

**PhD in
Epidemiology
& Biostatistics
Student
Handbook**

2023-2024

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Dear Ph.D. Epidemiology & Biostatistics 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

Dear Students,

Welcome to the University of Kentucky, College of Public Health's PhD program in Epidemiology & Biostatistics! We are so pleased that you have made us your choice for doctoral training.

Our College is dedicated to high quality teaching and research, and we are deeply committed to advancing public health by training the next generation of epidemiologists and biostatisticians. Our goal is to provide you with rigorous training in a professional and supportive environment. You will have the opportunity to explore various faculty 'laboratories' to learn about their research before choosing a dissertation project. In-depth learning experiences and faculty mentorship will provide you with the top- tier training necessary to address the public health challenges facing our world.

While in our program, we encourage you to take advantage of all learning opportunities, including participation in our program's lecture series, workshops, and seminars offered across campus. UK is a dynamic and vibrant home for research! Ultimately, you will demonstrate expertise in a specific content area for your dissertation research, but these experiences will provide you breadth of understanding of public health and how epidemiology and biostatistics can be applied to solve issues related to chronic disease, aging, substance use, environmental disasters, and many other public health issues.

As Chairs, we seek to constantly improve our training program. We encourage you to reach out to us with suggestions and feedback. Please also let us know what facets of the training program work well. We look forward to partnering with you in this phase of your education and career.

We wish you all the best and much success at UK and beyond!

Sincerely,

Erin N. Haynes, DrPH, MS
Chair and Professor, Epidemiology and Environmental Health

Phillip Westgate, PhD
Interim Chair and Professor, Department of Biostatistics

College of Public Health Vision and Mission

Our Vision is...

To be a catalyst of positive change for population health.

Our Mission is...

To develop health champions, conduct multidisciplinary and applied research, and collaborate with partners to improve health in Kentucky and beyond.

Program Information

The PhD program in Epidemiology and Biostatistics is a joint degree program offered by the Departments of Epidemiology and Biostatistics in the College of Public Health. It is a dynamic doctoral program designed to prepare independent researchers for careers in population health data science. This unique, interdisciplinary program, offers coursework and experiential training in the application of methodological theory and concepts to address the practical challenges of conducting population-based, clinical and translational research. Graduates of this program are prepared for positions in the multidisciplinary work environments of academia, government, and industry. This doctoral program includes opportunities to engage in research teams and offers an innovative and collaborative approach to cross-disciplinary training and mentoring with the intent of providing students with diverse exposure to emerging trends in public health and biomedical data.

Coursework in the Epidemiology and Biostatistics PhD program emphasizes the acquisition of methodological skills foundational to both epidemiology and biostatistics. Graduates of this program are expected to demonstrate expertise in methodologic approaches, problem conceptualization, ethics, and core public health knowledge for advancing population-based, clinical and translational science. As such, following completion of required coursework and examinations, students will be required to prepare a doctoral dissertation. The dissertation will represent publishable, independent research with scientific contributions in epidemiology, biostatistics, biomedical science, or public health.

Program Requirements

Students will complete a minimum of 38 credit hours of coursework, including 15 credit hours of required program core, a minimum of 15 credit hours of electives in Epidemiology or Biostatistics, and a course in public health foundations.

The core curriculum includes foundational coursework in epidemiology and biostatistics theory, methodology, and application:

- EPI 714 Epidemiologic Study Design (3 credits)
- EPI 715 Research Methods in Epidemiology & Biostatistics (3 credits)
- EPI 717 Causal Inference (3 credits)
- BST 682 Generalized Linear Models (3 credits)
- BST 762 Longitudinal Data Analysis (3 credits)

At the end of the first year (completion of core courses), students are expected to participate in a comprehensive review to assess their progress in the program. Students must receive a “pass” from that review.

Electives in epidemiology and biostatistics should be selected to support doctoral research and to develop focused methodology and subject matter expertise. All electives must be approved by the Director of Graduate Studies (DGS).

Upon successful completion of coursework and the comprehensive evaluation, students are expected to form a doctoral advisory committee. Prior to initiating dissertation work and enrolling in residency (CPH 767, minimum requirement of 2 semesters), students will be required to pass an oral qualifying exam, scheduled by the Graduate School and administered by doctoral advisory committee. The qualifying exam will include written materials to support the oral exam, which comprises the dissertation proposal and preliminary doctoral research. Students must remain enrolled in CPH 767 until the final dissertation defense is completed.

Program website: <https://cph.uky.edu/programs/phd-epidemiology-and-biostatistics>

Program Curriculum Guide*

The following courses are outlined to support completion of minimum requirements

| Core Courses | Semesters Offered | Credits |
|----------------------------------|-----------------------|-----------|
| BST 682 (3) | SP | 3 |
| BST 762 (3) | FA | 3 |
| EPI 714 (3) | SP | 3 |
| EPI 715 (3) | SP | 3 |
| EPI 717 (3) | FA | 3 |
| CPH 786 (1) | FA1, SP1, FA2, SP2 | 4 |
| Total | | 19 |
| Electives | | |
| BST 693 (3) | SP | 3 |
| CPH 719 (Limit 6 credits) | | 3 |
| CPH 739 (Limit 6 credits) | | 3 |
| Elective (3) | | 3 |
| Elective (3) | | 3 |
| Total | | 15 |
| Residency | | |
| CPH 767 | | 2 |
| CPH 767 | | 2 |
| Total | | 4 |
| | | |
| Overall Program Total | | 38 |

***Notes on Program Curriculum Guide:**

1. **Required or core courses may require additional courses as prerequisites that are not included in the count of required courses.** Because students enter the program with different backgrounds, progression includes an opportunity to take a limited number of prerequisite courses (See Example Student Progression below, FA1).
 - **BST 682** is Generalized Linear Models. This course assumes that students have a strong mathematical background in linear regression methods and foundations for probability and inference.
 - **BST 762** is Longitudinal Data Analysis. Prerequisites: BST 682
 - **EPI 714, 715, and 717** are Epidemiologic Study Design, Research Methods in Epi & Biostatistics, and Introduction to Causal Inference. These courses assume a strong background in Epidemiology methods, including basic study design. It is expected that students will have previously completed coursework equivalent to CPH 712 (Advanced Epidemiology) and be comfortable with application of multivariable generalized linear regression methods.
2. **All students are expected to develop strong statistical programming skills. Courses in statistical programming should be a component of the training program; such a course is highly encouraged as an elective.** The Department of Biostatistics offers courses in SAS and R training.
 - **BST 565** is Introduction to R Programming and is offered in the fall.
 - **BST 635** is Databases and SAS Programming and is offered in the spring.
3. **BST 693** is Statistical Practice in Public Health and is highly encouraged as an elective.
4. Students are encouraged to consider independent studies with faculty (potential advisors or committee members) in both Biostatistics (CPH 739) and Epidemiology (CPH 719).
5. Electives should be approved by the DGS. Examples for electives include courses in Biomedical Informatics (BMI), Biostatistics (BST), Epidemiology (CPH/EPI), Data Science (DS), etc. Electives should be selected to support growth towards independent research programs, i.e., dissertation.
6. Residency Credits (CPH 767) cannot be taken prior to passing the Qualifying Examination. Students may enroll in CPH 767 in the semester the QE is scheduled, but the QE must be passed before the last day to sit for an examination that semester.
7. Given the limited required coursework and the admissions requirement of a master’s degree, transfer of previous coursework will not be accepted.

Example student progression through core and elective courses

| FA1 | SP1 | COMP EXAM | FA2 | SP2 | COURSES COMPLETE | FA3 | SP3 |
|--------|--------|-----------|----------|----------|------------------|------------------------|--------|
| CPH786 | BST682 | | EPI717 | Elective | | QUALIFYING EXAM CPH767 | CPH767 |
| | EPI714 | | BST762 | Elective | | | |
| | EPI715 | | Elective | Elective | | | |
| | CPH786 | CPH786 | CPH786 | | | | |

Students who are funded with a TA, RA, or GA (assistantship) are not allowed to exceed 10 credit hours per semester.

Expectations

Expectations for Students

Pre-doctoral students are asked every year to set goals relevant to their training and discuss those with the Director of Graduate Studies and their faculty mentors. Goals should focus on students' objectives for academic training, extracurricular training opportunities, and career development activities. Learning objectives for the students are outlined below:

Following successful completion of the program, it is expected that trainees will be able to:

| | |
|---|---|
| 1 | Apply theory and concepts to demonstrate systems and causal thinking using theory and concepts applied to data collection, analysis, interpretation, and evidence-based reasoning |
| 2 | Appropriately analyze data and employ research methods using theoretical and conceptual frameworks from epidemiology and biostatistics, including study design, implementation, analysis, and results interpretation. |
| 3 | Evidence subject matter expertise and integration of biostatistics and epidemiological principles for problem-solving in public health. |
| 4 | Communicate methodologic approaches, problem conceptualization, ethics and core public health knowledge effectively across interdisciplinary audiences |

Expectations for the Director of Graduate Studies (DGS)

The DGS is the representative of the Graduate School and is responsible for facilitating the admissions process, approving electives, and approving requests for committees, exams and defenses. As the chief representative of the students in the program, the DGS also consults with the Department Chairs about course schedules, serves as a resource for information about funding, and works with department administrative staff for communications to students. Administrative staff in the departments include:

Epidemiology and Environmental Health

- Kelley Salyers (Department Operations Manager)
- Deana Bowling (Administrative Assistant)

Biostatistics

- Jessica Howard (Department Operations Manager)
- Rebecca Ritchie (Administrative Assistant)

The administrative assistants in each department are available to help students navigate within the department and program. The Department Operations Managers are involved with supporting assistantship assignments and payments. These administrative staff work with the department chairs and DGS to help students navigate program questions and issues, including communication and college or university processes. Most processes now occur electronically; students should pay careful attention to the University's Academic Calendar to meet deadlines for submission of key forms.

Expectations of Program Faculty

The Graduate School categorizes faculty by graduate programs. Not all faculty at the University of Kentucky are defined as graduate program faculty. Faculty in the Departments of Biostatistics (**BST**) and Epidemiology and Environmental Health (**EEH**) are assigned as program faculty. Within the Graduate School, this program is designated as **EPB**.

Program faculty will attend regularly scheduled EPB program faculty meetings and will participate in programming assessment and planning. Program faculty teach in the EPB program, are available to students for mentoring and professional development, and to serve as members of Doctoral Advisory Committees.

Doctoral Advisory Committee

Doctoral Advisory Committee and Expectations

Students who have passed the comprehensive evaluation may begin to plan for their doctoral advisory committee. Students should officially form their Doctoral Advisory Committee in their second year of the program. Prior to the completion of coursework, the Doctoral Advisory Committee may help advise in selection of electives, research opportunities, and preparation for doctoral research.

The Doctoral Advisory Committee must be created at the completion of program coursework. At this time, the Doctoral Advisory Committee provides guidance for the dissertation proposal and the development of doctoral research for the dissertation; students should be meeting regularly with

the Doctoral Advisory Committee. The Doctoral Advisory Committee should only include members of the EPB graduate faculty. The graduate faculty are divided into FULL and ASSOCIATE members. The Doctoral Advisory Committee for this program consists of 3 EPB program faculty and one member outside of the program. The Graduate School requires that the committee include a minimum of 3 FULL members of the graduate faculty. Students should select an advisor to lead the doctoral research and chair the advisory committee. This “advisor” is required to be a full member of the EPB program faculty. In cases where students would like an associate member to lead the doctoral research, the associate graduate faculty member can serve as a co-chair or co-advisor with a full member of the EPB program faculty as chair. Doctoral Advisory Committees must be approved by the DGS.

Students are expected to meet regularly (at least twice a semester) with the doctoral advisory committee. As the qualifying examination (see below) contributes significantly to the final dissertation, it is critical that students involve all members of the doctoral advisory committee early and as a collective. The final dissertation product should include a comprehensive written document that includes an introduction, three publishable manuscripts, and conclusion with public health impact.

Current Listing of EPB Graduate Program Faculty appointed in EEH or BST:

BST

- [Adatorwovor, Reuben](#) (ASSO)
- [Bush, Heather](#) (FULL)
- [Charnigo, Richard J.](#) (FULL)
- [Duncan, Meredith S.](#) (ASSO)
- [Ellis, Amanda R.](#) (ASSO)
- [Fardo, David](#) (FULL)
- [Slade, Emily](#) (ASSO)
- [Slavova, Svetla](#) (FULL)
- [Westgate, Philip](#) (FULL)
- [Zhang, Hongbin](#) (ASSO)
- [Zhang, Xiaohua](#) (FULL)

EEH

- [Abner, Erin](#) (FULL)
- [Browning, Steven](#) (FULL)
- [Christian, Jay](#) (FULL)
- [Haynes, Erin](#) (FULL)
- [Kucharska-Newton, Anna](#) (FULL)
- [Kuhs, Krystle](#) (FULL)
- [Lacy, Beth](#) (ASSO)
- [Tucker, Tom](#) (FULL)
- [Vickers-Smith, Rachel](#) (ASSO)
- [Young, April](#) (FULL)

Changes to Doctoral Advisory Committee

Every attempt should be made to maintain a consistent Doctoral Advisory Committee. However, there may be situations where changes to the committee cannot be avoided. A revised committee must comply with the EPB program rules for creating Doctoral Advisory Committees. Any changes to the Doctoral Advisory Committee should be discussed and approved by the DGS in advance. Approved changes to the Doctoral Advisory Committee should be made by the student by resubmitting Graduate School forms for Doctoral Advisory Committees. The student and DGS should communicate any changes to the Doctoral Advisory Committee to committee members.

Examinations

Comprehensive Review “Examination”

A comprehensive evaluation occurs after completion of BST 682 and EPI 714 (or equivalent courses approved by the DGS), typically at the end of the first year for full-time students. The comprehensive examination is offered once a year, after the Spring semester. Program faculty evaluate student progress by assessing student products (e.g., research-related project, research statement, and independent development plan, IDP). We refer to this review as an examination as students are required to “pass” this assessment to proceed with remaining program coursework. The comprehensive “examination” is an integrated assessment that includes both written and verbal components. It is intended to support students in their selection of research experiences and coursework. Program faculty use this review as an opportunity to guide students as they develop as independent scientists.

The comprehensive exam includes a written and verbal portion and independent development plan. The written portion is a research product and research statement. The research product required may vary but should represent work that reflects the student experience in the first year. The research statement will include responses to the following prompts:

- a. Describe your research experiences this year and how they have made an impact on public health. You can use research conducted as a research assistant, as part of course assignments, or other research opportunities to address.
- b. Describe research skills you would like to gain during your next years in the PhD program and in which public health arena (e.g., substance use, health equity, maternal/child health, etc.) you would like to apply these skills and why.
- c. Describe the ultimate impact you want your research to have on public health – think long- term aspirations, not just in the next few years.

The verbal portion is a brief, scientific presentation that will be conducted in a public setting at UK. All students and academic staff are welcome to join. Each student will have approximately 20 minutes for presentation and 20 minutes for discussion. For the presentation, a computer will be provided by the College of Public Health. Content for the oral presentation should include highlights from the research product and research statement. Students will be expected to respond to questions that include the research product and statement.

Detailed instructions will come with the exam that will specify page limits, required formats, how to attach documentation such as programs, etc.

Students will be assigned a determination of “pass” or “fail” according to the rubric developed for the exam. Students will be notified of the results of the exam along with any recommendations provided by program faculty. A pass permits the student to continue in the PhD program. A student who receives a fail, but wants to continue in the PhD program, will be allowed a second attempt at the comprehensive examination at the following scheduled

comprehensive examination, i.e., the next offering at the end of the Spring semester and should make a remediation plan to address issues before sitting for the next examination. Students will not be permitted more than two attempts at the comprehensive examination.

Qualifying Examination

Once a student has completed all courses, met with all members of the Doctoral Advisory Committee (individually and collectively), and obtained permission from the doctoral advisory committee chair (advisor) and DGS to do so, the student may schedule a qualifying examination with the Graduate School. The Graduate School must approve the proposed date at least two weeks in advance. The qualifying examination will require the student to furnish the doctoral advisory committee with a written document (minimum 2 weeks in advance) as well as to prepare slides for an oral presentation describing the student's current progress and the student's proposal to complete the dissertation research (approximately 20-30 slides). Students are expected to work with all members of the doctoral advisory committee to develop a plan for the doctoral research. As an example, this would include working on a publishable manuscript as the "written document," development/progress towards a second publishable manuscript, and plans for the third publishable manuscript. In this case, the qualifying exam would consist of the first manuscript to be presented as the "written document" and a scientific presentation based on the first publishable paper, the work in progress of the second publishable paper, and the planned idea for the third publishable paper.

During and after the oral presentation, the doctoral advisory committee may ask the student questions about the content of the written document and any works in progress, the oral presentation, and topics in epidemiology and biostatistics relevant to evaluation of the student's competence to complete the dissertation research. The possible outcomes are Pass and Fail. With permission from the doctoral advisory committee chair and DGS, a student whose outcome is Fail may have a second qualifying examination, after remediating deficiencies identified in the first qualifying examination and in a manner consistent with the regulations and policies of the Graduate School. In particular, the second qualifying examination must take place between four and twelve months after the first qualifying examination. A third qualifying examination is not permitted.

Dissertation research expectations

The dissertation research will be an original scientific contribution, which is integrative in the sense that either advanced biostatistical methods are applied to an epidemiologic study of sufficient size and appropriate design to address the research questions, or original theoretical research is undertaken with applied research problems. Ordinarily, a dissertation document will produce at least two manuscripts of publishable quality, as well as an integrative literature review of the area of research. The scope of the project will demonstrate independence, mastery of research skills, thoughtful reflection of the results, and contribute to new

knowledge in the field of investigation.

Final Examination (Dissertation Defense)

Once a student has completed the dissertation research and has obtained permission from the dissertation advisor and DGS to do so, the student and DGS will notify the Graduate School that a final examination with the dissertation committee is desired.

The [Graduate School](#) must be notified at least eight weeks in advance. The Graduate School will appoint an Outside Examiner to the dissertation committee, but it is recommended for students to recommend someone with expertise in the research area. The student will work with the Doctoral Advisory Committee to identify an appropriate time and date for the final examination, which must be approved by the Graduate School at least two weeks in advance. The final examination will be publicized by the Graduate School and open to any member of the University community. The final examination will require the student to furnish the dissertation committee with a written dissertation document (minimum 3 weeks in advance) as well as to prepare slides for an oral presentation describing the dissertation research (scientific presentation of approximately 45 minutes). The presentation may include a general audience with questions asked from the audience. However, the examination portion, with questions from committee members, will be conducted in a closed session. During the examination period, the doctoral advisory committee may ask the student questions about the content of the written dissertation document, the oral presentation, implications of the student's work for science and public health, and opportunities for future research. The possible outcomes are Pass and Fail. A student whose outcome is Pass will need to submit a final version of the written dissertation document to the Graduate School (maximum 60 days after the Pass outcome), taking into account any corrections or suggested changes furnished by the dissertation committee on or before the date of the Final Examination. With permission from the dissertation advisor, DGS, and Dean of the Graduate School, a student whose outcome is Fail may have a second final examination, after remediating deficiencies identified in the first final examination and in a manner consistent with the regulations and policies of the Graduate School. In particular, the second final examination must take place between four and twelve months after the first final examination. A third final examination is not permitted.

Examples of completed dissertations from trainees in this program can be found [here](#).

Key Dates

The [UK Academic Calendar](#) can be found here. This calendar will provide important dates surrounding course registration, start and end dates for the semester, and holiday breaks. The Graduate School provides [a form](#) for students to track their progress in forming the Doctoral Advisory Committee and scheduling examinations.

Requirements for Walking at Commencement

| | May | December |
|--|------------|-----------------|
| Last Day to File for Degree (myUK) | April 1 | November 1 |
| Last Day to Schedule for Final Exam to Graduate School | April 6 | November 17 |
| Last Day to Sit for Final Exam | April 20 | December 1 |
| Last Day to Submit Dissertation for Review | April 28 | December 9 |
| Last Day to Submit Final Dissertation | May 5 | December 16 |
| Commencement | May 5 & 6 | December 16 |

Student Progress Policies

The [UK Graduate Bulletin](#) provides the most up-to-date information for graduate student policy and procedure

Continuous Enrollment

Please note that graduate students in all programs are required to remain continuously enrolled throughout the duration of their programs unless they specifically ask for a leave of absence. Doctoral students must stay enrolled through the completion of the dissertation.

Leave of Absence

If you require a semester or two [leave from taking courses](#), you must send an email request to the DGS. The DGS will then forward this request to the Graduate School for approval and status changes. This is required unless you wish to reapply to the program. Once a doctoral student has taken their qualifying exams, he/she cannot take a leave of absence. A maximum of two leaves of absence (up to one year, total) are allowed per student.

Readmission

To gain readmission, you must reapply to both the Graduate School and the EPB program to be readmitted and pay the Graduate School application fee. An application for readmission to the EPB program consists of a letter explaining how you intend to complete your degree in a timely manner and a letter of support from a current member of the department faculty.

Applications for readmission will be reviewed by the EPB program faculty at a regularly scheduled program faculty meeting. Note: Program faculty meetings do not necessarily occur during the summer. Readmission should not be assumed, especially if some time has passed. Obligations by the student's advisor or advisory committee assembled prior to leaving the program must be reestablished if readmitted. Students taking extended time off from graduate study are strongly encouraged to stay connected to department faculty. Graduate School policies regarding time to degree will also have to be negotiated.

Academic Progress

The Graduate School requires that each department conduct an annual review of the academic progress of its students. We do this through a process of program faculty review and by monitoring grades, performance on comprehensive and qualifying exams, as well as doctoral defenses. Students are provided information and support to meet deadlines required to making timely progress toward degree. EPB students are strongly encouraged and expected to be self-directed learning and take an active role in their program progress as evidence of developing into a high-quality independent scholar.

Annual Review

Each Spring, at the last program faculty meeting of the semester, program faculty review the progress of each student and provide feedback to those identified as having some difficulty. The program minimum GPA to be considered in good standing is a 3.0, however a "C" grade in any course is considered a warning that performance is below that necessary to successfully pass the comprehensive exam or qualifying exam. "B" grades typically accompany faculty recommendations for specific improvements. If the faculty determine that you are not making successful progress to degree, you will be contacted by your advisor (or the DGS) to develop a plan for improvement.

Time to Degree

The departments of EEH and BST (with the College of Public Health) supports both part-time and full-time students. Only full-time students are financially supported by the departments. Financial support is not guaranteed, but students who complete course requirements and are successfully progressing through the program will be given first consideration for funding. Full-time graduate students typically take 10 credit hours per semester, and the degree program requires 38 hours of course credit. As such, full-time students should expect to:

- Identify and meet with potential doctoral advisory committee members in FA2,
- Successfully complete the comprehensive exam prior to SP2,
- Complete all courses by end of SP2,
- Form a doctoral advisory committee by end of SP2,
- Progress in doctoral research so that a Qualifying Exam can be scheduled and completed within FA3
- Register for CPH 767 in FA3 and SP3 with qualifying status.

While doctoral research and preparation of the dissertation may not occur on a specific timetable, students are expected to make timely progress and meet regularly with the doctoral advisory committee.

Residency (CPH 767)

Read the Graduate School recommendations carefully regarding residency requirements. Students must complete a minimum of 34 program credit hours and the pass the qualifying examination to be enrolled in CPH 767. Students may enroll in CPH 767 during the semester the qualifying exam is scheduled. Students enrolling in CPH 767 who do not complete the qualifying examination in that semester must notify the DGS as soon as possible to add/drop CPH 767 until the exam can be scheduled. Students are expected to enroll in at least 2 semesters of CPH 767. Students must be enrolled in CPH 767 in order to schedule and sit for the dissertation defense.

Incompletes

If for some reason students cannot complete the requirements of a course during the semester period, the student may request an incomplete from the instructor. It should be noted that the decision to grant the INCOMPLETE is at the discretion of the instructor. INCOMPLETEs should only be considered as an option if part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. Requests for new completion dates and requirements should be included in the request for the incomplete.

Termination from the Program

Program faculty may terminate a student's enrollment in the EPB PhD degree program based on any of the following

- Scholastic probation (GPA less than 3.0) for more than three enrolled semesters.
- Failure to pass the examination for the comprehensive or qualifying exam in two attempts or less.
- More than two semesters of unsatisfactory progress following the qualifying exam. In the case where a student has not made satisfactory progress for more than two semesters, the student's Doctoral Advisory Committee may recommend to the program faculty that the student's enrollment in the program be terminated. Each case is decided on its own merits. Students will be given ample warning of expectations and deadlines; however, receipt of a U grade should be considered official warning that progress to degree is not being made.
- When the doctoral advisory committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School.

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. Any student with a disability who is taking this course and needs classroom or exam accommodations should contact the Disability Resource Center, 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:

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

Customer Services is available 24/7 via phone.
(p) 859-218-HELP (4357)
(e) 218help@uky.edu

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: <https://cph.uky.edu/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.

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

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.

University of Kentucky Academy Health 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

Personality conflict

109 Bradley Hall | 545 Bradley Hall | (859) 257-3737 | Confidential fax (859) 257-
5346 | 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](#).

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/regis/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. Electronic cigarettes and vapes are included in the policy.

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/>