Master of Science in Clinical Research Design
Student Handbook
2014 – 2015
Preface

This Handbook offers an overview of the policies and procedures that affect students in the Master of Science in Clinical Research Design degree program. However, it does not represent a contract with students as policies and procedures presented herein can change without notice. While not an official document, the Handbook is intended to serve as a guideline for the degree program within the context of the University of Kentucky Regulations and Procedures. Questions should be directed to the Director of Graduate Studies or to the Director of Admissions. The College is headed by a Dean and a staff of administrators.

University of Kentucky College of Public Health’s Mission Statement

As a component of Kentucky’s land grant institution, the Mission of the College of Public Health at the University of Kentucky is to apply comprehensive health approaches to understand better and to help reduce the burdens and disparities of health problems on individuals, families and communities.

OFFICE OF ADMISSIONS AND STUDENT AFFAIRS
111 WASHINGTON AVE, ROOM 120
LEXINGTON, KY 40536-0003

Dr. David Mannino, Director of Graduate Studies 859-218-2099
Ms. Laverne R. Carter, Director of Admissions 859-218-2066
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Updated: October 8, 2014
Dear MSCRD students,

I am pleased that you have decided to attend the University of Kentucky to pursue a Master of Science in Clinical Research Design Degree from the College of Public Health. The faculty and staff of the College of Public Health, welcome you to the University, the College and congratulate you on choosing a most important and exciting field of study. We are proud of the opportunity to contribute to improving the health status of Kentucky’s citizens, by training the next generation of public health leaders. Providing you and your peers with a solid educational foundation is an important responsibility, and one that we take seriously.

As a fully accredited school of public health, by the Council on Education for Public Health (CEPH), and a fully participating member of the Association of Schools and Programs of Public Health (ASPPH), our training, research, and service activities are extremely deep and broad. In 2010, the college was re-accredited by CEPH for a term of 7 years, until December 2017. The College was also successful in achieving full reaccreditation for 7 years in 2012 for the Master of Health Administration (MHA) degree program from the Commission on Accreditation on Healthcare Management Education (CAHME). The college has dramatically increased program development which is primarily used to support students and enhance endowed faculty positions. In fiscal year 2013-2014, the college received more than $34 million in grant funding for research. The research portfolio of our faculty and staff provides outstanding training opportunities for our students, supports national research priorities, builds bridges to other Colleges and Universities, and increases the stature if our College internationally.

Our mission is to apply cutting-edge, comprehensive approaches to better understand and reduce the causes of diseases and injuries and the burdens they place on individuals, families and communities. The College of Public Health is recognized locally, nationally, and internationally for its outcomes and products addressing public health problems, reflecting excellence in discovery, outreach, learning, service, community engagement, and leadership. We pursue our mission through academic excellence, accountability, community engagement, democracy, educational opportunities, organizational cohesion, trans-disciplinary discovery and integrity.

We are one of 52 (and the number is growing) accredited schools of public health who share a grand mission to improve the publics’ health across the U.S. and around the world through our teaching, research and service. The faculty, staff, students and alumni of the College are committed to making a difference in the Commonwealth of Kentucky and beyond. We take seriously our responsibility to prepare the next cadre of public health workers; we know we are preparing future public health leaders. People are important here, and we are genuinely committed to making our work and learning environment positive, fair, and diverse. We are delighted that you have decided to join us, a Top 25 School of Public Health, and we look forward to helping you prepare for your future.

Wayne T. Sanderson, PhD, CIH
The University of Kentucky

The University of Kentucky, a land grant institution, was established in 1865. It began offering graduate work in 1870 and awarded its first graduate degrees in 1876. The University is a complex institution with both a liberal arts school and a number of professional schools. As the Commonwealth’s comprehensive institution of higher learning, it is charged with a statewide mission in higher education, research, and service. The University ranks among the top 70 U.S. research universities, according to the Carnegie Foundation for the Advancement of Teaching.

From an enrollment of 273 students in 1876, the University has grown to include over 30,000 students. There are 90 program areas awarding doctoral degrees in 61 fields, masters degrees in 120 fields, and 5 specialist degrees. Currently, more than 5800 graduate students per year are enrolled in these degree programs and other advanced study programs which are centrally administered by the Graduate School. There are over 8,000 faculty and staff members on the Lexington campus alone. UK is the largest single employer in the Lexington-Fayette County area.

The University is organized under a Provost, who is responsible for the academic programs of all colleges. They include Agriculture, Food and Environment; Architecture; Arts and Sciences; Business and Economics; Communication and Information; Education; Engineering; Fine Arts; The Graduate School; Human Environmental Sciences; Law; Social Work; Dentistry; Health Sciences; Medicine; Nursing; Pharmacy; and Public Health. The University of Kentucky Albert B. Chandler Hospital, which provides comprehensive treatment to patients, and extensive teaching opportunities for the health professions colleges is located in close proximity to central campus.

History

The University of Kentucky has provided graduate education in public health since 1988, when the Master of Science in Public Health degree program was approved by the Commonwealth of Kentucky’s Council on Higher Education. It was originally designed to provide academic support for medical residents in the Department of Preventive Medicine’s programs in general preventive medicine and occupational medicine. However, the program was later made available to individuals who met admission requirements and demonstrated a career interest in public health. The program offered its first graduate courses that same year, and awarded its first MSPH degree in 1989.

With the advent of the University of Kentucky School of Public Health, the public health degree officially became the Master of Public Health (MPH) degree in January 2000. The first full MPH class of students was accepted for the Fall 2000 semester, and the first sixteen graduates were honored in a formal ceremony in May, 2002.

On May 4, 2004, the Board of Trustees granted college status to the school making it the sixth college at the University of Kentucky Chandler Medical Center and the first new college at UK in nearly 40 years. In May 2005, the University of Kentucky College of Public Health received full accreditation from the Council on Education for Public Health (CEPH), the agency that is sanctioned by the Department of Education to accredit schools/colleges of public health. In October, 2010, the College of Public Health was re-accredited for a seven-year term, extending to December 31, 2017.

Location

The University of Kentucky College of Public Health is based in the College of Public Health Building at 111 Washington Avenue. Many core faculty, the academic departments, the College’s Dean, and the Admissions/Student Affairs Office are located at that site. Students are advised to familiarize themselves with the Washington Avenue location in order to utilize the services and resources available through the UKCPH’s faculty and staff.

The College of Public Health is located in close proximity to a number of public health and health administration organizations. The college is only 30 miles from the state capitol in Frankfort, which has facilitated close interaction with various state agencies, the use of state personnel as preceptors, and the development of research and service contracts. State officials serve on the college’s advisory committees and hold voluntary faculty appointments in the college.
MSCRD Competencies

The MSCRD program faculty has identified competencies for the core curriculum instruction and related program assessment. All students are expected to have developed the following competencies upon completion of the MSCRD Program.

Competencies

1. Utilize the basic terminology and definitions of epidemiology and biostatistics.

2. Calculate basic epidemiology measures.

3. Evaluate the strengths and limitations of epidemiologic reports.

4. Draw appropriate inferences from epidemiologic data.

5. Communicate epidemiologic information to lay and professional audiences.

6. Calculate tests and confidence intervals commonly encountered in univariate biostatistics including those based on t-tests, chi-square tests, and one-way and two-way analysis of variance.

7. Evaluate the strengths of limitations of basic designs used in biostatistics.

8. Interpret regression models including multivariate linear models, logistic models, and proportional hazards models.

9. Communicate biostatistics results to lay and professional audiences.

10. Demonstrate a familiarity with the public health system in this country.
Curriculum

Students will complete a minimum of 31 credit hours of study. The core curriculum consists of 15 hours comprising five courses, two each in epidemiology and biostatistics, and a 3 credit hour course that will serve as a broad introduction to public health. Students will also complete a minimum of 10 credit hours of electives. In addition, a three-credit-hour practicum in mentored research and three credit hours of thesis research are required.

<table>
<thead>
<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>CPH 580  Biostatistics I</td>
<td>3</td>
</tr>
<tr>
<td>CPH 605  Introduction to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>CPH 630  Biostatistics II</td>
<td>3</td>
</tr>
<tr>
<td>CPH 663  Introduction to Public Health Practice</td>
<td>3</td>
</tr>
<tr>
<td>CPH 712  Advanced Epidemiology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th></th>
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<tbody>
<tr>
<td>Students are expected to take 10 credit hours of electives to be approved by the DGS</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentored Research and Master's Thesis (Plan A)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CPH 778 Special Topics in Public Health: Thesis Research</td>
<td>3</td>
</tr>
<tr>
<td>CPH 779 Independent Studies in Public Health: Mentored Research</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>31</th>
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</table>
Core Listings

Required Core Courses

CPH 580 BIOSTATISTICS I (3)
Primarily statistics in the biological, behavioral and social sciences, this course is an introduction to methods of analyzing data from experiments and surveys; the role of statistics in research, statistical concepts and models; probability and distribution functions; estimation; hypothesis testing; regression and correlation; analysis of single and multiple classification models; analysis of categorical data. Lecture, three hours/week; laboratory, two hours/week.
Prereq: MA 109 or equivalent.

CPH 605 EPIDEMIOLOGY (3)
In this course students are taught the principles and methods of epidemiologic investigations, research methodology, and statistical integration. Major topics include etiologic factors of disease and injury, the distribution of health problems within populations, levels of prevention, and the concept of risk. The design of retrospective, cross-sectional and prospective studies are examined to illustrate odds ratio, relative risk, life tables, and person-years. Students are required to complete and submit a research proposal, present a topic paper, and serve as a co-facilitator for an article discussion.

CPH 663 INTRODUCTION TO PUBLIC HEALTH PRACTICE AND ADMINISTRATION (3)
This course is to be a practical application of the principles of health care organization to public health at the national, state, and local levels. Prereq: Health care organization course.

CPH 630 BIOSTATISTICS II (3)
Students will learn statistical methods used in public health studies. This includes receiver operator curves, multiple regression logistic regression, confounding and stratification, the Mantel-Haenzel procedure, and the Cox proportional hazardous model. Lecture, two hours; laboratory, two hours per week.
Prereq: STA 580 or equivalent. (Same as STA 681.)

CPH 712 ADVANCED EPIDEMIOLOGY (3)
Introduction to specialized epidemiologic content areas as well as methods designed to meet the research and practice of health professionals. Lecture, two hours; laboratory, two hours each week.
Prereq: Enrollment in a Public Health degree program and CPH 605/PM 621 or consent of instructor.

Mentored Research and Master’s Thesis (Plan A)

CPH 778 SPECIAL TOPICS IN PUBLIC HEALTH: THESIS RESEARCH (3)
This course will engage in reading, projects, lectures and/or discussions to address current topics of special interest or concern in public health.

CPH 779 INDEPENDENT STUDIES IN PUBLIC HEALTH: MENTORED RESEARCH (3)
Designed for advanced students with research or special study interests in Public Health. Students are under guidance and confer individually with faculty.
### Suggested Schedules

**Case 1: Full Time Student without Previous Graduate Certificate**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Year 1</td>
<td>CPH 605, CPH 580, &amp; Elective #1 (most likely CPH 665)</td>
</tr>
<tr>
<td>Spring, Year 1</td>
<td>CPH 611, CPH 630, &amp; Elective #2</td>
</tr>
<tr>
<td>Fall, Year 2</td>
<td>Elective #3, Elective #4, &amp; CPH 778</td>
</tr>
<tr>
<td>Spring, Year 2</td>
<td>CPH 779, CPH 663, &amp; Elective #5</td>
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</tbody>
</table>

**Assumption**

All electives chosen are three (3) credit hour courses

**Case 2: Part-Time Student who Completed Graduate Certificate in CPH**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Year 1</td>
<td>CPH 611</td>
</tr>
<tr>
<td>Spring, Year 1</td>
<td>CPH 630</td>
</tr>
<tr>
<td>Fall, Year 2</td>
<td>Elective #3</td>
</tr>
<tr>
<td>Spring, Year 2</td>
<td>Elective #4</td>
</tr>
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<td>Fall, Year 3</td>
<td>CPH 778</td>
</tr>
<tr>
<td>Spring, Year 3</td>
<td>CPH 779 &amp; CPH 663</td>
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</tbody>
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**Case 3: Part-Time Student who Completed Graduate Certificate in Medicine**

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<th>Semester</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Fall, Year 1</td>
<td>CPH 605</td>
</tr>
<tr>
<td>Spring, Year 1</td>
<td>CPH 611</td>
</tr>
<tr>
<td>Fall, Year 2</td>
<td>CPH 630</td>
</tr>
<tr>
<td>Spring, Year 2</td>
<td>Elective #4</td>
</tr>
<tr>
<td>Fall, Year 3</td>
<td>CPH 778</td>
</tr>
<tr>
<td>Spring, Year 3</td>
<td>CPH 779 &amp; CPH 663</td>
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Preparation of Thesis & Defense Process

At the University of Kentucky, Master’s degrees (Plan A) require the completion of a thesis. This work reflects the quality of the program that supervises the student and the university that awards the degree. Therefore, the Graduate School sets criteria and standards for the format of the written work which will be available not only to the immediate campus, but also to a wider scholarly community via the Web. Each program has selected the style manual(s) most consistent with scholarly practice in their specific discipline. The student should consult with the Director of Graduate Studies concerning the manual to be used. Note: the general format specifications contained in the Graduate School instructions take precedence over those in the style manuals used by individual programs.

Electronic Thesis Defense Process

Step 1: In order to be eligible for the degree, you must complete the Application for Degree (myUK.uky.edu / Student Services / myRecords / Apply for Degree). This must be submitted by the deadline for the semester in which you intend to graduate. For the exact due date, see the University Calendar.

Step 2: After consulting with your advisor, submit a Final Examination Recommendation form to the Graduate School a minimum of two weeks prior to the specific date of the defense. This form must be complete with date, time, room number and valid committee. Upon receipt, the Graduate School will check your records to be sure you are eligible to sit for the defense.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the University Calendar for deadlines on the scheduling of final examinations.

Step 3: After your Final Examination, you have 60 days to have the final copy of your thesis accepted in the Graduate School in pdf format (or less than 60 days if you want to graduate that semester and the semester deadline is sooner) and a completed ETD Approval Form, signed by your advisor and Director of Graduate Studies (DGS). Off-campus students can scan the ETD Approval Form after signing it and forward electronically to the advisor for signature who in turn can pass it to the DGS for signature, and lastly forward to the appropriate Degree Certification Officer. The ETD Approval Form may be submitted to us before or after you submit the ETD to UKnowledge.

You are required to submit your thesis for a format check to UKnowledge. Your thesis will be checked to ensure that it meets format requirements of the Graduate School. It is your responsibility to ensure that the ETD will display clearly and properly on a monitor when accessed, including working links so the ETD can be readily navigated (whether it is composed of a single or multiple files), that the printed pdf version will be clear and legible (including any figures or images), and that fonts have been properly embedded. We also require a paper copy of the thesis Title Page which can be submitted with your completed ETD Approval Form, as well as printed copies of any reprint permission letters and any required third party software licenses.

Final Submission checklist:
• Final submission of electronic thesis via UKnowledge (see submission instructions)
• ETD Approval Form completed and signed
• Reprint permission letters and/or third party software licenses, if required
• Above printed items must be delivered to Room 106 Gillis Building, Office of Graduate Academic Services

Embargo request, if desired, sent from Advisor and DGS to Dr. Cleo Price
Appendix I: UK and College of Public Health Policies

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/Provost/APFA/Policy_Protocol/HCCSPBC.pdf.

Fitness for Duty

College of Public Health students who are on rotations, internships, assistantships, or work assignments with UK Healthcare are subject to its Fitness for Duty policy, online at http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyManual=10&PolicyID=928.

Social Media Guidelines

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

Below are some expectations when using social media sites.

Expectations:

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

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 records 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;
3. selecting students for honorary organizations;
4. informing community-based faculty members serving as preceptors to improve the quality benefit to each rotation;
5. responding to a directive pursuant to law or court order.

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.
Graduate Assistantships

The College of Public Health in conjunction with the Graduate School has a limited number of assistantships for the academic year. As assistantships become available the Admissions/Student Affairs office will e-mail to all students' information regarding job duties, any special skills needed, and contact information. It is the students’ responsibility to schedule an interview.

Depending on the nature of their assignment and on recommendation of their academic or administrative unit, graduate assistants may be eligible for tuition scholarships provided by the Graduate School. Tuition scholarships do not cover any fees applied by the University of Kentucky.

For more information, please visit the Graduate School’s website http://www.research.uky.edu/gs/StudentFunding/assistantships.html.

Disabilities (Physical, Mental and/or Learning)

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has “a physical or mental impairment that substantially limits one or more of the major life activities of such individual.”

Any student who has such a disability and seeks special accommodations from the University must notify the Admissions/Academic Affairs Office of the College of Public Health of that disability, in writing, preferably before the beginning of the school year, but in no case later than the third day of classes for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify the Admissions/Academic Affairs office, in writing, as soon as they become aware of the disability.

All students requesting accommodations need to be registered with the Disability Resource Center (DRC) and have official UK accommodation letters to provide to each of their faculty. Students are advised that they must provide a reasonable amount of notice for faculty to arrange testing accommodations. Faculty should honor accommodation requests received at least one week prior to a scheduled test or exam. Requests for faculty support with notes are to be interpreted such that when you publicly display outlines or text through a PowerPoint presentation, overheads, or other visual device, it is reasonable for you to provide the student with a copy of that text. (If you are displaying a set of slides or showing a short film, it is not reasonable for the student to receive a copy. If you work on problems or make lists on a chalk board, it is not reasonable for you to provide a written copy to the student. Students may not request your private, personal notes.)

Requests for testing accommodations that only include extended time (50% or 100%) and testing in a separate, low distraction environment may be set up by the faculty, with a proctor and a quiet work space. At faculty’s discretion, the accommodated testing can take place in the Counseling and Testing Center, but the exam must be completed by 4:00 p.m. For further information about scheduling accommodated exams at the Counseling and Testing Center, please call 257-8703 or visit their website at http://www.uky.edu/StudentAffairs/Counseling/testing.html.

Requests for testing accommodations that include use of a computer, software, a reader, a scribe, an interpreter, or exams that take place after 4:00 p.m. may not be scheduled with the Counseling and Testing Center. Faculty are responsible for establishing arrangements for these accommodated tests. Academic departments are required to assist with this process.

If you need additional accommodated testing resource options, you may contact the Disability Resource Center for assistance. However, the DRC also must have a reasonable advanced notice (at least one week) of a test or exam that needs special accommodations. For further information or questions, please call the DRC at 257-2754, http://www.uky.edu/celt/disabilities.php.

Drug Free Institution

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on University of Kentucky property, on University business, or at University-sponsored events. The University policy, as well as the laws from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found here, http://www.uky.edu/HR/policies/hrpp013.html.
UK Academic Ombud

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

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

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. This effectively states that as of Nov. 20, 2008, UK HealthCare has made the commitment that there will be no tobacco use permitted in or on any UK HealthCare facility or grounds.

Class Attendence

Every student is expected to attend all class sessions, including laboratories and other outside-the-classroom activities as deemed necessary by the course instructor, and to take 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.

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. 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 the guidelines below 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.

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 must be deactivated upon entering the classroom. Instructors may ask that laptops be closed during lectures.

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/UKID/index.html.
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://www.mc.uky.edu/medlibrary.

Computing Services

The Communications and Network Systems offers Student Computing Services at many locations on campus.

Students can access information about these sites and other labs on campus by visiting this website, http://www.uky.edu/ukit/labs.

E-mail

All UKCPH students must establish a University of Kentucky e-mail address and provide it to the Admissions/Student Affairs office. All correspondence from UKCPH to students will be sent to the UK address. To establish an e-mail address please go to http://www.uky.edu/email/ and follow the directions.

Students may report problems with their e-mail address to the Customer Service Center, 111 McVey Hall, 257-1300, http://www.uky.edu/IT/CustomerService/contact.php.

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. University of Kentucky College of Public Health student records are kept by the Office of Admissions and Student Affairs 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.

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/.

Graduate School Academic Policy

The MSCRD degree is governed by the Graduate School. All Graduate School academic policies and procedures apply to the degree and those students enrolled in the program. Graduate School policies regarding student academic progress may be accessed at their website at http://www.rgs.uky.edu/gs/ in the Graduate School Bulletin.
Grades

The official grades of the graduate students are recorded in the office of the Registrar. The grading in graduate courses is done according to the following scale:

- **A** High Achievement: 4 grade points per credit
- **B** Satisfactory achievement: 3 grade points per credit
- **C** Minimum passing grade: 2 grade points per credit
- **E** Failure: 0 grade points per credit
- **I** Incomplete: See explanation below
- **S** Satisfactory: See explanation below

Graduate courses (400G-799) may not be taken Pass/Fail.

A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes must be removed from a student’s record before a student can schedule a final examination. Incompletes unresolved after one year will convert to an E.

A grade of S (satisfactory) may be recorded for students in graduate courses which carry no credit and in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. S grades must be removed from a student’s record before a student can schedule a final examination.

An overall average of B (3.00) on all graduate work in the program must be attained before a degree may be awarded.

Scholastic Probation

When students have completed 12 or more semester hours of graduate coursework with an average of less than 3.0, they will be placed on scholastic probation and are subject to dismissal from the program. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.0 average. If probation is not removed, the student will be subject to dismissal from the Graduate School. In this situation, the Dean of the Graduate School will consult with the Director of Graduate Studies prior to undertaking the dismissal action.

Students who have been dismissed from the Graduate School may apply for readmission after two semesters or one semester and the second summer term. Readmission is contingent upon the approval of the University of Kentucky College of Public Health.

Exceptions to this policy can be made only by the Dean upon the recommendation of the DGS.

Please note that students on academic probation are not eligible to sit for the master’s final examination, register for a field practicum, or eligible for assistantships, scholarships, and fellowships.

Academic Course Load: Full-Time

**Fall And Spring Semesters:**
- Minimum course load: 9 hours
- Normal course load: 12 hours
- Maximum course load: 15 hours

**First summer session (4 week):**
- 4 hours maximum

**Second summer session (8 week):**
- Minimum course load: 6 hours
- Maximum course load: 9 hours

A maximum of 12 hours may be taken in the combined Summer Sessions.

Repeat Option

One graduate course may be repeated and only the second grade will be calculated into the grade point average. However, both grades will be recorded on the transcript. This action must be initiated by petition of the Director of Graduate Studies to the Graduate Dean. The Request for Repeat Option form can be found on the Graduate School’s webpage, http://www.research.uky.edu/gs/Forms/RepeatOption.pdf.

One exception is with the research or special projects series of courses. These 1-3 hour variable credit courses may be repeated up to three times in sequence for the purpose of completing the Capstone project or other research work for fulfillment of the degree. See the section on Course Descriptions for more information.
Leave of Absence

Effective fall 2009, if you are an enrolled graduate student at the University of Kentucky and you do not take courses for one or more semesters you will need to complete a new application and pay the application fee in order to be considered for readmission. In many instances you can avoid this requirement by requesting a “leave of absence”. In addition to avoiding the application process, this status will allow you to priority register in preparation for your return.

Procedurally, you should contact your Director of Graduate Studies (DGS) to seek approval for the leave before the beginning of the semester in question. If your request is approved, the DGS will contact your Graduate School admissions officer who will modify your record accordingly. You may request no more than two consecutive and four total semesters in leave of absence status.

International students considering a leave of absence are strongly encouraged to discuss their plans with the Office of International Affairs, Department of Immigration Services before making a formal request.

How to Withdraw

Students must formally withdraw from the university or receive failing grades in all courses enrolled. There are three methods to withdraw from the university:

• Go to Room 10, Registrar's Office, Funkhouser Bldg, and withdraw in person. Their hours of operation are 8:00 am until 4:30 pm Monday thru Friday. You must complete an Authorization to Withdraw card.

• Request withdrawal via fax. The date of the fax will serve as the official withdrawal date. The fax number is 859 257-7160 and should include full name, social security number, list of courses, term, date, signature, and phone number.

• Mail your request to the Registrar’s Office. The address is, Student Records, Room 10, Funkhouser Building, University of Kentucky, Lexington, KY 40506-0054.

Retroactive Withdrawal

Students must contact the Admissions/Student Affairs office if they want to withdraw after the last official day. The retroactive withdrawal process has to be approved by Dean of the College of Public Health.

Drop a Class

Students should access myUK, https://myuk.uky.edu/irj/portal, if you are dropping one or more classes but not all classes. The registrar's webpage, http://www.uky.edu/registrar/, will have the official dates for dropping a class.

Transfer of Credit

With approval from the Director of Graduate Studies and the Graduate Dean, semester hours taken as a post-baccalaureate student in another program or at another institution, not to exceed a total of 9 credit hours, may be transferred into the program. The grades earned must be A or B.

Time Limit

Students have six years from the first date of enrollment to complete the degree, and includes completing coursework and final project presentation/defense. Extensions of time to 8 years may be approved by the Dean of the Graduate School. Extensions up to 10 years must be approved by the Graduate Council. All extensions however must first be recommended by the Director of Graduate Studies and the Associate Dean for Academic Affairs.

Academic Honesty

Plagiarism is only one form of academic dishonesty, but it is also one of the most vexing. As with other acts of academic fraud, it is a violation based on fact rather than intent, and it is therefore critical that you are clear about the nature of plagiarism. The following definitions illustrate instances of plagiarism.

• Using a phrase, sentence, or passage from another person's work without quotations marks AND attribution of the source. (Both quotations and attribution are necessary).

• Using text from a source that is rearranged paraphrased or discussed without attribution to the source;

• Submitting work where a central idea for a section/
paragraph is taken from a source, written in the student’s own words and not cited in the text;

- Submitting work completed by another (including work that was accessed via the internet) copied in its entirety or modified without attribution to the source.
- Submitting your own work towards requirements in more than one class without the explicit prior permission of the instructors.

In addition to the aforementioned examples of plagiarism, the following websites provide additional information on plagiarism.1

Websites for additional information on Plagiarism:

University of Kentucky: Academic Ombud’s website, http://www.uky.edu/Ombud/

The different forms of plagiarism:
http://www.uky.edu/Ombud/Plagiarism.pdf

“Plagiarism: What is It and How to Recognize and Avoid It,” The Writing Center at Indiana University, http://www.indiana.edu/~wts/pamphlets.shtml


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). We are 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 basic governing unit 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@gmail.com.

Membership fees include $10 chapter dues and $15 KPHA dues that are paid once a year. In addition students have the option to become members of the American Public Health Association (APHA), http://www.apha.org/about/membership/.

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 67 chapters throughout the United States and Puerto Rico. Membership in Delta Omega is by invitation to students with exceptionally high GPAs who also have promising leadership potential in Public Health. An induction ceremony is held at UK each spring for students during their graduating year. For information about the Beta Gamma Chapter at the University of Kentucky College of Public Health, contact Cynthia Lamberth, (859) 218-2063, cynthia.lamberth@uky.edu.

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 of professionals in aging service. Gamma Mu is the University of Kentucky chapter. Sigma Phi Omega seeks to promote scholarship and professionalism within any endeavor associated with aging and older persons.

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

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

University of Kentucky 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 though interaction with health services researchers and health policy practitioners and help expand chapter members’ career opportunities. For more information visit www.academyhealth.org.

UKHOPE (Health Occupation Professionals for Equality)

UK Health Occupation Professionals for Equality (UK HOPE) is a lesbian, gay, bisexual, and transgender (LGBT) advocacy group for health professional students, faculty, and staff of the University of Kentucky medical campus.

UK HOPE was founded in the fall of 2008 and attracts a diverse membership of LGBT students, faculty, staff, and their allies. Being lesbian, gay, bisexual, or transgender is not a prerequisite to join. In fact, many of our members are not LGBT. The only requirement is a desire to promote equality for LGBT people, www.uky.edu/StudentOrgs/LGBTA or ul.lgbta@gmail.com.