

Master of Public Health Student Handbook

2017-2018

Preface

This Handbook offers an overview of the policies and procedures that affect students in the Master 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 (see the section on student responsibility below) and this Program Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

STUDENT RESPONSIBILITY

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including 1) the section presenting the requirements for degrees and 2) the specific program offerings and requirements.

The Director of Graduate Studies in the student's major program should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations. Programs may have degree requirements that are not listed in the Bulletin. It is to be noted that the Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive requirements stated in this Bulletin.

Contact Information

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Welcome from the Dean



Dear MPH Students,

I am pleased that you have decided to attend the University of Kentucky to pursue a Master 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

The MPH degree is designed to meet the needs of recent baccalaureate graduates planning careers in public health and related professions. Current public health and clinical practitioners wanting to increase their knowledge of population-based issues seek this degree.

Program Outcomes

1. Propose solutions for public health problems using sound data analysis and evidence-based decision making
2. Demonstrate culture competency in public health through transdisciplinary communication and collaboration
3. Evaluate program planning, ethical and professional strategies in public health
4. Create novel approaches to health systems and systems thinking
5. Integrate advocacy and public health knowledge within core public health areas

Biostatistics Concentration

- Apply the basic concepts of probability, random variation, and commonly used probability distributions.
- Apply and interpret common univariate and multivariate statistical methods for inference.
- Recognize the assumptions and limitations of common statistical methods and choose appropriate approaches for analysis.
- Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

Environmental Health Concentration

- Prepare small scale studies that evaluate interventions that reduce occupational and environmental risks to targeted populations.
- Critique scientific literature in occupational and environmental health to determine its relevance to advancing practice-based strategies that reduce threats from environmental and occupational hazards.
- Propose engineering, educational, policy and enforcement strategies that reduce occupational and environmental health risks in populations.
- Summarize the role of policy, regulation and enforcement to prevent, modify and remove environmental and occupational hazards and risks.
- Construct working groups and teams from different backgrounds to improve the public's health when threatened by environmental and occupational health hazards.

Epidemiology Concentration

- Assess public health problems in terms of magnitude, person, time and place.
- Evaluate the strengths and limitations of epidemiologic reports.
- Identify basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
- Identify the principles and limitations of public health screening programs.

Program Information Continued

Health Behavior Concentration

- Apply theory to understanding and measuring the multilevel, ecological context of health behavior, focusing on social determinants of behavior and causes of inequities in individual and population health outcomes.
- Determine the needs and assets of communities and understand how to successfully and ethically build and sustain partnerships and collaborations.
- Understand how to identify, plan, adapt, implement, and evaluate sustainable evidence-based health promotion and disease prevention programs, and how to successfully disseminate and communicate program methods and outcomes to scientific, practitioner, and lay communities.
- Critically examine and interpret existing health promotion programs and scientific literature to promote evidence-based public health research and practice.

Population Health Policy & Management

- Organize and lead population health improvement activities within defined lines of responsibility, authority, communication, and governance.
- Develop productive inter-organizational relationships with key stakeholders in the public and private sectors that influence population health.
- Develop and implement organizational strategic planning and community health improvement processes that take into consideration population health needs, public preferences, political dynamics, and the availability of resources.
- Select appropriate principles of budgeting and financial management to apply to the operation of public health organizations and activities
- Use principles of evidence-based public health to design and implement policies, programs, and strategies to improve population health
- Evaluate the health and economic impact of public health strategies in relation to established goals and objectives

Program Requirements

The total program consists of 42 semester hours at the graduate level. Program completion normally requires two years for a full-time student and four years for part-time students. Students are also required to complete a non-thesis option capstone project. To be eligible to sit for the final examination, students must have completed or be enrolled in their last semester of coursework, and have an overall GPA of 3.0 or better. Students with "I" or "S" grades in credit-bearing classes are not eligible for the final examination.

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. Students should make sure to keep copies of course changes and substitutions, including advisor approval of electives.

The program curriculum consists of the following core courses, required courses and concentration courses:

Core MPH Courses (15 credit hours)

CPH 580 Biostatistics I	
or	
CPH 603 Biostatistics Concepts and Applications	3
CPH 601 Occupational/Environmental Health I	3
CPH 604 Public Health Disease and Prevention	3
CPH 605 Epidemiology.....	3
CPH 650 Management of Public Health Organizations.....	3

MPH Required Courses (9 credit hours)

Research Methods Course

All students are required to take 3 credit hours in Research Methods. Requirements vary by concentration, please see your advisor for course selection.....3

Practicum Course

CPH 609 Public Health Practicum..... 3

Capstone Course

CPH 608 Public Health Capstone..... 3

Concentration Required Courses (18 credit hours)

Each student is required to pursue at least one concentration area. Requirements are listed for each concentration below:

Biostatistics Concentration

Required Courses (9 credit hours)

*The concentration is currently undergoing changes in the curriculum. Please see your advisor for a list of courses

BST 655 Statistical Genetics.....	3
BST 761 Time to Event Analysis.....	3
CPH 630 Biostatistics II.....	3

Electives (9 credit hours)

Please see your advisor for a complete list of electives

Environmental Health Concentration

Required Courses (6 credit hours)

CPH 620 Occupational and Environmental Health II.....	3
CPH 622 Toxic Agents and Their Implications in Public Health	3
Seminar (each semester)	0

Electives (12 credit hours)

Please see your advisor for a complete list of electives

Epidemiology Concentration

Required Courses (6 credit hours)

CPH 630 Biostatistics II.....	3
CPH 712 Advanced Epidemiology	3

Electives (12 credit hours)

Please see your advisor for a complete list of electives

Program Requirements Continued

Total Minimum Hours Required for Degree 42

Health Behavior Concentration

Required Courses (12 credit hours)

CPH 643 Measuring Health Behavior	3
CPH 648 Eliminating Racial and Ethnic Disparities	3
CPH 672 Evidenced-Based Public Health Planning & Practice.....	3
CPH 763 Ethics for Public Health	3

Electives (6 credit hours)

Please see your advisor for a complete list of electives

Population Health Policy & Management Concentration

Required Courses (12 credit hours)

CPH 600 Health Services and Systems Organization	3
CPH 658 Health Economics	3
CPH 652 Health Finance	
or	
CPH 655 Management Accounting for Healthcare Organizations.....	3
AND	
CPH 653 Public Health Law & Policy	
or	
CPH 785 Health Policy	3

Electives (6 credit hours)

Please see your advisor for a complete list of electives

Suggested Sequence for Full-Time Biostatistic Concentrators

Year One

Fall - 12 Credit Hours		Completed	Spring - 12 Credit Hours		Completed
CPH Core Course	3		CPH 609 Field Practicum	3	
CPH Core Course	3		Biostatistics Elective*	3	
CPH 580 Biostatistics I	3		CPH 630 Biostatistics II	3	
CPH 605 Epidemiology	3		Biostatistics Elective*	3	

Year Two

Fall - 12 Credit Hours		Completed	Spring - 6 Credit Hours		Completed
CPH Core Course	3		BST 655 Statistical Genetics#	3	
BST 761 Time to Event Analysis	3		CPH 608 Capstone (Biostatistics Section)	3	
Biostatistics Elective*	3				
Biostatistics Elective*	3				

You must enroll for at least 9 semester hours to be full time in the MPH program.

*Please see your advisor for a list of approved electives

#Can be substituted for an approved Biostatistics elective

Suggested Sequence for Full-Time Environmental Health Concentrators

Year One

Fall - 12 Credit Hours		Completed	Spring - 12 Credit Hours		Completed
CPH 580 Biostatistics I	3		CPH 605 Epidemiology	3	
CPH 601 Environmental Health I	3		CPH 620 Occupational and Environmental Health II	3	
CPH 604 Public Health & Disease Prevention	3		CPH 622 Toxic Agents and Their Implications in Public Health	3	
CPH 650 Management of Public Health Organizations	3		CPH 609 Field Practicum	3	
Environmental Health Seminar*	0		Environmental Health Seminar*	0	

Year Two

Fall - 12 Credit Hours		Completed	Spring - 6 Credit Hours		Completed
CPH 608 Capstone**	3		Environmental Health Elective***	3	
CPH 647 Research Methods	3		Environmental Health Elective***	3	
Environmental Health Elective***	3		Environmental Health Seminar*	0	
Environmental Health Elective***	3				
Environmental Health Seminar*	0				

You must enroll for at least 9 semester hours to be full time in the MPH program.

*Students should recognize that the MPH is a professional degree program and not all learning is tied to formal coursework; learning in a professional degree program occurs in informal learning environments such as seminars, discussions with faculty, etc. Seminar is considered a professional expectation, at zero credit hours.

**The defensible copy of the Capstone must be delivered to your Capstone Committee no less than 10 days prior to the defense. Failure to meet this deadline will result in a rescheduling of your Capstone defense.

***Please see your advisor for a list of approved electives

Suggested Sequence for Full-Time Epidemiology Concentrators

Year One

Fall - 12 Credit Hours		Completed	Spring - 12 Credit Hours		Completed
CPH Core Course	3		CPH 609 Field Practicum	3	
CPH Core Course	3		CPH 712 Advanced Epidemiology	3	
CPH 580 Biostatistics I	3		CPH 630 Biostatistics II	3	
CPH 605 Epidemiology	3		Epidemiology Elective*	3	

Year Two

Fall - 12 Credit Hours		Completed	Spring - 6 Credit Hours		Completed
CPH Core Course	3		Epidemiology Elective*	3	
CPH 608 Capstone (Epidemiology Section)	3		Epidemiology Elective*	3	
Approved Research Methods Course	3				
Epidemiology Elective*	3				

You must enroll for at least 9 semester hours to be full time in the MPH program.

*Please see your advisor for a list of approved electives

Suggested Sequence for Full-Time Health Behavior Concentrators

Year One

Fall - 12 Credit Hours		Completed	Spring - 12 Credit Hours		Completed
CPH 604 Public Health & Disease Prevention	3		CPH 580 Biostatistics I	3	
CPH 605 Epidemiology	3		CPH 609 Field Practicum	3	
CPH 650 Management of Public Health Organizations	3		CPH 672 Evidence-Based Public Health Planning & Practice	3	
CPH 643 Measuring Health Behavior	3		Health Behavior Elective*	3	

Year Two

Fall - 9 Credit Hours		Completed	Spring - 9 Credit Hours		Completed
CPH 601 Occupational and Environmental Health	3		CPH 608 Capstone (Health Behavior Section)	3	
CPH 647 Research Methods	3		CPH 648 Eliminating Racial and Ethnic Health Disparities	3	
CPH 763 Ethics for Public Health	3		Health Behavior Elective*	3	

You must enroll for at least 9 semester hours to be full time in the MPH program.

*Please see your advisor for a list of approved electives

Suggested Sequence for Full-Time Population Health Policy & Management Concentrators

Students who are more interested in health policy should take the following schedule:

Year One

Fall - 12 Credit Hours		Completed	Spring - 12 Credit Hours		Completed
CPH 600 Health Services and Systems Organization	3		CPH 580 Biostatistics I	3	
CPH 601 Occupational and Environmental Health	3		CPH 604 Public Health & Disease Prevention	3	
CPH 605 Epidemiology	3		CPH 609 Field Practicum	3	
CPH 650 Management of Public Health Organizations	3		CPH 652 Finance Management For Healthcare Delivery/Public Health Organization	3	

Year Two

Fall - 9 Credit Hours		Completed	Spring - 9 Credit Hours		Completed
CPH 647 Research Methods	3		CPH 608 Capstone (Population Health Policy & Management Section)	3	
CPH 785 Health Policy	3		CPH 658 Public Health Economics	3	
Population Health Policy & Management Elective*	3		Population Health Policy & Management Elective*	3	

You must enroll for at least 9 semester hours to be full time in the MPH program.

*Please see your advisor for a list of approved electives

Suggested Sequence for Full-Time Population Health Policy & Management Concentrators

Students who are more interested in health management should take the following schedule:

Year One

Fall - 12 Credit Hours		Completed	Spring - 12 Credit Hours		Completed
CPH 600 Health Services and Systems Organization	3		CPH 580 Biostatistics I	3	
CPH 601 Occupational and Environmental Health	3		CPH 604 Public Health & Disease Prevention	3	
CPH 605 Epidemiology	3		CPH 609 Field Practicum	3	
CPH 650 Management of Public Health Organizations	3		CPH 653 Public Health Law & Policy	3	

Year Two

Fall - 9 Credit Hours		Completed	Spring - 9 Credit Hours		Completed
CPH 647 Research Methods	3		CPH 608 Capstone (Population Health Policy & Management Section)	3	
CPH 655 Public Health Accounting and Finance	3		CPH 658 Public Health Economics	3	
Population Health Policy & Management Elective*	3		Population Health Policy & Management Elective*	3	

You must enroll for at least 9 semester hours to be full time in the MPH program.

*Please see your advisor for a list of approved electives

Practicum / Culminating Experience Procedures

Practicum

CPH 609 “Master of Public Health Field Practicum” (3 credits) is a required MPH course designed to build student capacity in selected MPH competencies (see page 13). CPH 609 combines didactic sessions with a minimum of 200 hours of field work. The didactic sessions support the students in the practicum site selection process, understanding of course procedures, preceptor identification and delineation of field work projects and deliverables. Quality field practicum sites include a wide variety of organizations and programs, which apply public health concepts in their work. Examples of practicum sites include, but are not limited to, the following:

- State and local governmental public health organizations
- Hospital community outreach programs
- Non-profit organizations (e.g AIDS Volunteers of America (AVOL), Hope Center Recovery for Women, The Refugee Clinic,)
- National organizations (e.g. National Association of County and City Health Officials (NACCHO), Association of State and Territorial Health Officials (ASTHO), National Institute for Occupational Safety and Health (NIOSH))
- International organizations (e.g. UNAIDS, Shoulder to Shoulder – Santo Domingo, Ecuador)
- Industrial/Worksite Wellness locations (e.g. Toyota Manufacturing)

Students completing the MPH program according to the suggested sequence of courses (see pages 21-25) will register for CPH 609 in the spring semester. Didactic sessions and field work prerequisites must be completed during the semester; however, field hours may be completed over the following summer and fall semesters. Field work hours cannot begin before the instructor for CPH609 has approved the placement. Field work hours must be completed by December following the spring semester registration for CPH 609. Students should refer to the syllabus for CPH 609 for additional information on course assignments, grading and practicum record-keeping and reporting procedures. MPH students may schedule an appointment to discuss issues related to the practicum through the Practice and Experiential Education website - <http://www.uky.edu/publichealth/outreach/practice-and-experiential-education>.

Culmination Experience

Each Master of Public Health (MPH) student must complete a culminating experience as the final requirement for the MPH degree which is a Graduate School Plan B, non-thesis option capstone project. The capstone project is an opportunity to integrate coursework and field experience into a singular applied project that demonstrates proficiency. The project must be a well-reasoned contribution to knowledge in a discipline of public health, and should provide evidence of scholarly achievement. The capstone project represents the culmination of a major practice or research activity and consists of: 1) a formal written manuscript that will become part of the University of Kentucky archives through UKnowledge; 2) a formal public presentation open to the college’s students and faculty; and 3) an oral examination consisting of questions by the student’s committee.

The Capstone Process for all MPH Students

The MPH capstone process will have concentration-specific requirements and is linked to course requirements in CPH 647 and CPH 608 depending on concentration. Meeting deadlines is essential to a successful completion of the capstone project, oral final examination, and an acceptable written product. The capstone project and oral examination are rigorous, but are not difficult tasks for a well- prepared and organized student. It is essential that the student carefully plan the

Practicum / Culminating Experience Procedures Continued

process and work closely with their academic/departmental advisor, committee chair, committee members, and CPH administrative staff. Please consult with your academic/departmental advisor for specific procedures & timelines.

When members of the committee have agreed to serve, the student will submit to them a project proposal. This is completed by filling in the Proposed Capstone Project Description/ Approval Form. Information on this form includes the tentative title of the project, stated purpose of the project, the reasons that this topic is relevant to public health and the signatures from each of the committee members. It is the responsibility of the student to ensure that all capstone committee members agree with the scope of work planned for the capstone; students who fail to do so are at risk of having to do additional work to meet the committee's expectations. You can attain this form from the Academic Affairs office.

After approval by the chair, the student must initiate the appropriate communications (and the respective paperwork process) with the Office of Research Integrity. Other than projects that review existing literature, having an approval letter from the ORI is solely the responsibility of the student. All capstone projects are subject to this step; only ORI can determine that a project is exempt.

The Office of Research Integrity (859-257-3138) or <http://www.research.uky.edu/ori/> supports the institution in its efforts to promote ethical conduct of research and to comply with federal requirements for educating faculty and students about research misconduct regulations. In accordance with federal and institutional regulations, any undertaking in which a University faculty, staff, or student investigates and/or collects data on human subjects for research purposes must be reviewed by either the Medical or Nonmedical Institutional Review Board (IRB). The Boards are charged with assuring the protection of human subjects involved in research or related activities. The Medical IRB reviews research emanating from the Medical Center and the affiliated VA Medical Center, including the College of Public Health. The Boards have the authority to review, approve, disapprove or require changes in research activities involving human subjects.

The Final Examination for all MPH Students

Readiness to sit for the final exam is decided by the student's capstone committee. The final exam typically lasts one hour. The first part is a 20-minute presentation of the project by the student using the model of professional association meeting presentations. The second part is a 20-minute oral examination period, coordinated by the chair that consists of questions from the committee. If time allows, the audience will be invited to ask questions as well. The final 20 minutes will be reserved for private committee deliberation. The committee will evaluate the quality of the final written manuscript in the context of the oral presentation and the oral examination itself. In the case of a pass, the student must successfully complete any remaining course requirements and will receive the Master of Public Health degree at the conclusion of the semester.

If the judgment of the committee is that the student has not passed the examination, the student may be required to enroll in another course the following semester to refine the project based upon comments in the evaluation form and repeat the examination process. Students will be permitted one additional attempt to pass the examination. If a passing grade is not received after the second attempt, the student will not receive the MPH degree.

Before the capstone is considered complete, the student will make changes to the capstone manuscript within ten days of receiving noted revisions by the capstone committee. The fully revised document is to be submitted to the committee prior to submitting the final PDF version, along with the signed electronic submission form, by e-mail to the Academic Affairs office. The student will not be able to graduate unless the final version is received. Requirements for the final product are described in the document entitled Capstone Manuscript Guidelines.

Practicum / Culminating Experience Procedures Continued

Capstone Project Manuscript Guidelines

The College of Public Health adheres to the criteria of the International Committee of Medical Journal Editors (<http://www.icmje.org>). Authors must certify that they will take public responsibility for the content and provide any relevant data upon request. The author must also certify that she/he has contributed substantially to conception, design or analysis, and interpretation of the data, drafting or revision of content, and approval of the final version. The Author also must confirm that the content has not been published elsewhere and does not overlap or duplicate their published work.

Title page

The first page will be a title page including the capstone project title (a concise title that engages and stimulates interest), the author's name including previously earned college degrees, the date of the final examination, and names of each committee member including their academic degrees. A sample title page can be attained from the Office of Academic Affairs.

References

Refer to the International Committee of Medical Journal Editors <http://www.icmje.org>. Another citation format can be used with permission from the capstone committee.

Biographical Sketch

Prepare the biographical sketch on a separate final page of text. The Sketch will be a brief one paragraph description of the author including: full name, previously earned academic degrees, relevant professional employment, professional association affiliations, and long term contact information including address, phone number, and e-mail address.

Tables and Figures

Arrange each table on a separate sheet, with a self-contained title that is fully comprehensible without reference to the text. Figures should include keys and should be either professionally drawn or lasers printed from a computer. Keep lettering large enough to read once reduced to print.

Acknowledgments

Prepare acknowledgments on a separate page. Also required is disclosure of all financial and material support. If human participants are involved, approval by an institutional review board and their informed consent is required. CPH adheres to the Declaration of Helsinki of the World Medical Association <http://www.wma.net>.

Font

The same typeface (font) must be used throughout the body of the manuscript. A standard font is required and should be consistent throughout the paper. This includes all page numbers, title pages, table of contents, lists, and table/figure headings. The only exceptions are tables/figures formatted using separate graphics. However, the table and figure headings must be formatted with the same font style and size as used in the main body of the manuscript. The minimum font size for the body of the paper is 12 point. The font size must be kept consistent throughout the body of the manuscript. A larger font size is acceptable for chapter titles and major subdivisions.

Recommended fonts: Times New Roman, Arial, Helvetica, Century Gothic

Practicum / Culminating Experience Procedures Continued

Margins

The following margins are required:

- top 1 inch
- bottom 1 inch
- left 1.5 inches
- right 1 inch

These requirements apply to all pages of the manuscript and any illustrative material to be bound into the paper. (See section on oversized materials.)

Note: The photocopying process enlarges text size up to 2% with each reproduction. For the submission of paper pages that have been photocopied once, it is recommended that the margins of the original document be increased to:

- top 1.1 inches
- bottom 1.1 inches
- left 1.6 inches
- right 1.1 inches

Line Spacing

Double spacing is to be used for the body of the manuscript; single line spacing is not acceptable. The spacing of footnotes, bibliographic entries, long quoted passages, etc., should conform to the guidelines of a style manual consistent with scholarly practice in the discipline.

Copyright

Student is responsible for obtaining any needed copyright permissions and will be expected to attach any written permissions statements from the owner(s) of each third-party copyrighted matter that is included in the student's work.

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 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 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>.

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

Student Services & Resources Continued

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.

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

Student Services & Resources Continued

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.

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

Students should become familiar with the Graduate School Bulletin, some of which are excerpted here, and this Program Student Handbook.

Academic Calendar

The College of Public Health follows the UK Academic Calendar (<http://www.uky.edu/registrar/content/academic-calendar>). It is the responsibility of the student to ensure that all deadlines are met, particularly those related to adding or dropping courses and graduation deadlines.

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. 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.

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 record 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 (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

Academic & University Policies Continued

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 and the right to proper and fair treatment among students, faculty

and staff is accepted, encouraged and embraced. Diversity encompasses differences in race, ethnicity, religion, political belief, age, sex, gender identity, sexual orientation, disability, national origin, 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,

Academic & University Policies Continued

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/regs/files/HCCcode.pdf>.

Incomplete Grade Policy

A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade point average accordingly. All I grades must be resolved to a regular letter grade before a student may sit for the final examination.

Leave of Absence/Readmission

Students who are planning to not enroll in courses for a semester should request a "leave of absence". Procedurally, students should contact their Director of Graduate Studies (DGS) to seek approval for the leave prior to the beginning of the semester in question. No more than two consecutive and four total semesters in leave of absence status may be requested. Enrolled graduate students at the University of Kentucky that sit out for one or more semesters without an approved "leave of absence" will need to complete a new application and pay the application fee in order to be considered for readmission.

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 and Student 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.

Repeat Option

A student may repeat a graduate course and count only the second grade as part of the graduate GPA. This action will be initiated by petition of the Director of Graduate Studies to the Dean of the Graduate School, and may be used only once in a particular degree program.

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

Academic & University Policies Continued

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.

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

Time Limit for Master's/Specialist Degrees

Students first enrolling in a master's/specialist program in Fall 2016 have 6 years to complete all requirements for the degree, but extensions up to an additional 4 years may be requested for a total of 10 years. All requests for extensions should be initiated by the Director of Graduate Studies.

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

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

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