



College of  
Public Health

<http://cph.uky.edu>

# **Bachelor of Public Health Student Handbook**

*2020-2021*

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

It is the student's responsibility to be informed concerning all BPH program regulations and procedures. Students should also become familiar with the University Bulletin.

The BPH Advisor should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations.

### **Contact Information**

Office of Student Engagement, Advising, and Success (SEAS)  
111 Washington Ave, Suite 120  
Lexington, KY 40536-0003

#### Associate Dean of Academic and Student Affairs

**Dr. Sarah Wackerbarth**

Phone: (859) 218-2079

E-mail: [sbwack0@uky.edu](mailto:sbwack0@uky.edu)

#### Director of Undergraduate Studies, Bachelor of Public Health

**Ms. Sarah Cprek**

Phone: (859) 218-0196

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

#### Academic Advisor

**Ms. Jennifer Stevens**

Phone: (859) 323-5998

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

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Dear BPH students,

On behalf of the faculty and staff of the University of Kentucky College of Public Health (UKCPH), welcome. We are delighted that you have chosen 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 UKCPH, 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. Faculty and staff are ready to teach, advise, and mentor you as you discover your future in public health.

By becoming part of UKCPH, you are joining a supportive and inclusive 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. From this day forward you are colleagues working toward the common goal of a healthier world.

Whatever path has led you to UKCPH, know that this is a place where you will find knowledge, support, and the opportunity to expand your heart and mind while preparing to work 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

## **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.

## **Bachelor of Public Health Program**

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

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

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

## **Program Outcomes**

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

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

## Program Requirements

The College of Public Health requires students to earn a minimum of 120 hours for the Bachelor of Public Health with a minimum cumulative grade-point average of 2.75. In addition, students must earn a grade of C or better in all major requirement courses. Refer to the Academic Performance section of the CPH Undergraduate Bulletin for more information regarding the University repeat option policy. Students may take additional hours in accordance with stated University policy.

### Program Curriculum

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

### UK Core Requirements

See the UK Core section of the 2020 – 2021 Undergraduate Bulletin for the complete UK Core requirements. The courses listed below are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas.

#### Intellectual Inquiry in Arts and Creativity

Choose one course from approved list ..... 3

#### Intellectual Inquiry in the Humanities

Choose one course from approved list ..... 3

#### Intellectual Inquiry in the Social Sciences

\*CPH 201 ..... 3

#### Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences

\*BIO 103 (or higher) ..... 3

#### Composition and Communication I

CIS/WRD 110 Composition and Communication I..... 3

#### Composition and Communication II

CIS/WRD 111 Composition and Communication II..... 3

#### Quantitative Foundations

\*MA 109, MA 111 or higher ..... 3

#### Statistical Inferential Reasoning

\*BST 230 ..... 3

#### Community, Culture and Citizenship in the USA

\*GRN 250 ..... 3

#### Global Dynamics

Choose one course from approved list ..... 3

#### UK Core Hours ..... 30

#### Graduation Composition and Communication Requirement

CPH 470 (capstone) ..... 3

#### Pre-major Requirements

\*BIO 103 Basic Ideas of Biology (or higher) ..... 3

\*BST 230 Statistical Literacy in Public Health ..... 3

CLA 131 Medical Terminology from Greek & Latin..... 3

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*CPH 201 Introduction to Public Health .....	3
*GRN 250 Aging in Today's World .....	3
*MA 111 Introduction to Contemporary Math OR MA 109 College Algebra (or higher) .....	3
<b>Subtotal: Pre-major Hours:</b> .....	<b>18</b>

***\*Please note, that 15 credits of the pre-major requirements can be utilized for UK Core hours. A student's elective credits will vary depending on how many courses are used as UK Core requirements.***

**Major Requirements**

CPH 310 Disease Detectives: Epidemiology in Action .....	3
CPH 320 Foundations of Environmental Health .....	3
CPH 330 Health Analytics I .....	3
CPH 350 Intro to Health Care Organization and Policy.....	3
CPH 440 Foundations of Health Behavior .....	3
CPH 472 Public Health Professions and Practice .....	3
CPH 476G A Sick World: Global Public Health in the Early 21 <sup>st</sup> Century.....	3
<b>Subtotal: Major Requirements:</b> .....	<b>21</b>

**Guided Electives**

**Public Health Electives:** Choose 15 credits of CPH, GRN, BST, or other advisor approved electives.  
 Subtotal: Public Health Electives: .....

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

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

**Subtotal: Guided Electives:** .....

**Capstone course - required:**

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

CPH 470 Public Health Capstone .....

**Subtotal: Major Hours**.....

**Electives**

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

**Total Minimum Hours**

**Required for Degree** .....

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

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



## Student Services and Resources

### Computing Services

The Division of Customer Support & Student IT Enablement maintains 8 computer labs that are spread out across the campus where students can find the necessary hardware and software to complete their assignments and projects.

<https://www.uky.edu/its/customer-support-student-it-enablement/computer-labs>

### Disability Accommodations

If a student with a documented disability requires academic modifications or accommodation for your course, the student must provide the instructor with a Letter of Accommodation from the UK Disability Resource Center (DRC). The student may visit the DRC website for information on how to register for services as a student with a disability. The student may also call the office at 859-257-2754 or email [drc@uky.edu](mailto:drc@uky.edu).

If a student is denied accommodations authorized by the DRC or is treated unfairly by an instructor because of the accommodations, please contact Academic Ombud Services to discuss the situation.

All university instructors are required to make reasonable accommodations for physical and/or learning disabilities that could inhibit student academic success. The Disability Resource Center certifies the need for and specifies the accommodations needed on a student-by-student basis. Faculty should request this certification (Letter of Accommodation) from students; however, refrain from asking questions regarding the reason justifying such accommodations. A statement similar to the following placed in the syllabus could benefit students who might have special needs:

Any student with a disability who is taking this course and needs classroom or exam accommodations should contact the Disability Resource Center, 257-2754, Suite 407, Multidisciplinary Science Building, 725 Rose Street, [drc@uky.edu](mailto:drc@uky.edu).

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. All correspondence from UKCPH to students will be sent to the UK address. To establish an email address please go to:

<http://www.uky.edu/its/customer-support-student-it-enablement/customer-services/university-email-and-cloud-apps>

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

Customer Services is available 24/7 via phone.

(p) 859-218-HELP (4357)

(e) [218help@uky.edu](mailto:218help@uky.edu)

In-person assistance available at Tech Help @ The Hub in the basement of the W.T. Young Library.

### **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://libraries.uky.edu/MCL>

### **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 a student governed organization 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 join the Facebook group, <https://www.facebook.com/groups/1384991111725839/> to stay updated on events.

In addition, students have the option to become members of the Kentucky chapter of American Public Health Association (APHA), <http://kpha-ky.org/JoinRenewKPHA.aspx>.

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

The MHA Student Association essentially 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 graduate students in public health. The Society was founded in 1924 at Johns Hopkins University School of Public Health. There are currently 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. 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. Richard Charnigo, 325A Multidisciplinary Science Building, 859-218-2072, [Richard.charnigo@uky.edu](mailto:Richard.charnigo@uky.edu).

**Undergraduate Student Success Resources**

Academic Scholarships: [www.uky.edu/AcademicScholarships](http://www.uky.edu/AcademicScholarships)

Big Blue Pantry: <https://www.uky.edu/basicneeds/big-blue-pantry>

Campus Calendar: <https://calendar.uky.edu/>

Center for Academic Resources and Enrichment Services (CARES): [www.uky.edu/cares](http://www.uky.edu/cares)

Counseling Center: <https://www.uky.edu/counselingcenter/>

Disability Resource Center: <https://www.uky.edu/DisabilityResourceCenter/>

Education Abroad: <https://international.uky.edu/ea>

Financial Ombud Services: [www.uky.edu/financialaid/financial-ombud-services](http://www.uky.edu/financialaid/financial-ombud-services)

General Chemistry Learning Center: <http://chem.as.uky.edu/general-chemistry-learning-center>

LGBTQ\* Resources: <https://www.uky.edu/lgbtq/>

Martin Luther King Center: <https://www.uky.edu/mlkc/home>

Mathskeller: <https://math.as.uky.edu/mathskeller>

National Student Exchange Program: <https://international.uky.edu/ea/national-student-exchange>

SAFECATS and After-Hours On-Demand Bus Service: <https://www.uky.edu/police/257-safe-and-safecats>

Stuckert Career Center: <https://www.uky.edu/careercenter/welcome>

Student Employment Office: <https://www.uky.edu/hr/employment/student-employment>

Student Support Services: <https://www.uky.edu/sss/>

The Hub: <http://libraries.uky.edu/hub>

The Study: <https://www.uky.edu/thestudy/>

Undergraduate Research: <https://our.uky.edu/>

VIP Center: <https://www.uky.edu/vipcenter/>

Writing Center: <http://wrd.as.uky.edu/writing-center/>

### **University Academic Ombud**

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

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

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

## **Academic & University Policies**

### **Admission Policy**

Admission to the University as an incoming freshman is sufficient for admission to the Pre-Bachelor of Public Health (pre-BPH) program. Students participating in the Academic Preparation Program are not eligible for admission. Current University students and transfer students must meet the BPH grade-point average (GPA) admission criteria to be admitted as a pre-BPH student. Admission to the pre-BPH program does not guarantee admission to the Bachelor of Public Health (BPH) program. Students may apply to the pre-BPH program during the university approved window to declare a major. A major-change form is available in MyUK.

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

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

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

### **Appeals Process**

Students who do not meet the GPA criteria for admission to the Bachelor of Public Health program, but have extenuating circumstances that prevented them from reaching their academic potential may submit an appeal at the time their application is submitted.

For questions regarding appeals, contact:

Dr. Sarah Vos  
Lecturer, Health Management and Policy  
111 Washington Ave. Suite 105C  
[Sarah.vos@uky.edu](mailto:Sarah.vos@uky.edu)

### **Academic Policies**

A student must earn a grade of C or better in all public health core courses in order to complete the major requirements and advance through sequential public health courses. A grade lower than a C will require the student to repeat that course and obtain a C or better to meet major requirements.

A student has the option to repeat once as many as three different courses in which he/she received a grade of B, C, D, or E. This is called a Repeat Option. Only the grade, credit hours, and quality points of the second completion will be used in calculating the GPA, provided the student has made a specific request through a Repeat Option form (available from your advisor). A limit of three repeat options may be filed during your entire undergraduate career. The student must be enrolled at the time the repeat option form is filed.

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

### **Probation and Suspension Policies**

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

<https://www.uky.edu/registrar/bulletin-course-catalog>

The following additional rules apply to students in CPH:

- Any student who fails to maintain a cumulative UK GPA of 2.5 shall be placed on academic probation within the College of Public Health.
- A student will be removed from academic probation when a cumulative GPA of 2.5 or higher is obtained.
- A student shall be dismissed from the College if he/she fails to achieve a cumulative GPA of 2.5 or higher within two consecutive semesters of being placed on probation or fails to earn a term GPA of 2.5 or higher for any two consecutive semesters following his/her placement on academic probation.

- A student who earns a term GPA of 2.5 or higher for each semester following placement on probation will continue in probationary status until a cumulative GPA of 2.5 or higher is obtained.
- Students who are on academic probation within the College of Public Health may transfer to other colleges or departments during any major change window provided the students meet eligibility criteria.
- A student who has been dismissed from the College for academic reasons and has remained outside the program for at least a semester and a summer session, may petition for reinstatement. Petition for reinstatement is to be made in writing to the Dean or Associate Dean of Academic and Student Affairs in the College of Public Health and shall include a written statement by the student specifying why he/she should be considered for reinstatement. After consultation with the Director of Undergraduate Studies and other faculty as appropriate, the Dean may choose to accept or deny the petition. The Dean may require that the student agree to certain conditions in order to be reinstated (i.e. take additional course work, complete a writing class, obtain tutoring). The Dean shall inform the student in writing that he/she has been reinstated or reasons for denial of the petition for reinstatement. No student will be readmitted to the College via reinstatement request more than twice.
- A student who has been dismissed for academic reasons and reinstated shall, upon reinstatement, be placed on academic probation and be subject to the academic performance expectations outlined in this policy.

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

**It is the student's responsibility to read and understand university policies on academic dishonesty.**

Cheating, plagiarism, and destruction of course materials violate the rules of the University.

For more information on the University's policy, see the following website:

<https://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.

A link to a paper "Plagiarism: What is it?" may be found at the Ombud website or can be accessed at

<https://www.uky.edu/ombud/plagiarism-what-it>

### **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  
[https://uky.az1.qualtrics.com/ife/form/SV\\_0SS4IOC92X7UHg9](https://uky.az1.qualtrics.com/ife/form/SV_0SS4IOC92X7UHg9));
3. selecting students for honorary organizations
4. informing community-based faculty members serving as preceptors
5. responding to a directive pursuant to law or court order

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

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

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

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

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

#### **Drug Free Institution**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on University of Kentucky property, on University business, or at University-sponsored events. The University policy, as well as the laws from

which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found here,

<https://www.uky.edu/hr/policies/drug-abuse>

### **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, <https://www.uky.edu/regis/sites/www.uky.edu/regis/files/files/HCCcode.pdf>

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

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

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 [https://uky.az1.qualtrics.com/jfe/form/SV\\_3IAE6y9m19OF9nT](https://uky.az1.qualtrics.com/jfe/form/SV_3IAE6y9m19OF9nT).

### **Social Media Guidelines**

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

Below are some expectations when using social media sites.

- Do not “friend” patients/clients
- Do not accept “friend requests” from patients/clients or their family members
- Never share any patient information via Facebook or other social media



- Never post pictures of patients or pose with patients/clients for pictures
- Never give medical advice via social media

### **Smoke-Free Environment**

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