

Master of Public Health Student Handbook

2022-2023

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 Public Health (MPH) degree program. It is intended to serve as a guide for the MPH 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 MPH program regulations and procedures. Students should also become familiar with the Graduate School Bulletin

The MPH 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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cph.uky.edu

Dear MPH Students,

In the College of Public Health, we train health champions. Champion has different meanings. It can mean someone who is a victor, the winner. It can also mean someone who fights for a cause or works on behalf of others. So, what does a health champion mean here? In the College of Public Health, we train people who fight, work, strive, struggle, persist for the health of others. For us, it is more than just being health-focused or treating people who are sick. At the University of Kentucky, our health champions fight for prevention – our work is needed to keep communities from harm, from disease, from injury.

Health champions solve problems. Public health problems are complex. Our problems involve human perception, stigma, behaviors. They include a person's history, what has happened to them in their lives. Public health problems need biology, chemistry, computing. It matters where a person lives, where they grew up, who influences them and how they first learned about health. The path to discovery in public health is not fast or simple. You may be surprised to hear stories from faculty and staff about times when they failed. Failure is expected. What defines a health champion is how you come back when you experience defeat.

As a member of our student body, there are many people here to support you. I encourage you to reach out early and often to the faculty, to staff, and to other students. Our staff in Student Engagement & Academic Success (SEAS) care about your academic progress, your well-being, your success and development as a student. Department chairs and program directors are available to you to talk about experiences in the program and classes. Your faculty are training you to be the next generation of public health scientists and to champion for the health of others – they want to talk to you, teach you, learn with you. Take every opportunity to connect with the faculty, staff, and students of the College. Success in public health never occurs in isolation – this is a field where you cannot do it alone. Public health is team science. Our approach to solving problems is made better because we work together. Part of your education here will be the realization that working with others is the path to impact.

While a learner in our college, you will encounter people from many different backgrounds, disciplines, and perspectives. Our college is comprised of four academic departments: Biostatistics, Epidemiology and Environmental Health, Health Behavior and Society, and Health Management in Policy. Within these four departments, the core areas of public health are represented. Many of us (myself included) come to public health from a variety of pathways – our training is often as diverse as our people. However, each one of us belongs here. We belong here because of a shared commitment to make a difference. We belong here because we believe that the health of others deserves a champion. We belong here because we know that prevention is possible. You belong here, too.

On behalf of the faculty and staff of the College, it is my pleasure to welcome you to the College and congratulate you on the important decision to pursue advanced training within public health.

Sincerely,

Heather Bush

[Heather Bush](#)

[Acting Dean for the College of Public Health](#)

Program Information

MPH Foundational Competencies

The MPH degree is designed to meet the needs of recent baccalaureate graduates planning careers in public health and related professionals as well as current public health and clinical practitioners wanting to increase knowledge of population-based issues.

Evidence-based Approaches to Public Health

- Apply epidemiological methods to the breadth of settings and situations in public health practice
- Select quantitative and qualitative data collection methods appropriate for a given public health context
- Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
- Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems

- Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
- Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health

- Assess population needs, assets and capacities that affect communities' health
- Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
- Design a population-based policy, program, project or intervention
- Explain basic principles and tools of budget and resource management
- Select methods to evaluate public health programs

Policy in Public Health

- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- Advocate for political, social or economic policies and programs that will improve health in diverse populations
- Evaluate policies for their impact on public health and health equity

Leadership

- Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
- Apply negotiation and mediation skills to address organizational or community challenges

Program Information - MPH Foundational Competencies, cont.

Communication

- Select communication strategies for different audiences and sectors
- Communicate audience-appropriate public health content, both in writing and through oral presentation
- Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

- Perform effectively on Interprofessional teams

Systems Thinking

- Apply systems thinking tools to a public health issue

Program Requirements

The MPH Program is a total of 42-44 graduate-level credit hours. Students are also required to complete a non-thesis option capstone project.

Each student is required to pursue at least one concentration area from the following: Preventative Medicine and Environmental Health, Epidemiology, Health Behavior and Society, Health Systems and Policy Analytics. See concentration requirements for course requirements.

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

MPH Core Courses (required credit hours) – 24 to 25 Total Required Credit Hours

- CPH 663 Foundations of Public Health* (1)
- CPH 643 Measuring Health Behavior (3)
- CPH 650 Public Health Systems Administration (3)
- CPH 605 Epidemiology (3)
- CPH 603 Data Analysis (3)
- CPH 621 Understanding & Communicating Environmental Health Risk (3)
- CPH 672 Evidence-based Public Health Planning & Practice (3)
- CPH 609 Public Health Practicum (3)
- CPH 608 Public Health Capstone (3)

*CPH 663 is NOT required for students who have a Bachelor of Public Health degree from a CEPH accredited program.

Concentration Requirements (required credit hours) – 18 – 19 Total Required Credit Hours

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

Environmental Health Concentration – 18 Required Credit Hours

- CPH 601 Environmental Health (3)
- CPH 620 Occupational Health (3)
- CPH 622 Toxic Agents and Their Implications in Public Health (3)
- Electives (9 credit hours) - See your advisor for a complete list of electives.

Epidemiology Concentration – 18 Required Credit Hours

- CPH 712 Advanced Epidemiology (3)
- CPH 660 Disease Mapping & Data Visualization (3)
- CPH 612 Infectious Disease Epidemiology (3)
- CPH 615 Cancer Epidemiology (3) or CPH 711 Chronic Disease Epidemiology (3)
- Electives (6 credit hours) – See your advisor for a complete list of electives.

Health Behavior and Society Concentration – 19 Required Credit Hours

- CPH 604 Foundations of Health Behavior I (2)
- CPH 674 Foundations of Health Behavior II (2)
- CPH 648 Health Disparities (3)
- CPH 746 Research Methods for Health Behavior (3)
- Electives (9 credit hours) – See your advisor for a complete list of electives.

Health Systems and Policy Analytics – 18 Required Credit Hours

- CPH 600 Health Services and Systems Organization (3)
- CPH 785 Health Policy (3)
- CPH 651 Pop. Health Measurement, Management, & Improvement (3)
- CPH 634 Analytic Methods for Healthcare Data (3)
- Electives (6 credit hours) – See your advisor for a complete list of electives.

Health Management and Policy – 18 Required Credit Hours

- CPH 600 Health Services and Systems Organization (3)
- CPH 651 Pop. Health Measurement, Management, & Improvement (3)
- CPH 654 Management of Public Health Organizations (3)
- CPH 683 Operations Management & Quality Improvement (3)
- Electives (6 credit hours) – See your advisor for a complete list of electives.

Suggested Sequence for Full-Time Environmental Health Concentrators

Full-time enrollment is considered nine credit hours or more per semester.

Year One

Fall Semester (9 – 10 Credit Hours)	Spring Semester (12 Credit Hours)
CPH 605 Epidemiology (3)	CPH 601 Environmental Health (3)
CPH 621 Understanding & Communicating Environmental Health (3)	CPH 603 Data Analysis (3)
CPH 643 Measuring Health Behavior (3)	CPH 609 Public Health Practicum (3)
CPH 663 Foundations of Public Health (1)	CPH 650 Public Health Systems Administration (3)

Year Two

Fall Semester (10 Credit Hours)	Spring Semester (11 Credit Hours)
CPH 608 Capstone (1)	CPH 608 Capstone (2)
CPH 622 Toxic Agents & Their Implications in Public Health (3)	CPH 620 Occupational Health (3)
Environmental Health Elective (3)	CPH 672 Evidence-Based Public Health Planning & Practice (3)
Environmental Health Elective (3)	Environmental Health Elective (3)

Please see your advisor for electives.

Suggested Sequence for Full-Time Epidemiology Concentrators

Full-time enrollment is considered nine credit hours or more per semester.

Year One

Fall Semester (9 – 10 Credit Hours)	Spring Semester (12 Credit Hours)
CPH 605 Epidemiology (3)	CPH 603 Data Analysis (3)
CPH 621 Understanding & Communicating Environmental Health (3)	CPH 609 Public Health Practicum (3)
CPH 643 Measuring Health Behavior (3)	CPH 660 Disease Mapping & Data Visualization (3)
CPH 663 Foundations of Public Health (1)	CPH 672 Evidence-Based Public Health (3)

Year Two

Fall Semester (10 Credit Hours)	Spring Semester (11 Credit Hours)
CPH 608 Capstone (1)	CPH 608 Capstone (2)
CPH 615 Cancer Epidemiology (3) OR CPH 711 Chronic Disease Epidemiology (3)	CPH 612 Infectious Disease Epidemiology (3)
CPH 712 Advanced Epidemiology (3)	CPH 650 Public Health Systems Administration (3)
Epidemiology Elective (3)	Epidemiology Elective (3)

Please see your advisor for electives.

Suggested Sequence for Full-Time Health Behavior & Society Concentrators

Full-time enrollment is considered nine credit hours or more per semester.

Year One

Fall Semester (11 – 12 Credit Hours)	Spring Semester (14 Credit Hours)
CPH 604 Foundations of Health Behavior I (2)	CPH 603 Data Analysis (3)
CPH 605 Epidemiology (3)	CPH 609 Public Health Practicum (3)
CPH 621 Understanding & Communicating Environmental Health (3)	CPH 650 Public Health Systems Administration (3)
CPH 643 Measuring Health Behavior (3)	CPH 672 Evidence-Based Public Health (3)
CPH 663 Foundations of Public Health (1)	CPH 674 Foundations of Health Behavior II (2)

Year Two

Fall Semester (9 Credit Hours)	Spring Semester (9 Credit Hours)
CPH 746 Research Methods for Health Behavior (3)	CPH 608 Capstone (3)
Health Behavior Elective (3)	CPH 648 Health Disparities (3)
Health Behavior Elective (3)	Health Behavior Elective (3)

Please see your advisor for electives.

Suggested Sequence for Full-Time Health Systems & Policy Analytics

Full-time enrollment is considered nine credit hours or more per semester.

Year One

Fall Semester (12 – 13 Credit Hours)	Spring Semester (12 Credit Hours)
CPH 600 Health Services & Systems Organization (3)	CPH 603 Data Analysis (3)
CPH 605 Epidemiology (3)	CPH 609 Public Health Practicum (3)
CPH 621 Understanding & Communicating Environmental Health (3)	CPH 650 Public Health Systems Administration (3)
CPH 643 Measuring Health Behavior (3)	CPH 672 Evidence-Based Public Health (3)
CPH 663 Foundations of Public Health (1)	

Year Two

Fall Semester (9 Credit Hours)	Spring Semester (9 Credit Hours)
CPH 634 Analytic Methods for Healthcare Data (3)	CPH 608 Capstone (3)
CPH 651 Population Health: Measurement, Management & Improvement	Health Systems & Policy Analytics Elective (3)
CPH 785 Health Policy (3)	Health Systems & Policy Analytics Elective (3)

Please see your advisor for electives.

Suggested Sequence for Full-Time Health Management & Policy

Full-time enrollment is considered nine credit hours or more per semester.

Year One

Fall Semester (12 – 13 Credit Hours)	Spring Semester (12 Credit Hours)
CPH 600 Health Services & Systems Organization (3)	CPH 603 Data Analysis (3)
CPH 605 Epidemiology (3)	CPH 609 Public Health Practicum (3)
CPH 621 Understanding & Communicating Environmental Health (3)	CPH 650 Public Health Systems Administration (3)
CPH 643 Measuring Health Behavior (3)	CPH 654 Management of Public Health Organizations (3)
CPH 663 Foundations of Public Health (1)	

Year Two

Fall Semester (9 Credit Hours)	Spring Semester (9 Credit Hours)
CPH 651 Population Health: Measurement, Management & Improvement (3)	CPH 608 Capstone (3)
Health Management & Policy Elective (3)	CPH 683 Operations Management & Quality Improvement (3)
Health Management & Policy Elective (3)	CPH 672 Evidence-Based Public Health (3)

Please see your advisor for electives.

Practicum (CPH 609)

CPH 609 (Public Health Practicum - 3 credit hours) is a required MPH course designed to build student capacity in selected MPH competencies (see *MPH Foundational Competencies*). 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,
- Nonprofit organizations (e.g. AIDS Volunteers of America (AVOL), Hope Center Record 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),
- Industrial/Worksite wellness locations (e.g. Toyota Manufacturing).

Pre-placement assignments must be completed either prior to or during the semester in which the student is registered; however, field hours may be completed over the following semester. Students following the recommended course sequencing will enroll in CPH 609 during the spring semester and complete practicum hours within the summer semester immediately following enrollment. Fieldwork cannot begin before the instructor for CPH609 has approved the placement. Students should refer to the syllabus for CPH 609 for additional information on course assignments, grading and practicum recordkeeping and reporting procedures.

Capstone (CPH 608)

Each Master of Public Health (MPH) student is required to complete a capstone project (Graduate School Plan B, non-thesis option) as the final requirement for the MPH degree. 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 MPH capstone process will have concentration-specific requirements and is linked to course requirements in CPH 608. Meeting deadlines is essential to a successful completion of the capstone project, oral final examination, and an acceptable written product.

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.

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 students 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 ranks 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 <https://www.kpha-ky.org/members/join-today>.

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](#).

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 - <https://www.uky.edu/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.

Academic and 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: <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.

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 and www.uky.edu/alerts, and the UKNow news website at 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.

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](#), and [Twitter UK](#).

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:
https://uky.az1.qualtrics.com/jfe/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.

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>.

Health Care Colleges Code of Professional Student Conduct (HCC Code)

The Health Care Colleges Code of Student Professional Conduct (HCC Code) provides the standards of professional conduct and procedures to be followed when questions arise about the professional, moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges, <http://www.uky.edu/regis/files/HCCcode.pdf>.

Procedure for Redress of Grievances

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.

Social Media Guidelines

University of Kentucky social media policies and guidelines can be found at <https://www.uky.edu/regis/sites/www.uky.edu/regis/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 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.