

**Master of Health  
Administration  
Student Handbook**

*2019-2020*

## ***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.

## ***Student Responsibility***

This handbook offers an overview of the policies and procedures of Master of Health Administration (MHA) degree program. It is intended to serve as a guide for the MHA within the context of the University of Kentucky Regulations and Procedures. Questions regarding degree program policies and procedures should be directed to the Graduate Advisor, Director of Graduate Studies, or the Associate Dean for Academic and Student Affairs.

It is the student's responsibility to be informed concerning all MHA program regulations and procedures. Students should also become familiar with the Graduate School Bulletin available at <http://gradschool.uky.edu/graduate-school-bulletin>.

The MHA Graduate Advisor 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. The Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive Bulletin requirements.

### **CONTACT INFORMATION**

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Master of Health Administration  
2019-2020

[cph.uky.edu](http://cph.uky.edu)

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Dear MHA Students,

On behalf of the faculty and staff of the University of Kentucky College of Public Health (CPH), welcome. We are delighted that you have decided to join us, and congratulate you on choosing such a meaningful field of study.

We all know the odds: severe health disparities affect populations across Kentucky and around the globe. Creating change can be a long process with daunting obstacles. But we're persistent—and we know you are too. And that's why you're here—to learn what's possible for you and the world.

At CPH, we are proud of the role we play in fighting on behalf of vulnerable populations while educating you—the next generation of public health leaders. It is our responsibility to provide you with learning opportunities that make it possible for you to achieve your highest potential. Our collegial community of faculty and staff stands ready to teach, advise, and mentor you as you discover your future in public health. Now you are part of that community. Diversity in all its forms is central to our identity as a college, and we hope you will learn just as much from your classmates as you do in the classroom. After all, from this day on you are all working toward the common goal of a healthier world.

Whatever path has led you to CPH, know that this is a place where you will find knowledge, support, and the opportunity to expand your heart and mind while preparing to fight on behalf of the most vulnerable populations.

Again, welcome. Now let's get to work—together.

Sincerely,



Donna K. Arnett, PhD, MSPH  
Dean  
University of Kentucky College of Public Health

## **Program Information**

*The mission of the Master of Health Administration program is to provide students early in their careers with competencies that support their success in managerial and leadership positions in complex healthcare organizations and provide a solid foundation for their career development. We aim to achieve this mission by integrating expert faculty instruction, research, and service; engaging alumni and other stakeholders in continuous program improvement; and supporting student connections with the healthcare management practice community.*

The MHA program focuses on preparing students for entry-level management and administrative positions that require analytical, operational, and strategic abilities developed through the program's competency based curriculum model.

*The MHA Program vision is to achieve national recognition and respect by attracting and educating highly-qualified students with diverse backgrounds who perform in an exceptional fashion in their post-graduate positions and by building strong, mutually supportive research and public service programs.*

The MHA degree is offered through the College of Public Health and includes expert faculty from several other colleges. The MHA program has been accredited continuously by the Commission on Accreditation of Healthcare Management Education (CAHME) and its predecessor organization since 1994. The MHA program was reaccredited for seven years - the maximum reaccreditation length attainable - from CAHME in 2012. The 2018 academic year was the self-study year for CAHME reaccreditation, with the reaccreditation site visit scheduled for fall 2018.

Through sustained commitment to continuous evaluation and improvement in graduate education, research, and public service, the Departmental faculty aspires to have the University of Kentucky MHA Program ranked among the top twenty in the USA.

### **Dual Degree Programs**

The JD/MHA Dual Degree Program encompasses the Master of Health Administration (MHA) degree from the College of Public Health and the Juris Doctor (JD) degree from the College of Law. In addition to new applicants, students who are currently enrolled in either the JD or the MHA program can be considered for admission to the JD/MHA dual degree program after the end of the first full-time year. Students can complete the dual program in four years, one year less than completing each program individually. Earning a dual degree positions graduates favorably in the job market. For more information on the JD/MHA dual degree program, contact the MHA Program Director.

The MHA/MPH Dual Degree Program combines the Master of Health Administration (MHA) degree and the Master of Public Health (MPH) degree, both housed in the College of Public Health. This dual degree spans the knowledge gap between delivery of healthcare services and management of the health of a population. Students may complete the degree in two and a half or three years rather than the four years required if the degrees are completed separately. Initially students will be in the MPH concentration in Population Health Policy & Management, which is housed in the same department as

the MHA program. For more information on the MHA/MPH Dual Degree Program, contact the MHA Program Director/DGS or the MPH Director of Graduate Studies.

## ***Program Outcomes***

The MHA curriculum is designed around a set of learning outcomes that healthcare executives and faculty have agreed are essential in the 21st century. Upon completion of the MHA program, students are expected to demonstrate competencies in five domains, which are the primary student learning outcomes for the program:

**DOMAIN A: COMMUNICATIONS AND INTERPERSONAL EFFECTIVENESS** - Ability to communicate with individuals and groups in a manner that builds enduring, trust-based relationships.

1. Collaborate effectively in diverse multi-disciplinary groups, both large and small.
2. Speak and write in a clear, logical, and grammatical manner in formal and informal situations.

**DOMAIN B: CRITICAL THINKING, ANALYSIS, AND PROBLEM SOLVING** - Ability to identify key issues, determine the qualitative and quantitative information required to understand them, conduct systematic analysis, and reach decisions that are both creative and pragmatic.

3. Apply appropriate quantitative methods in assessing organizational issues and services and interpreting the results.
4. Identify, evaluate, and prioritize market opportunities and alternatives.
5. Apply accounting and financial management principles in analyzing financial data, statements, and issues.
6. Synthesize pertinent information and utilize it in constructing capital and operating budgets, and in managing the revenue cycle.
7. Understand basic concepts of health law and compliance requirements, how they influence organizational decision-making, and how to discern issues that require the advice of legal counsel.
8. Apply economic principles in analyzing healthcare markets, organizational issues, and payment systems.
9. Select current methods for monitoring, assessing, and improving organizational performance, including patient safety, clinical quality, and consumer experience.
10. Demonstrate substantive knowledge of current administrative and clinical information systems and their uses, benefits and challenges.
11. Apply critical thinking skills and employ systematic, analytical approaches in decision-making.
12. Propose directions and approaches beyond the status quo and formulate solutions that are both creative and pragmatic.

**DOMAIN C: MANAGEMENT, GOVERNANCE, AND LEADERSHIP** - Ability to inspire support for an organizational vision and goals and develop the effective structures, processes, and cultures required to accomplish them.

13. Explain the concepts of mission, vision, and values, and the responsibilities for establishing and implementing them in healthcare organizations.
14. Distinguish the respective roles of governance, management, and clinical staff in healthcare organizations, including multi-level health systems.
15. Build healthcare programs that are durable, efficient, and effective.
16. Apply key concepts, principles, and practices of human resources management in healthcare organizations.
17. Create solid strategic and business plans, including methods for evaluating progress in relation to them.
18. Apply management knowledge and skills effectively in guiding individual and group behavior and influencing organizational culture and performance.
19. Synthesize pertinent concepts and principles of leadership and apply them in addressing organizational issues.
20. Apply key concepts and principles of change management in instituting and revising policies, practices, and programs in healthcare organizations.

**DOMAIN D: HEALTH POLICY, ETHICS, AND PROFESSIONALISM** - Ability to understand the development of public and organizational policies, their impact on healthcare organizations and communities they serve, and the ethical and professional standards - including continuous evaluation and improvement - that are essential to success in healthcare leadership roles.

21. Demonstrate knowledge and understanding of the U.S. healthcare system, including the organizational settings in which health services are provided and the impact of health policy on providers, payers, and populations.
22. Apply the basic concepts and principles of healthcare ethics in analyzing organizational issues, policy formulation, and decision-making processes.
23. Demonstrate commitment to objective self-assessment and development that will foster resilience and ongoing professional growth.



**DOMAIN E: INDIVIDUAL AND POPULATION HEALTH** - Ability to understand the multiple factors that affect the health status of individuals, families, and communities, analyze their relative importance in specific situations, and contribute to developing strategies that will effectively employ available resources in bringing about improvements.

24. Analyze the key determinants of population health and health disparities and their relative impact on individuals, communities, and society.

25. Analyze the incidence and prevalence of injury and disease using epidemiological and statistical methods.

26. Assess and prioritize population health needs.

## ***Program Requirements***

The total program consists of 50 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 final integrative master’s examination. 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 previous coursework, there may be changes and alternatives suggested by your MHA advisor.

### Required Courses

<u>Course Title</u>	<u>Credit Hours</u>
CPH 600 Health Services and Systems Organization	3
CPH 605 Epidemiology	3
CPH 652 Health Finance	3
CPH 655 Management Accounting for Healthcare Organizations	3
CPH 658 Health Economics	3
CPH 663 Introduction to Public Health Practice and Administration	1
CPH 681 Legal Aspects of Healthcare Management	3
CPH 682 Quantitative Methods for Healthcare Management	3
CPH 683 Operations Management and Quality Improvement	3
CPH 684 Human Resources Management in Healthcare	2
CPH 687 Organizational Theory & Behavior	3
CPH 688 Internship in Health Administration	1
CPH 780 Strategic Planning and Marketing in Healthcare	3
CPH 781 Healthcare Ethics and Governance	2
CPH 782 Information Systems in Healthcare	3
CPH 784 Case Studies in Health Administration	2
CPH 785 Health Policy	3
CPH 787 Independent Study in Health Administration	1
<b>Electives</b>	
Please see your advisor for elective options.	
<u>Subtotal:</u> Elective Hours	5
<b>Total Minimum Hours Required for Degree</b>	<b>50</b>

## ***Internship/Culminating Experience Procedures***

### **Internship**

Managerial experience in a healthcare setting is an essential component of the health administration educational process. Administrative internships provide the student with the opportunity to apply the theories and techniques discussed in the classroom to operational healthcare situations under the guidance of an experienced healthcare professional with faculty oversight. This sharing of educational responsibility between the professional school and experienced healthcare administrators is necessary to assure the quality of professional education. This is particularly true when the goal is development of competencies through real-life experiences in settings outside the classroom.

A positive administrative internship does not happen by chance, but has to be carefully planned and implemented. It requires active commitment to the concept of the internship on the part of the faculty, preceptors/sites, and students. Only in this manner can effective mechanisms for collaborative efforts by all concerned be maintained.

Students without significant administrative experience typically complete a 400-hour administrative internship. This can be completed on a full-time or part-time basis. Students completing the MHA degree following a part-time course sequence will work with the MHA Internship Coordinator to develop an internship experience which meets the course objectives and the student's employment schedule. Students with administrative experience may develop an administrative internship within their own organization that requires activities beyond their existing job responsibilities. With the written approval of the Director, students with significant administrative experience may take an additional 3-credit course in lieu of the internship. Credit for the internship includes participation in seminars that provide students with important information to prepare them for their internship experience.

Students should refer to the Administrative Internship Handbook for details on requirements and processes to complete a successful experiential learning experience. The Administrative Internship Handbook is distributed at a meeting called by the Internship Coordinator to begin the planning process and is also available from the Internship Coordinator.

### **Final Master's Exam**

Students are required to complete a master's level final integrative examination as the culminating experience for the MHA program. This experience will incorporate elements of the overall curriculum and focus on the attainment of the defined MHA program competencies.

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.

Upon approval by the MHA Program Director, a capstone project may be completed as the final integrative master's examination. Additional information regarding the capstone project and the final integrative master's examination will be shared by the MHA Program Director.

## ***Suggested Sequence for Full-Time Students***

NOTE: Courses listed on the template in fall are only offered in fall. Those listed in spring are only offered in spring. Students who take courses out of sequence do so at their own risk and may delay their graduation. Students who intend to change their full-time or part-time status after program admission must notify the program director to minimize potential delays in completing graduation requirements.

<b>First Year</b>		<b>Second Year</b>	
<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>
CPH 600 Health Services and Systems Organization	CPH 688 Internship in Healthcare Management (completed in summer)	CPH 780 Strategic Planning and marketing in Healthcare	CPH 787 Independent Study
CPH 682 Quantative Methods for Healthcare Management	CPH 681 Legal Aspects of Healthcare Management	CPH 781 Healthcare Ethics and Governance	CPH 782 Information Systems in Healthcare
CPH 684 Human Resources Management in Healthcare	CPH 658 Health Economics	CPH 785 Health Policy	CPH 784 Case Studies in Health Administration
CPH 655 Management Accounting for Healthcare Organizations	CPH 683 Operations Management and Quality Improvement	CPH 605 Epidemiology	Elective
CPH 687 Organization Theory and Behavior	CPH 652 Health Finance	Elective	
CPH 663 Introduction to Public Health Practice and Administration			

### ***Suggested Sequence for Part-Time Students***

<b>Semester</b>	<b>Fall 1</b>	<b>Spring 1</b>	<b>Summer 1</b>
Course	CPH 600*	CPH 681	Elective
Course	CPH 682	CPH 683	
<b>Credits</b>	<b>6</b>	<b>6</b>	<b>1 – 3</b>

<b>Semester</b>	<b>Fall 2</b>	<b>Spring 2</b>	<b>Summer 2</b>
Course	CPH 687	CPH 652	Elective
Course	CPH 655	CPH 658	
Course	CPH 684		
<b>Credits</b>	<b>8</b>	<b>6</b>	<b>2 – 3</b>

<b>Semester</b>	<b>Fall 3</b>	<b>Spring 3</b>	<b>Summer 3</b>
Course	CPH 780	CPH 782	
Course	CPH 605		
<b>Credits</b>	<b>6</b>	<b>3</b>	<b>0</b>

<b>Semester</b>	<b>Fall 4</b>	<b>Spring 4</b>	<b>Summer 4</b>
Course	CPH 785	CPH 784	
Course	CPH 781	CPH 787	
<b>Credits</b>	<b>6</b>	<b>6</b>	<b>0</b>

\* CPH 600 can also be taken the summer before fall semester.

## Student Services and Resources

*For a complete list of resources, please refer to the University website - <http://www.uky.edu/UKHome/>.*

### Disability Accommodations

The University of Kentucky Disability Resource Center partners with qualified students with disabilities to assist them in gaining equal access to institutional programs and services consistent with their unique needs. The Center seeks to responsibly advocate the needs of students with disabilities to the campus community through consultation and outreach efforts with administration, faculty, students and University partners.

Disability Resource Center  
725 Rose Street, Suite 407  
Multidisciplinary Science Building  
Lexington, KY 40536-0082  
(859)257-2754

<https://www.uky.edu/DisabilityResourceCenter/>

Students who are denied accommodations authorized by the DRC or who feel they've been treated unfairly by an instructor because of the accommodations may contact Academic Ombud Services at <https://www.uky.edu/ombud/>.

### E-mail

All UKCPH students must establish a University of Kentucky e-mail address. All emailed communication from the UK College of Public Health will be sent to students' UK email address. Students may establish a UK email address at <http://www.uky.edu/its/customer-support-student-it-enablement/customer-services/university-email-and-cloud-apps>.

### 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://cph.uky.edu/academic-programs/graduate-certificates>.

Find a complete list of University graduate certificates at the Graduate School's website - <http://gradschool.uky.edu/graduate-certificates>.

### Information Technology Services

If student experience any technical issues please go to: <http://www.uky.edu/its/>.

## 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 can access library resources at <http://libraries.uky.edu/>.

**Student Organizations** – For a complete list of student organizations, visit <http://getinvolved.uky.edu/>.

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

The University of Kentucky Student Public Health Association (UKSPHA) was founded on September 21, 2000 as a student-run, student-governed nonprofit organization of the University of Kentucky College of Public Health. UKSPHA is a student affiliate of the Kentucky Public Health Association (KPHA) and is open to University of Kentucky College of Public Health students as well as other University students interested in public health.

UKSPHA serves to promote student involvement in the development of healthy communities.

In addition to SPHA, students have the option to become members of the American Public Health Association (APHA), <http://www.apha.org/become-a-member>, as well as Kentucky Public Health Association <http://www.kpha-ky.org/JoinKPHA.aspx>.

### University of Kentucky MHA Student Association

The MHA Student Association serves as the student association for the American College of Healthcare Executives (ACHE) and for the MHA program. The MHA Student Association organizes educational, service and social activities and projects for all MHA students. The student association also advises the MHA Program Director on career and professional development opportunities and initiatives. Officers are elected in the spring semester and serve for the following academic year.

### Delta Omega Society - Beta Gamma Chapter

Delta Omega is the honorary society for students in public health. The Society was founded in 1924 at Johns Hopkins University School of Public Health. There are currently more than 108 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.

### 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 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.

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.

### **Student Presentation Resources**

The [Student Media Depot @ The Hub](#) 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. The Media Depot is funded by the Student Technology Fee and is a collaboration between the University of Kentucky Information Technology Services (ITS) and UK Libraries and is in support of the [Quality Enhancement Plan](#). Learn more at <https://www.uky.edu/its/customer-support-student-it-enablement/classroom-av-support-student-technology-services/student>.

Presentation U! is the University of Kentucky's centralized tutoring center for speaking, writing, visuals, and all other forms of communication. Presentation U! supports UK's efforts to graduate confident communicators by providing services to undergraduate students, graduate students, staff, and faculty. They help students succeed in the classroom and beyond through the development of self-directed learning, as well professional skills such as interpersonal communication, visual literacy, and excellence in writing. Learn more at <https://www.uky.edu/presentationU/>.

### **University Academic Ombud**

At the University of Kentucky, Academic Ombud Services is responsible for resolving academic related problems and conflicts for which established procedures have not yielded a satisfactory solution or for which no established procedure exists. Academic Ombud Services is not intended to supplant the normal processes of resolution (contacting the course instructor, department chair, director of undergraduate/graduate studies, and/or associate dean). In cases where there is a clear need to achieve a solution more quickly than normal procedures provide, the Ombud may seek to expedite the process.

The two major areas of activity for Academic Ombud Services involve student academic rights and violations of academic integrity. The primary task of Academic Ombud Services is to ensure fair policies, processes, and procedures, as related in the [Senate Rules](#), are equitably implemented. Thus, Academic Ombud Services is a neutral office working as an advocate for fairness and equity.

Professional, graduate, and undergraduate students as well as faculty contact Academic Ombud Services with a variety of questions and concerns. Students often want to be pointed in the right direction while others want to discuss complex situations. Faculty inquiries often involve how the University Senate Rules relate to an instructor's particular course; issues often involve attendance, Dead Week, and the procedures for violations of academic integrity.

All inquiries are held in confidence. Learn more at <https://www.uky.edu/ombud/>.

Academic Ombud Services

109 Bradley Hall

545 Rose Street

Lexington, KY

(859) 257-3737



**University Health Services** - <http://ukhealthcare.uky.edu/uhs/>

University Health Services provides medical treatment for full and part-time students.

**WildCard Student ID** - <http://www.uky.edu/wildcard/uk-healthcare-wildcard>

Students are required to have a WildCard Student ID, which is 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, student IDs can be obtained from the UK HealthCare security office. Details are provided at the link above.

## Academic & University Policies

### 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.

### 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: <http://www.uky.edu/deanofstudents/student-rights-and-responsibilities>. Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal, or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures. It is the student's responsibility to read and understand university policies on academic dishonesty.

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).

### 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 the 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

Severe weather procedures can be found at <https://www.uky.edu/see/severe-weather-procedures>.

The announcements regarding the cancellation of classes, closure of offices or delay of classes and offices opening will normally be made by 6 a.m. through a UK Alert. Other sources of up-to-date and complete information include the local media, the UK Infoline at 859-257-5684, UK TV Cable Channel 184, the UK websites [www.uky.edu](http://www.uky.edu) and [www.uky.edu/alerts](http://www.uky.edu/alerts), and the UKNow news website at [www.uky.edu/uknow](http://www.uky.edu/uknow). UK Alert will be activated and provide limited information referring people to the UK Alerts website for more information. It is often difficult for the local media to present complete information, since the local media are handling hundreds of calls. Please refer to the UK websites, UK Infoline, Cable Channel 184 on campus to stay informed. Early cancellations and dismissals during normal business hours will be announced via UK Alert, UK Infoline and the [UK home page](#), [UK Alerts page](#), and [UKNow](#) websites as soon as a decision is made by University officials.

In addition to notifying the university community through UK Alerts and traditional forms of local media, the cancellation of classes, closure of offices, or delay of classes and offices opening due to severe weather will also be posted to UK's official social media accounts on [Facebook](#), [Twitter UK](#) and [Twitter UK Newsroom](#).

## Confidentiality and Disclosure

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Kentucky complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers. This law applies to K-12 as well as postsecondary education.

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://cph.uky.edu/resources/student-resources/release-information-consent-form-academicprofessional-reference>);
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.

More information about FERPA and students' rights to privacy can be found at <https://www.uky.edu/registrar/FERPA-privacy>.

## Diversity, Equal Educational and Employment Opportunities

The College of Public Health and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender,

national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics, talents and contributions of all people are valued and recognized for the unique contribution they make to our College. The following statement, required on all official UK documents, guides all admissions and employment practices, and represents the best expression of the CPH commitment to diversity.

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

### **Drug Free Institution**

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

### **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>.

### **Procedure for Redress of Grievances**

The purpose of the student grievance procedure is to provide a process for resolving student complaints. This procedure applies to all student complaints, including but not limited to academic issues, student services or administrative concerns, or matters involving any form of discrimination or harassment. Grievances involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements.

Submissions to this form are reviewed by the Associate Dean for Academic and Student Affairs.

Students may file a grievance at <http://cph.uky.edu/resources/student-resources/student-grievance-form>.

### **Social Media Guidelines**

University of Kentucky social media policies and guidelines can be found at <https://www.uky.edu/regs/sites/www.uky.edu/regs/files/files/ar/AR10-4.pdf>.

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.