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

### Year One

<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 12 Credit Hours</u>	Credit Hours
CPH Core Course	3	CPH 535 Databases & SAS Programming	3
CPH Core Course	3	CPH 609 Field Practicum	3
CPH 580 Biostatistics I	3	CPH 630 Biostatistics II	3
CPH 605 Epidemiology	3	Biostatistics Elective *	3

### Year Two

<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 6 Credit Hours</u>	Credit Hours
CPH Core Course	3	CPH 608 Capstone (Biostatistics Section)	3
BST 693	3	Biostatistics Elective *	3
Biostatistics Elective *	3		
Biostatistics Elective *	3		

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

## *Suggested Sequence for Full-Time Environmental Health Concentrators*

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

### Year One

<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 12 Credit Hours</u>	Credit Hours
CPH 580 Biostatistics I	3	CPH 605 Epidemiology	3
CPH 601 Environmental Health I	3	CPH 620 Occupational & Environmental Health II	3
CPH 604 Public Health & Disease Prevention	3	CPH 622 Toxic Agents & Their Implications in Public Health	3
CPH 650 Management of Public Health Organizations	3	CPH 609 Field Practicum	3

### Year Two

<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 6 Credit Hours</u>	Credit Hours
CPH 608 Capstone	3	Environmental Health Elective*	3
CPH 647 Research Methods	3	Environmental Health Elective*	3
Environmental Health Elective *	3		
Environmental Health Elective *	3		

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

## *Suggested Sequence for Full-Time Epidemiology Concentrators*

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

### Year One

<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 12 Credit Hours</u>	Credit Hours
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

<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 6 Credit Hours</u>	Credit Hours
CPH Core	3	Epidemiology Elective*	3
CPH 608 Capstone	3	Epidemiology Elective*	3
Research Methods	3		
Epidemiology Elective *	3		

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

## *Suggested Sequence for Full-Time Health Behavior Concentrators*

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

### Year One

<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 12 Credit Hours</u>	Credit Hours
CPH 604 Public Health & Disease Prevention	3	CPH 605 Epidemiology	3
CPH 580 Biostatistics I	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

<u>Fall – 9 Credit Hours</u>	Credit Hours	<u>Spring – 9 Credit Hours</u>	Credit Hours
CPH 601 Occupational & Environmental Health	3	CPH 608 Capstone	3
CPH 647 Research Methods	3	CPH 648 Eliminating Racial & Ethnic Health Disparities	3
CPH 763 Ethics for Public Health	3	Health Behavior Elective*	3

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

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

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

### Year One

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<u>Fall – 12 Credit Hours</u>	Credit Hours	<u>Spring – 12 Credit Hours</u>	Credit Hours
CPH 600 Health Services & Systems Organization	3	CPH 605 Epidemiology	3
CPH 601 Occupational & Environmental Health	3	CPH 604 Public Health & Disease Prevention	3
CPH 580 Biostatistics I	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

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<u>Fall – 9 Credit Hours</u>	Credit Hours	<u>Spring – 9 Credit Hours</u>	Credit Hours
CPH 647 Research Methods	3	CPH 608 Capstone	3
CPH 785 Health Policy	3	CPH 658 Public Health Economics	3
Population Health Policy & Management Elective*	3	Population Health Policy & Management Elective*	3

\*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

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

### Year Two

<u>Fall – 9 Credit Hours</u>	Credit Hours	<u>Spring – 9 Credit Hours</u>	Credit Hours
CPH 647 Research Methods	3	CPH 608 Capstone	3
CPH 655 Public Health Accounting & Finance	3	CPH 658 Public Health Economics	3
Population Health Policy & Management Elective*	3	Population Health Policy & Management Elective*	3

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

## *Practicum / Culminating Experience Procedures*

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### Practicum

CPH 609 “Master of Public Health Field Practicum” (3 credit hours) is a required MPH course designed to build student capacity in selected MPH competencies (see page 6). CPH 609 combines didactic lessons with a minimum of 200 hours of fieldwork. The didactic sessions support the students in the practicum site selection process, understanding of course procedures, preceptor identification and delineation of fieldwork projects and deliverables. Quality 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).

Most students completing the MPH program according to the suggested sequence of courses (see pages 10-15) will register for CPH 609 in the spring semester. Pre-placement assignments must be completed during the semester; however, field hours may be completed over the following summer and fall semesters. Fieldwork cannot begin before the instructor for CPH609 has approved the placement. Fieldwork must be completed within two semesters following your semester of enrollment. For example, for students who enroll in practicum during the spring 2019 term, fieldwork must be completed by the end of the fall semester (December 2019). Students should refer to the syllabus for CPH 609 for additional information on course assignments, grading and practicum recordkeeping and reporting procedures.

### Culmination Experience

Each Master of Public Health (MPH) student is required to 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*

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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*

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### 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*

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### 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 oversize 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 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 contact David T. Beach via email at [dtbeac1@uky.edu](mailto:dtbeac1@uky.edu) or by telephone 859-257-2754.

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, [dtbeac1@uky.edu](mailto:dtbeac1@uky.edu).

### **Email**

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

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

### **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>.

The Graduate School maintains updated listings of Graduate Certificates offered throughout the University: <http://gradschool.uky.edu/graduate-certificates>

### **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 contact any of the officers to obtain more information or email us at [ukspha.ky@gmail.com](mailto:ukspha.ky@gmail.com).

In addition students have the option to become members of the American Public Health Association (APHA), <http://www.apha.org/become-a-member>.

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

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. Julia Costich, (859) 257-6712, [Julia.costich@uky.edu](mailto:Julia.costich@uky.edu).

### **Upsilon Phi Delta Honor Society**

The mission of the Upsilon Phi Delta Honor Society is to recognize, reward, and encourage academic excellence in the study of healthcare management and policy. Membership in Upsilon Phi Delta Honor Society

is open to individuals who meet national and local standards and are accepted and initiated into membership of a collegiate chapter.

### **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.

Gamma Mu sponsors department-wide events such as participation in the Alzheimer's Memory Walk, hosting guest speakers, and participating in various university and community-based activities throughout the year. Gamma Mu also holds monthly meetings in the Graduate Center for Gerontology.

Membership is open to undergraduate and graduate students who are majoring or minoring in gerontology/aging studies and related fields and who are in at least their second term of enrollment. Undergraduates must have a grade point average of at least 3.3 on a 4.0 scale, and graduate students must have at least a 3.5 GPA to be eligible for membership. Faculty, alumni, professional, and honorary memberships are also available. New members receive a certificate, a lapel pin, a subscription to the Sigma Phi Omega Newsletter, and an invitation to participate in the national meeting and all activities of the Society. For more information about the local chapter, visit the UK gerontology website, or contact the Director of the Graduate Center for Gerontology.

### **University of Kentucky AcademyHealth Student Chapter**

AcademyHealth is the professional home for health services researchers, policy analysts, and practitioners, and a leading, non-partisan resource for the best in health research and policy. The Chapter was formed to acquaint students with the fields of health services research (HSR), public health systems and services research (PHSSR), and health policy, provide learning opportunities through interaction with health services researchers and health policy practitioners and help expand chapter members' career opportunities. For more information visit <http://www.academyhealth.org/index.cfm>.

*For a complete list of student organizations, please see the following link: <http://getinvolved.uky.edu/>*

### **Student Presentation Resources**

The Media Depot is a student digital media space located in the Hub at William T. Young Library. The Media Depot provides access to recording equipment and space, editing stations with specialized multimedia software, and technical support for students' development of their academic media projects. Additional information can be found here: <https://www.uky.edu/its/customer-support-student-it-enablement/student-media-depot-hub>

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/presentationU/>

### **University Academic Ombud**

At the University of Kentucky, Academic Ombud Services is responsible for resolving academic related problems and conflicts. 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.

Academic Ombud Services handles issues related to student academic rights and the commission of academic offenses including, but not limited to:

Grade disputes

Registration problems

Academic issues related to disciplinary matters

Perceived favoritism

Fear of retaliation

Determinations of plagiarism and other academic offense issues

Disability accommodation issues

Cross-cultural misunderstandings and personality conflict

109 Bradley Hall | 545 Bradley Hall | (859) 257-3737 | Confidential fax (859) 257-5346 | [ombud@uky.edu](mailto: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/healthcare-security.html>

## ***Academic Policy***

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

Students are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on Students Rights and Responsibilities see the following website:

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

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://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

### **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/irj/portal>.

### **Dress Code**

All students should maintain a clean, neat appearance at all times, and students' attire should be commensurate with the activities in which the student will participate during that day. A professor may set forth additional standards of attire in his or her syllabus. This policy is designed to provide a reasonable standard of dress and appearance for public health students. If a faculty member deems a particular student's attire to be inappropriate, according to program guidelines or according to the class syllabus, he or she may notify the student privately at any time before, after, or outside of class and ask the student to correct the problem.

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

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

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

### **Drug Free Institution**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students 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.

### **Healthcare Colleges Code of Professional Student Conduct (HCC Code)**

The Healthcare 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 healthcare colleges, <http://www.uky.edu/regs/files/HCCcode.pdf>.

### **Procedure for Complaints**

Individual students having a complaint about any aspect of the Program should first take their complaints to the Director of the Program. If the Director cannot resolve the issue, the complaint 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 complaints. Following initial review, a student may choose to approach the Graduate School (for graduate programs) and/or the University Ombud for undergraduate and professional programs.

### **Social Media Guidelines**

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

Below are some expectations when using social media sites:

- Do not “friend” patients/clients
- Do not accept “friend requests” from patients/clients or their family members
- Never share any patient information via Facebook or other social media
- Never post pictures of patients or pose with patients/clients for pictures
- Never give medical advice via social media

### **Smoke-Free Environment**

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

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

**The Graduate School:** <http://gradschool.uky.edu/>

*Academic Load*

*Degree Completion*

*Financial Aid/Funding Opportunities*

*Forms*

*Registrar Academic Calendar*

*Registration Information*

*Tuition & Fees*

**The Graduate School Bulletin:** <http://gradschool.uky.edu/graduate-school-bulletin>

*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/studentacademicsupport/>