Analysis	3
EPI 715 Research Methods in Epidemiology & Biostatistics	3
Elective	3

#### **Spring - 9 Credit Hours**

BST 762 Longitudinal Data Analysis	3
CPH 711 Chronic Disease Epidemiology	3
Elective	3

### **Year Three**

#### **Fall - 9 Credit Hours**

Elective	3
Elective	3
Elective	3

#### **Spring - 9 Credit Hours**

CPH 663 Introduction to Public Health Practice*	3
Elective	3
Elective	3

### **Year Four**

#### **Fall - 2 Credit Hours**

CPH 767 Dissertation Research Credit	2
--------------------------------------	---

#### **Spring - 2 Credit Hours**

CPH 767 Dissertation Research Credit	2
--------------------------------------	---

++= Please see the director of graduate studies for substitution courses.

\*Required for students who do not possess a U.S. MPH degree or equivalent



## *Culminating Experience Procedures*

---

### **Comprehensive Examination**

Students will take a written comprehensive examination over BST 681, BST 761, CPH 712, and EPI 714 or equivalent courses approved by the DGS. The comprehensive examination is offered once a year, in January, and is ordinarily taken between the Fall and Spring semesters of the second year by full-time students. The format of the comprehensive examination may vary from year to year. The comprehensive examination will be an integrated assessment of the core courses focused on applied data analysis and study design. It will be a take-home examination with approximately one week to complete the exam. Final decisions regarding the format of the examination for January 2018 have not yet been made, but will be announced.

Students will be assigned a PhD pass, an MS pass, or a Fail according to the rubric developed for the test. A PhD pass permits the student to continue in the PhD program, while an MS pass allows the student to complete a terminal MS in Epidemiology. A student who receives a Fail or who receives an MS pass but wants to continue in the PhD program will be allowed a second attempt at the comprehensive examination the following January. Students will not be permitted more than two attempts at the comprehensive examination.

### **Dissertation Committee and Expectations**

Students who have earned a PhD pass on their written comprehensive examination may select any full member of the Graduate Faculty for the PhD EPB as a dissertation advisor, provided that the faculty member agrees to serve in that capacity. With approval from the DGS, an Associate Member of the Graduate Faculty for the PhD EPB may serve as dissertation advisor if a Full Member of the Graduate Faculty for the PhD EPB is designated as a co-advisor. Then the student, with approval from the dissertation advisor and DGS, will form a dissertation committee. The dissertation committee will include the dissertation advisor and must simultaneously satisfy all of the following requirements: at least 4 Graduate Faculty in total, at least 3 Full Members of the Graduate Faculty, at least 3 Graduate Faculty from the Epidemiology and Biostatistics departments, at least 1 Graduate Faculty from the Epidemiology department, at least 1 Graduate Faculty from the Biostatistics department, and at least 1 Graduate Faculty outside the Epidemiology and Biostatistics departments.

The dissertation research will be an original scientific project which is integrative in the sense that either advanced biostatistical methods are applied to a population-based epidemiologic study of sufficient size and appropriate design, or original theoretical research is undertaken in biostatistics with applied research problems. Ordinarily a dissertation document will produce at least two manuscripts of publishable quality, as well as an integrative literature review of the area of research. The scope of the project will demonstrate independence, mastery of research skills, thoughtful reflection of the results, and contribute to new knowledge in the field of investigation.

### **Qualifying Examination**

Once a student has completed all core courses, made enough progress on the dissertation research to form a coherent dissertation proposal, and obtained permission from the dissertation advisor and DGS to do so, the student and DGS may schedule a qualifying examination with the dissertation committee. The Graduate School must approve the proposed date at least two weeks in advance. The qualifying examination will require the student to furnish the dissertation committee with a written dissertation document in progress (minimum 2 weeks in advance) as well as to prepare slides for an oral presentation describing the student's current progress and the student's proposal to complete the dissertation research (approximately 20-30 slides). During and after the oral presentation, the dissertation committee may ask the student questions about the content of the

## *Culminating Experience Procedures Continued*

---

written dissertation document in progress, the oral presentation, and topics in epidemiology and biostatistics deemed relevant to evaluation of the student's competence to complete the dissertation research. The possible outcomes are Pass and Fail. With permission from the dissertation advisor and DGS, a student whose outcome is Fail may have a second qualifying examination, after remediating deficiencies identified in the first qualifying examination and in a manner consistent with the regulations and policies of the Graduate School. In particular, the second qualifying examination must take place between four and twelve months after the first qualifying examination. A third qualifying examination is not permitted.

### **Residency Requirement**

Upon successful completion of the qualifying examination, the student will enroll in the two-credit-hour residency course CPH 767 every Fall and Spring semester until such time as the student completes and successfully defends the dissertation research at the final examination. Alternatively, if the student plans to take the qualifying examination in a given Fall or Spring semester and has the date approved by the Graduate School during the first six weeks of the semester, then the student may begin enrollment in CPH 767 that same semester. The student is required to complete a minimum of two semesters of CPH 767 while working on the dissertation research.

### **Final Examination**

Once a student has completed the dissertation research and has obtained permission from the dissertation advisor and DGS to do so, the student and DGS will notify the Graduate School that a final examination with the dissertation committee is desired. The Graduate School must be notified at least eight weeks in advance. The Graduate School will appoint an Outside Examiner to the dissertation committee. The student and DGS will then determine a specific time and date for the final examination, which must be approved by the Graduate School at least two weeks in advance. The final examination will be publicized by the Graduate School and open to any member of the University community. The final examination will require the student to furnish the dissertation committee with a written dissertation document (minimum 3 weeks in advance) as well as to prepare slides for an oral presentation describing the dissertation research (approximately 30-45 slides). During and after the oral presentation, the dissertation committee may ask the student questions about the content of the written dissertation document, the oral presentation, implications of the student's work for science and public health, and opportunities for future research. The possible outcomes are Pass and Fail. A student whose outcome is Pass will need to submit a final version of the written dissertation document to the Graduate School (maximum 60 days after the Pass outcome), taking into account any corrections or suggested changes furnished by the dissertation committee on or before the date of the Final Examination. With permission from the dissertation advisor, DGS, and Dean of the Graduate School, a student whose outcome is Fail may have a second final examination, after remediating deficiencies identified in the first final examination and in a manner consistent with the regulations and policies of the Graduate School. In particular, the second final examination must take place between four and twelve months after the first final examination. A third final examination is not permitted.

### **Timeframes for Qualifying and Final Examinations**

There are no rigid timeframes for the qualifying and final examinations, as each student's progress on the dissertation research will vary. We anticipate that most full-time students will take the qualifying examination

## *Culminating Experience Procedures Continued*

---

in the Spring or Summer of Year 3 or Fall of Year 4 and take the final examination in the Spring or Summer of Year 4 or Fall or Spring of Year 5. However, students are bound by Graduate School time limits. Students are advised to visit the Graduate School Doctoral Degree Candidate Forms ([http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)) for information regarding the forms for submission for qualifying and final exams.

## *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/>

## *Student Services & Resources Continued*

---

[CustomerService/contact.php](http://CustomerService/contact.php).

### **Graduate Certificates**

The College of Public Health offers multiple Graduate Certificates that students can pursue. Please see the College of Public Health website for a complete listing: <http://www.uky.edu/publichealth/academics/graduate-certificates>.

The Graduate School maintains updated listings of Graduate Certificates offered throughout the University: [http://www.research.uky.edu/gs/CurrentStudents/grad\\_cert.html](http://www.research.uky.edu/gs/CurrentStudents/grad_cert.html)

### **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 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](mailto: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](mailto:glen.mays@uky.edu).



## *Student Services & Resources Continued*

### *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' 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>.

### **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).

## *Academic & University Policies*

---

### **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 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

## *Academic & University Policies Continued*

(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  
(If the student is requesting a letter be sent to someone outside the University of Kentucky, the Release of Information Consent Form must be completed: <http://www.uky.edu/publichealth/student-resources/release-information-consent-form>)
3. selecting students for honorary organizations
4. informing community-based faculty members serving as preceptors
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. Official University of Kentucky College of Public Health student records are kept by the Office of 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 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



## *Academic & University Policies Continued*

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 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 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.

### **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 Graduate School: <http://www.research.uky.edu/gs/>

- Academic Load
- Degree Completion
- Financial Aid/Funding Opportunities

## *Academic & University Policies Continued*

---

- Forms
- Registrar
- Academic Calendar
- Registration Information
- Tuition & Fees

The Graduate School Bulletin: <http://www.research.uky.edu/gS/CurrentStudents/bulletin.html>

- Academic Load
- Add/Drop and Withdrawal
- Grades and Grade Point Average
- Leave of Absence/Readmission
- Repeat Option
- Scholastic Probation
- Termination
- Transfer of Credits

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

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