

**Ph.D. in Health Services Research  
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 Ph.D. in Health Services Research degree program. It is intended to serve as a guide for the Ph.D. program 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 Ph.D. program regulations and procedures. Students should also become familiar with the Graduate School Bulletin

The Ph.D. 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**

Office of Student Engagement and Academic Success (SEAS)  
111 Washington Avenue, Suite 120; Lexington, KY 40536-0003  
(859) 257-5678; [ukcph@uky.edu](mailto:ukcph@uky.edu)

Associate Dean of Academic and Student Affairs

**Dr. Sarah Wackerbarth**

Phone: (859) 218-2079

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Director of Graduate Studies, Ph.D. in Health Services Research

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Dear Ph.D. 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***

### ***Ph.D. Foundational Competencies***

The Ph.D. degree is designed to meet the needs of recent 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 – Ph.D. 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 Ph.D. in Health Services Research (HSR) program will require a minimum of 56 semester hours and can be completed within a 3-4 year period of full-time study. Students must complete the program of study within 7 calendar years. All students must follow the University of Kentucky Graduate School policies and procedures. Each student is required to pursue at least one concentration area from the following: health economics and health outcomes. See concentration requirements for course requirements.

**Prerequisites.** Students must have completed a Master's degree in a related field (e.g., public health, public administration and policy, health care administration, sociology, economics, or biostatistics) or an advanced clinical practice degree (e.g., PharmD, MD, PA, or NP degree). Three prerequisite courses or their equivalents (as determined by the Director of Graduate Studies (DGS) for the HSR program in consultation with the Associate Dean for Academic Affairs in the College of Public Health) are required, as shown below. Credits earned for prerequisites do not count towards credits required for the Ph.D. in HSR. Prerequisites must be completed prior to entry into or during the 1st year of the program.

- CPH 663 Foundations of Public Health
- CPH 605 Epidemiology
- BST 600 Introduction to Biostatistical Methods

## Curriculum Requirements

The curriculum is designed for students to spend their first 3-4 years in full-time residential study completing coursework in 4 core areas, grant writing, and dissertation work as shown below.

### **Health Services Research Theory, Concepts, and Methods – 6 Required Credit Hours**

The program requires 6 credit hours of coursework in health services research theory and concepts that will provide students with a firm understanding of the structure, dynamics, and performance of health services systems, including the institutions, professionals, policies, and laws that comprise these systems and shape their output and outcomes. It also requires 3 credit hours of coursework in key health services research methods.

- HSR 700 Health Services Research and Theory (3)
- HSR 701 Health Services Research Journal Club (0, 4 semesters)
- HSR 705 Health Services Research Methods (3)

### **Research Methods – 18 Required Credit Hours**

The program requires 18 credit hours of coursework in applied research methods with a focus on observational study designs and statistical methods commonly used in health services research.

This course sequence includes:

- CPH 712 Advanced Epidemiology (3)
- EPI 714 Epidemiologic Study Design (3)
- An intermediate statistics course (3 credit hours). Students select 1 course from below or another course with DGS approval.
  - EDP/EPE 679 Intro. to Measurement Theory and Techniques (3)
  - EDP/EPE 707 Multivariate Analysis in Educational Research (3)
  - PA 692 Econometrics for Policy Analysts (3)
  - ECO 707 Research Seminar in Economics (3)
- BST 635 Databases and SAS Programming (3)
- An advanced statistical analysis course at the 700-level on econometric, psychometric, or biostatistical techniques (3 credit hours). Students select 1 course from below or another course with DGS approval.
  - EDP/EPE 711 Advanced Quantitative Methods (3)
  - EDP/EPE 712 Advanced Psychometric Methods (3)
  - BST 762 Longitudinal Data Analysis (3)
  - PA 795 Causal Inference in Public Policy and Admin. Research (3)\*
    - \*Substitute PA 792 (Casual Modeling in Public Health Policy Research)
- A methods course that allows students a choice between survey and secondary data research methods (3 credit hours). Students select 1 course from below or another course with DGS approval.
  - BST 631 Design and Analysis of Health Surveys (3)
  - PPS 710 Techniques in Secondary Data Research (3)



- PPS 704 Pharmacy Research Informatics (3)

### **Disciplinary Concentration – 12 Required Credit Hours**

The program offers students a choice between two disciplinary concentrations: (1) health economics or (2) health outcomes. The health economics concentration includes courses on microeconomic theory and methods for economic evaluation. The health outcomes concentration includes courses on health outcomes measurement and comparative effectiveness research.

- **Health Economics Concentration**
  - Required concentration course:
    - ECO 725 Health Economics or CPH 658 Health Economics (3)
  - Concentration electives (students select 3 courses from below or other course with approval by the DGS)
    - ECO 601 Advanced Microeconomic Theory (3)
    - ECO 724 Environmental Economics (3)
    - ECO 751 Public Economics (3)
- **Health Outcomes Concentration**
  - Required concentration courses:
    - HSR 710 Health Outcomes Res. Design, Measurement, and Analysis (3)
    - HSR 715 Comparative Effectiveness Research (3)
  - Concentration electives (Students select 2 courses from below or other courses with approval by the DGS):
    - CPH 713 Pharmacoepidemiology (3)
    - PPS 700 Introduction to Pharmaceutical Outcomes and Policy (3)
    - KHP 673 Health Promotion and Behavior Change (3)
    - KHP 677 Health Promotion and Program Planning (3)

### **Directed Research in Substantive Areas – 9 Required Credit Hours**

Students are required to complete 9 credit hours of directed research study in chosen substantive areas of health services research. Each student will work under the direction of a faculty member on an ongoing research project. The student will be required to engage in major components of the research process, including synthesis of existing literature, development of theoretical and empirical models and hypotheses, development of research protocols and instruments, collection and analysis of data, and interpretation and translation of study findings. These substantive areas will be defined principally by areas of expertise held by members of the program faculty and will include health insurance markets, value-based purchasing, rural health, mental health, and substance abuse. Students are encouraged to conduct research and write a paper that may contribute to a dissertation grant application (e.g., an AHRQ Dissertation Award).

- HSR 720 Directed Research (3 credit hours, 9 total)

**Elective Area (3 credit hours).** Students may select 1 elective for 3 credit hours at the 600-level or above. Electives may be taken from departments in the College of Public Health or elsewhere at the University of Kentucky.

**Grant Writing (2 credit hours).** Students are required to complete a course devoted to developing grant writing, peer review, and research translation skills in which they will obtain practical experience in developing research proposals and detailed knowledge of the peer review process for research grants.

- HSR 725 Developing Proposals for Health Services Research (2)

**Dissertation Work (6 credit hours).** Students are required to register for 3 credits of dissertation hours for during each fall and spring semester of dissertation work for a minimum of 6 credit hours.

- HSR 730 Doctoral Dissertation Research I (3)
- HSR 731 Doctoral Dissertation Research II (3)

## Suggested Sequence for Full-Time Ph.D. Students

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

### Year One

| Fall Semester (12 credit Hours)                   | Spring Semester (12 credit hours)                          | Summer Semester (3 credit hours) |
|---|--|----------------------------------|
| HSR 700 Health Services Research and Theory (3)   | CPH 635-201 Databases and SAS Programming (3 credit hours) | HSR 720 Directed Research (3)    |
| CPH 712 Advanced Epidemiology (3)                 | EPI 714 Epidemiologic Study Design (3)                     |                                  |
| Concentration Course (3)                          | Concentration Course (3)                                   |                                  |
| Intermediate Statistics Course (3)                | Concentration Course (3)                                   |                                  |
| HSR 701 Health Services Research Journal Club (0) | HSR 701 Health Services Research Journal Club (0)          |                                  |

### Year Two

| Fall Semester (12 credit Hours)                   | Spring Semester (11 credit hours)                             | Summer Semester (0 credit hours) |
|---|---|----------------------------------|
| HSR 705 Health Services Research Methods (3)      | Advanced Statistical Analysis Course (3)                      | Doctoral Candidate Examination   |
| Methods Course (3)                                | Elective Course   | Dissertation Proposal Defense    |
| Concentration Course (3)                          | HSR 720 Directed Research (3)                                 |                                  |
| HSR 720 Directed Research (3)                     | HSR 725 Developing Proposals for Health Services Research (2) |                                  |
| HSR 701 Health Services Research Journal Club (0) | HSR 701 Health Services Research Journal Club (0)             |                                  |

### Year Three

| Fall Semester (3 credit Hours)               | Spring Semester (3 credit hours)              |
|--|---|
| HSR 730 Doctoral Dissertation Research I (3) | HSR 731 Doctoral Dissertation Research II (3) |
|  | Dissertation Defense                          |

Please see your advisor for electives.

### Health Services Research Program Student Learning Outcomes

The program competencies define what students should know and be able to do upon completion of the Ph.D. to have a successful career in health services research.

1. Understand critical health services research issues, including access, quality, and efficiency.
2. Apply theoretical knowledge and conceptual models in support of health services research.
3. Describe key issues and methods in a concentrated substantive area, such as health economics or health outcomes.

**Grade Point Average.** To progress to the doctoral candidacy examination, students must present a minimum cumulative grade point average of 3.25 on all graduate courses required for the degree. In the computation of grade point, all courses pursued at UK for graduate credit that are part of the degree program (including any repeated courses) shall be considered.

**Candidacy Examination.** Students successfully completing the coursework and achieving the minimum grade point average will be required to pass a written and oral doctoral candidacy examination demonstrating mastery of all 4 core areas of coursework described above before progressing to dissertation work. The examination will typically be offered during the summer session following the student's completion of 2 years of coursework. The examination will be created and graded by a committee of program faculty with UK Graduate School standing who are appointed by the DGS. Students must receive a passing grade on the examination in order to become a Ph.D. candidate and progress to dissertation research. At the discretion of the examination committee, students not receiving a passing grade on their initial examination may be directed to undertake remediation activities (e.g., complete additional coursework or papers), retake the candidacy examination, or expelled from the program.

**Dissertation Research.** Doctoral candidates will be required to complete at least 6 hours of dissertation research in conjunction with a Doctoral Advisory Committee of faculty. The Committee must include at least 3 faculty members, including at least 2 faculty members who have been appointed as members of the Ph.D. in HSR faculty. The Doctoral Advisory Committee must be chaired by a primary faculty member with an appointment in the Health Services Research program and the Graduate School.

As part of the dissertation research process, candidates must first successfully develop and defend a written proposal of their dissertation research and subsequently develop and defend a written monograph or 3 manuscripts of their dissertation research. The dissertation must represent valid, independent research conducted by the candidate that makes a significant contribution to health care delivery, health policy, health services management and practice, and/or health services research methodology. The dissertation research may include analysis of existing, secondary data and/or analysis of primary data collected by the candidate. Acceptance of the dissertation proposal will require approval by all members of the Doctoral Advisory Committee after the candidate's oral defense of the proposal. At the time the Doctoral Advisory Committee is appointed, notification of the committee membership will be forwarded to the Graduate School office. With a program's submission of an outside member form and C.V. to the Graduate School office, and approval of the UK Graduate Council, 1 person who is not a UK Graduate Faculty member may serve as a required committee member but not

as chair of the Doctoral Advisory Committee. Dissertation research proposals must be approved by the UK Institutional Review Board before candidates begin their research. Acceptance of the dissertation and award of the Ph.D. will require approval by each member of the Doctoral Advisory Committee after the candidate's oral, public defense of the dissertation.

## 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 rank among the largest in the south and Midwest. The Government Publications Department, a Federal Depository, contains documents relating to municipal, state, and national topics. The system also includes Special Collections, and individual libraries of Medicine, Business, Economics, and Law. The University has the W.T. Young Library, a multi-million-dollar, state-of-the-art central library.

Public Health students can access library resources at <http://libraries.uky.edu/>.

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

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

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

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

In addition to SPHA, students have the option to become members of the American Public Health Association (APHA), <http://www.apha.org/become-a-member>, as well as Kentucky Public Health Association <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** - <https://ukhealthcare.uky.edu/university-health-service>

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

The University severe weather guide can be found at <https://ehs.uky.edu/fire/tornado.html>.

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

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

### **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](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/regs/files/HCCcode.pdf>.

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

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

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

Students may file a grievance at [https://uky.az1.qualtrics.com/jfe/form/SV\\_3IAE6y9m19OF9nT](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/regs/sites/www.uky.edu.regs/files/files/ar/AR10-4.pdf>.

UK HealthCare recognizes the impact of social media (Facebook, Twitter, Instagram, etc.) on our workforce. Our expectation is that faculty, trainees, students, and employees know what is expected in 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.