

**POLICIES AND PROCEDURES
FOR THE MASTER OF HEALTH ADMINISTRATION
PROGRAM**



2010-2011

**DEPT. OF HEALTH SERVICES MANAGEMENT
COLLEGE OF PUBLIC HEALTH
UNIVERSITY OF KENTUCKY
105 CPH Building, 121 Washington Ave.
Lexington, KY 40536-0003
Phone: (859) 218-2041 Fax: (859) 257-2821
<http://www.mc.uky.edu/publichealth>**

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PREFACE

This handbook is designed for MHA students as a source of information concerning regulations and procedures of the MHA program and the College of Public Health. It is supplementary to the University of Kentucky Graduate School Bulletin (<http://www.research.uky.edu/gsbulletin/current/bulletin.shtml>). Questions should be directed to the MHA Director of Graduate Studies, Dr. Julia Costich, julia.costich@uky.edu, 218-2026.

It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Students should become familiar with The Graduate School Bulletin (especially the section on student responsibility) and the MHA Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

INTRODUCTION

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, including the six health-related Colleges of Medicine, Dentistry, Nursing, Pharmacy, Health Sciences, and Public Health. 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 approximately 27,000 students (graduate enrollment of 5,000) and 8,000 faculty and staff members on the Lexington campus. It is the largest single employer in Lexington-Fayette County.

THE COLLEGE OF PUBLIC HEALTH

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 state's Council on Higher Education. With the development of the School of Public Health, the first full MPH class of students was accepted for the Fall 2000 semester, and the first sixteen graduates were honored in May 2002.

In May 2004, the Board of Trustees granted college status to the school, making it the sixth health-related college and the first new college at UK in nearly 40 years. The college was fully accredited in 2005 and now includes some 50 faculty members and 180 graduate students in six academic departments: Biostatistics, Epidemiology, Health Behavior, Health Services Management, Preventive Medicine and Environmental Health, and Gerontology. The Dept. of Health Services Management, where the MHA program is housed, has 14 faculty members with doctoral degrees in law, economics, political science, medicine, health administration, health services research, and education, as

well as public health.

In addition to the Master of Public Health (MPH) and Doctor of Public Health (DrPH) degrees, the CPH offers a PhD in Gerontology, MS degrees in Epidemiology and Clinical Research Design, and a PhD in Epidemiology and Biostatistics. Joint degrees are currently offered in with the Colleges of Pharmacy and Medicine, and other joint degree programs are under development. The College is also home to a clinical program in occupational health and has medical residency programs in Occupational Medicine and Preventive Medicine.

College faculty and staff are active in a wide range of research areas, with funding from the National Institutes of Health, the Centers for Disease Control and Prevention, the Robert Wood Johnson Foundation, and many other public and private sources. The College is home to seven research centers: the Kentucky Injury Prevention and Research Center, the Southeast Center for Agricultural Health and Injury Prevention, the Center for Prevention Research, the Center for Public Health Systems and Services Research, the Center for Excellence in Workforce Research and Policy, a CDC-funded Prevention Research Center, and the Graduate Center on Gerontology. It also houses two institutes, the Kentucky Public Health Leadership Institute and the Kentucky Institute for Public Health Practice Enhancement, and the Kentucky Public Health Practice Based Research Network.

The University of Kentucky College of Public Health building is located at 121 Washington Avenue. MHA core faculty, the other academic departments, the college's dean, and the Admissions and Student Affairs Office are located at that site. Students are advised to familiarize themselves with the Washington Avenue location in order to make use of the services and resources available through the UKCPH's faculty and staff.

THE MASTER OF HEALTH ADMINISTRATION PROGRAM

The MHA program began in the late 1970s as an area of concentration in the Master of Public Administration (MPA) program at the urging of local and state health care administrators to meet the Commonwealth's need for professionally trained managers. At that time, teaching responsibilities were shared by faculty in the Department of Community Medicine and the Martin School of Public Policy and Administration. The first MHA class entered in 1989. Now, nearly 300 MHA graduates are employed in a wide variety of local, regional and national health care settings. The MHA program has been accredited continuously by the Commission on Accreditation in Healthcare Management Education and its predecessor organization since 1994.

While many people contributed to the success of the program as administrators, teachers and mentors and grant awardees, four people merit special mention: the three Directors of Graduate Studies, Phil Berger, PhD, James Suver, PhD, and Sarah Wackerbarth, PhD; and Dr. Earl J. Motzer, CEO of the James B. Haggin Memorial Hospital, who served as chairman of the MHA External Advisory Board for many years.

Over the years, classes have been taught by faculty from the Martin School and the Colleges of Health Sciences, Public Health, Business and Economics, and Pharmacy. In 2009, the MHA program was moved to the College of Public Health during an administrative reorganization that moved most of the university's interdisciplinary programs out of the Graduate School.

Program Overview

The Master of Health Administration degree program (MHA) is designed to provide graduate level education to individuals who, after appropriate managerial experience, are capable of assuming leadership positions in a variety of health services organizations. Examples include hospitals, community health centers, government and other public sector providers, the health insurance industry sector, home health agencies, hospitals, long-term care and mental health providers. The program and courses are structured so that full-time and part-time students can successfully complete the degree. For example, all required courses are offered at in the late afternoon or evening, Monday through Thursday.

The MHA degree is offered through the College of Public Health in cooperation with several other academic units in the University. This multidisciplinary approach enables the MHA program to draw on highly qualified faculty in the six health care colleges, the College of Business and Economics, the College of Arts and Sciences, and the Martin School of Public Policy and Administration.

The total program consists of 49 semester hours at the graduate level. Program completion normally requires two years for a full-time student and three and one half to four years for part-time students. A final exam (oral and written) is given to all candidates for the MHA degree in the form of a presentation of the students' capstone projects. To be eligible to present the capstone project, students must have completed all of their course work or be enrolled in their last semester of coursework.

Orientation

Orientation is among the few mandatory events which are scheduled during the day; another is the final capstone presentation symposium. During orientation, students receive advising from the Director of Graduate Studies, have a chance to learn about career paths from practitioners in the field, meet current students and faculty, and take a pre-program skills self-assessment. At the end of the program, another self-assessment is administered. These assessments are intended to help evaluate the program and to improve it.

All students should schedule a tour of the Wm. T. Young Library and the Medical Center Library early in the semester to familiarize themselves with the resources that they will be working with during the program.

Pre-requisites

Because the MHA accepts students from diverse academic backgrounds, the core courses are designed so that they may be taken with a minimal amount of preparation. There are two exceptions. Before enrolling in HA 636, the undergraduate course in microeconomic principles (ECO 201) or its equivalent is required. A basic course in accounting (e.g., ACC 201) is required before taking HA 635. If these courses have not been taken or are not easily obtainable, the student will be encouraged to undertake a self-study of recommended readings or to take them in their first three semesters of coursework as indicated on the template that follows. Pre-requisite course requirements will be discussed during first advising session.

Curriculum

The following represents a topical breakdown of the MHA course requirements.

Foundational Courses	12 credits
Core Courses	28 credits
Application Courses	9 credits

Foundation Courses

HA 621 QUANTITATIVE METHODS FOR HEALTHCARE MANAGEMENT: This course is a survey of quantitative methods for health care managers. Emphasis is placed upon problem selection and identification, data collection, measurement, analytic techniques, and research design. (3 credit hours)

HA 601 OVERVIEW OF U.S. HEALTHCARE: This course is an introduction to the health care delivery system in the United States, including composition, functioning, the interrelationships of organizations and professional groups within the system in various settings, health care terminology, and major problems and issues in the delivery of health services. (3 credit hours)

HA 635 MANAGEMENT ACCOUNTING FOR HEALTH CARE ORGANIZATIONS: This course introduces the use of management accounting techniques to decision making in health care organizations. Lectures, problems, and cases will be used to provide an opportunity to focus on the various types of health care providers. (3 Credit Hours)

POPULATION HEALTH COURSE: Students can choose from CPH 605 (Introduction to Epidemiology), CPH 614 (Managerial Epidemiology), and CPH 701 (Introduction to Public Health).

Core Courses

HA 623 DECISION ANALYSIS & DECISION SUPPORT SYSTEMS: This course is an introduction to organizational decision-making under conditions of certainty, uncertainty, risk, and multiple objectives. Concepts of analysis from the areas of economics, mathematics, probability, and statistics will be utilized in terms of administrative decision making in health administration. Course work includes use of various management information systems with a focus on how such systems can be used to support and inform decision-making. (3 credit hours)

HA 628 HUMAN RESOURCES MANAGEMENT IN THE HEALTH CARE SECTOR. The course will present an overview of career development, human resource planning, staffing, training and development in the public sector. (3 credit hours)

HA 642 ORGANIZATION THEORY AND BEHAVIOR: This course examines the interaction of external and internal resources and constraints upon the administrative decision processes in a number of organizational settings. The objective is an understanding of the practice of administration. (3 credit hours)

HA 602 STRATEGIC PLANNING AND MARKETING IN HEALTHCARE: This course focuses on the future needs of the health care organization as contrasted to day-to-day operational management. Strategies for design and implementation of organizational

change including techniques of quality and process improvement will be addressed. The strategic planning components of needs assessment, demands analysis, generation of alternative, priority setting, and evaluation form the basis of the course. Several health care trends such as restructuring, innovation in health care delivery and financing, and performance measurements will be illustrated through case analysis in a variety of provider settings. (3 credit hours)

HA 603 LEGAL ASPECTS OF HEALTHCARE MANAGEMENT: This course will familiarize students with the application of law to management issues in health care organizations. Skills including terminology, legal reasoning, the tools of law, and topics specific to the health care setting are addressed. (3 credit hours)

HA 604 MANAGERIAL ETHICS: This class uses case studies to examine ethical dilemmas and advance ethical decision-making. The philosophical foundations of ethical decision-making are covered as well. (1 credit hour)

HA 624 INFORMATION SYSTEMS IN HEALTHCARE: This class will focus on the life cycle approach to information systems development. Phases of this approach include systems analysis, design, implementation, maintenance, and evaluation. This approach has technological, financial, and human factors components. The decision-making and planning role of administration as well as the need of how to maximize the utilization of current systems is stressed. Topics include the information needs of the strategic planning process, administrative function, and clinical care. The course will involve site visits. (3 credit hours)

HA 636 HEALTH ECONOMICS: This course applies general theoretical principles of economics to the health care sector. The basic approach is to recognize the importance of scarcity and incentives, allowing for differences specific to health. The demand and supply of health and medical care are examined as they involve physicians, nurses, and hospitals. The competitiveness of their markets, health insurance, and the role of government are explored. Special topics include regulations and planning, benefit cost analysis, and reform health plans. (3 credit hours)

HA 637 HEALTH FINANCE: This course applies general principles of finance to the financial management of health care institutions. The major financial incentives that dictate how health care is delivered are studied, and proposals to change these incentives are explored. (3 credit hours)

HA 673 HEALTH POLICY: This course is designed to build on the concepts and techniques introduced in the MHA curriculum and to integrate them with a decision making focus in a variety of health care problems and settings. Case analysis will be used extensively to develop an opportunity for the student to learn to apply the appropriate skills to an unstructured environment. (3 credit hours)

Application Courses

HA 711 INTERNSHIP IN HEALTHCARE MANAGEMENT: This course offers practical field experience in a health administrative setting under the direction of an academic and a workplace supervisor. The internship is tailored to the student's background and interests. For students already employed as health administrators or who are health providers, worksite administrative practice can be arranged. The internship is arranged by the MHA Internship Coordinator. Students are also required to participate in monthly topical seminars during the academic year in preparation for the internship. (3 credit hours)

HA 660 DECISION MAKING IN HEALTHCARE ORGANIZATIONS: This course builds on the concepts and techniques that have been introduced in the curriculum and integrates them with a decision making focus in a variety of health care problems and settings. (3 credit hours)

HA 785 INDEPENDENT STUDY IN HEALTH ADMINISTRATION: This course support the student's independent research and manuscript preparation for the capstone final examination. (3 credit hours)

Other Health Administration-Related Offerings

If a student has filled the requirements through transfer work or waiver other courses that may be taken to supplement the program include:

HA 775 Special Topics in Health Administration: An analysis of selected issues with special significance for health administration. Prerequisite: Consent of instructor. (Variable credit)

HA 785 Independent Study in Health Administration: Supervised individual research on a topic related to health administration selected by the student. The student must present a signed Independent Study Contract to the Student Affairs Office before they will be allowed to register. (This form is in Appendix 2 of this handbook.) (Variable credit)

GRN 643 Biomedical Aspects of Aging: A survey of the normal age-associated changes in biological function, the major disease entities found in the older population, and how the health care delivery system presently addresses these issues. Prerequisite: Graduate status or consent of instructor. (3 credit hours)

PA 680 Benefit-Cost Analysis: Principles, practices and applications of applied welfare analysis are the content of this course. The basic theory of benefit-cost analysis is presented and the relevance of implementation analysis in policy analysis is established. Prerequisite: PA 652. (Same as ECO 680.) (3 credit hours)

CPH 653 Public Health Law: Overview of public health law with emphasis on topics and materials used by public health practitioners, as well as the use of law to advance a public health agenda. (3 credit hours)

CPH 751 Global Public Health: This course will acquaint students with the major issues and challenges for public health in a variety of wealthy, emerging, and impoverished nations and with the impact of local or regional issues on national and/or global levels. (3 credit hours)

CPH 758: Special Topics in Public Health: This course will engage students in readings, projects, lectures and/or discussions to address current topics of special interest or concerns. May be repeated to a maximum of 6 credit hours.

Internship (Practicum or Field Experience)

Managerial experience in a health care setting is an essential component of the health administration educational process. Administrative internships and residencies provide the student with the opportunity to apply the theories and techniques discussed in the classroom to operational health care situations under the guidance of an experienced

health care professional with faculty oversight.

This sharing of educational responsibility between the professional school and experienced health care administrators is necessary to assure the quality of professional education. This is particularly true when the goal is acquisition of operational skills through real-life experiences in settings outside the classroom.

A positive administrative internship does not happen by chance, but has to be carefully planned and implemented. It requires active commitment to the concept of the internship on the part of the faculty, preceptors/sites, and students. Only in this manner can effective mechanisms for collaborative efforts by all concerned be maintained.

- All students without significant administrative experience must complete a 400-hour administrative internship. This can be done on a full-time or part-time basis.
- Students with clinical experience, but no administrative experience, also complete a 400-hour administrative internship. This work can be in the same organization in which the student is employed. Senior management will often allow a student to take on additional administrative projects in the organization.
- Students with administrative experience may develop an administrative internship within their own organization that requires activities beyond their existing job responsibilities.
- With the written approval of the Director of Graduate Studies, students with significant administrative experience may take an additional 3-credit course in lieu of the internship.
- Credit for the internship includes participation in monthly seminars that provide students with important information to prepare them for their field experience.

Students should refer to the **Administrative Internship Handbook** for details on requirements and processes to complete a successful experiential learning experience. The **Administrative Internship Handbook** is distributed at a meeting called by the Internship coordinator to begin the planning process during the spring semester and is also available from the Internship Coordinator.

Final Master's Exam (Capstone)

The final exam for the MHA program takes the form of a capstone project that includes written and oral components. Capstone projects must be presented before a faculty and practitioner panel of three people. A fourth "outside practitioner" is an optional participant. Both the written and oral components of the project will be evaluated to determine the capstone grade. If the student fails, a second opportunity is given to rewrite and present the project. The student must pass the capstone exam on the second try to receive their MHA degree. This exam also fills the role of the comprehensive master's exam required by the Graduate School, and the Final Exam Request form needs to be filed in the Graduate School at least two weeks prior to the exam. The capstone course must be taken in the student's final semester of enrollment and the student may not have any "I" (incomplete) grades on their record.

SUGGESTED SCHEDULE FOR FULL-TIME STUDENTS

NOTE: Courses listed on the template in fall will always be offered in fall. Those listed in spring will always be offered in spring. **Students who take courses out of sequence do so at their own risk – they may delay their graduation by doing so.**

First Year			Second Year		
Summer	Fall	Spring	Fall	Spring	
Acct. or Economics Pre-req.	HA 601 Overview of US Healthcare	HA 604 Managerial Ethics	HA 602 Strategic Planning and Marketing in Healthcare	HA 785 Indpt Study/ Capstone	
	HA 621 Quantitative Methods for Healthcare Management	HA 711 Internship in Healthcare Management	HA 637 Health Finance	HA 624 Information Systems in Healthcare	
	HA 603 Legal Aspects of Healthcare Management	HA 635 Management Accounting for Healthcare Orgs.	HA 660: Decision Making in Healthcare Organiza- tions	HA 673 Health Policy	
	HA 642 Organization, Theory and Behavior	HA 636 Health Economics	HA 628: Human Resources Manage- ment in Healthcare		
	Pre-requisite* Acc or Econ as needed	HA 623 Healthcare Operations Management			
	(Population Health Elective)#	(Population Health Elective)#			

*Students who have not satisfied the pre-requisite required for admission to HA 635 and HA 636 must do so before enrolling in those courses.

Students have the option of taking CPH 605, the core course in epidemiology, or CPH 614, Managerial Epidemiology.

UNIVERSITY ACADEMIC REGULATIONS

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. ***an incomplete grade that is unresolved after one year will become a failing grade.***

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 internship, 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.rgs.uky.edu/gs/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 they will receive failing grades in all courses for which they are enrolled. There are three ways 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 withdrawal date on the academic calendar. The retroactive withdrawal request must be approved by Dean of the College of Public Health.

Drop a Class

Students should access myUK, <https://myuk.uky.edu/irj/portal>, to drop one or more classes but not all classes. The registrar's webpage, <http://www.uky.edu/Registrar/>, shows the official dates for dropping a class.

Transfer of Credit

With approval from the Director of Graduate Studies and the Graduate Dean, a maximum of 12 semester hours taken as a post-baccalaureate student, in another program, or at another university may be transferred into the MHA program. Only regular coursework, not independent studies, internships or research credit will transfer. The grades earned must be A or B. The DGS will document the course equivalencies granted by sending a memo to the Senior Associate Dean of the Graduate School. A copy will be placed in the student's file.

Time Limit

Students have six years from the first date of enrollment to complete the degree, which includes completing coursework and final project presentation/defense. Extensions of time to 2 years may be approved by the Dean of the Graduate School. Extensions up to 2 years must be approved by the Graduate Council. All extensions however must first be recommended by the Director of Graduate Studies for the MHA and the Associate Dean for Academic Affairs.

Academic Advising

The program of study for each semester is chosen with the aid of the Director of Graduate Studies or a faculty advisor. Faculty advisors other than the DGS are assigned to students after the completion of their first year of instruction. The DGS is the advisor for all entering students. All newly admitted students must receive advising, either at orientation or by scheduling an advising appointment with the DGS before registering for courses in their first semester.

Registration

Priority registration for continuing students occurs in March and October. Students should consult their advisor for academic advising prior to registering. For specific course offerings and the time and dates of your registration window consult MyUK. Since there is a fee for returning students who do not priority register, it is important to register for at least one class during priority registration. Changes can be made later during the Add/Drop windows. **ROOM CHANGES MAY BE MADE – PLEASE CHECK THE WEB BEFORE GOING TO CLASS FOR THE FIRST MEETING!**

Cross-Listings

Many MHA courses are cross-listed, that is listed under more than one prefix. As a general matter, MHA students should enroll in the sections with HA prefixes.

Independent Studies (HA 785) is a controlled enrollment class. An override to permit enrollment will be placed after the Independent Study Contract is turned into the Student Affairs Office. See course description.

Late Registration

Continuing students who failed to register in the priority period and new and readmitted students who applied after the application deadline must late register during the first week of classes. There is a \$40 fee for all late registrations.

Add/Drop

Students may add or drop classes using UK VIP during the time periods specified in the schedule book before classes begin. However, after the first week of classes, all Add requests must be made at the Graduate School, in the Gillis Building. Generally, any request for a change in schedule that falls after the stated deadlines in the University Calendar must bear the signature of both the instructor and the Director of Graduate Studies. Before the mid-term deadline, a student wishing to withdraw from individual classes may do so through MyUK.

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 these examples, 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>

"Principles Regarding Academic Integrity," Northwestern University, <http://www.northwestern.edu/uacc/plagiar.html>

"Sources," Dartmouth College, <http://www.aug.edu/sociology/plagiarism.html>.

UK Academic Ombud

At the University of Kentucky, the Office of Academic Ombud Services is responsible for helping students and instructors work through and resolve academic 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/reminder_enrollment.php.

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.

UK AND COLLEGE OF PUBLIC HEALTH POLICIES

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 with 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 them 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 of student field experiences;
5. Responding to a directive required by law or court order.

Diversity and 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.

Financial Assistance

Financial support is usually awarded on an academic year basis with a semester-by-semester review. A preliminary evaluation of all financial aid applicants is made early in the second semester of each year. Newly admitted and continuing students will normally be told whether they will receive assistance and the amount of assistance by March 15. Assistantships require that the recipients perform certain duties, e.g.

assisting a faculty member with research. It is College of Public Health policy to assign assistantship duties that require about twenty hours of service per week. Fellowship recipients are not required to perform such duties.

There is no form for financial aid; students wishing to be considered for financial aid should notify the Director of Graduate Studies or the Student Affairs Staff Assistant.

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. The following guidelines should be noted concerning assistantships:

- 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.
- Graduate assistants must complete a job application through Human Resources and submit to a criminal background inquiry and a drug screening. Instructions to complete this process will be available at the College Business Office when the student has been awarded the assistantship.
- In light of budget constraints and to maximize existing funds used for tuition assistance, the Graduate School will no longer pay drop charges for students who reduce hours below full-time status (usually 9 hours) or withdraw from the University on or after the first day of class. *This means the student will be liable for any tuition charges for dropped courses after the first day of classes if they fall below full-time status*
- Assistants who are also full-time graduate students may be assigned responsibilities requiring no more than 50 percent of their time. Normally a half-time appointment should require no more than 20 hours per week of assignable duties, for a .50 (full) assistantship, or 10 hours per week for a .25 (half) assistantship.
- University-wide policy provides that assistants who are candidates for a master's degree shall serve no more than a maximum of three years without completion of their degree requirements. Graduate assistants are advised to consult with the Director of Graduate Studies relative to total number of years of support eligibility.
- Graduate assistants must maintain satisfactory academic records and demonstrate progress toward degrees; their assistantships will not be renewed if their academic progress is unsatisfactory.
- In order to preserve the academic focus of graduate students who are on full-time assistantships and have their tuition paid by the University, the Graduate School does not allow for additional salary or employment.
- The appointment of a graduate assistant may not be terminated before the end of the period of appointment without the individual being provided with an opportunity to be heard. Issues should first be addressed, where possible, with the appropriate unit Chair, Director, or Dean of the College in which the assistant holds employment. They may also consult with the Dean of the Graduate School concerning their rights and responsibilities. They will also be provided with an opportunity to be heard before the University's Senate Advisory Committee on Privilege and Tenure.

Graduate School Fellowships

There are several fellowships that are awarded by the Graduate School each year as a result of University-wide competition. Awards are made based primarily on academic excellence and research potential. Dependent on fellowship type, awards may be renewable for up to three years and carry stipends ranging from \$3,000 up to \$15,000. Some fellowships can be used to supplement Teaching or Research Assistantship stipends; others are designed to relieve students from a work assignment. Nominations are made by the Director of Graduate Studies to the Graduate School in February.

External Fellowships

<http://www.rgs.uky.edu/gsfellowship/externalfellowships.html> The Graduate School keeps the above web site to list external fellowship opportunities. Students who receive external fellowships may receive a "bonus" award from the Graduate School.

Minority Student Scholarships, Fellowships, and Grants

The Southern Regional Education Board Minority Doctoral Fellowship and the William C. Parker Awards are special opportunities for minority students. These are based on nomination by the Director of Graduate Studies and are obtained through the Office of Graduate Funding and Recruitment, The Graduate School, Gillis Building, 257-4555.

Guaranteed Student Loans

The state of Kentucky participates in the State Guaranteed Loan Program. Graduate Students may borrow up to \$7,500 a year. Repayment begins six months after the borrower leaves school. The University of Kentucky and the Martin School have a variety of substantial financial assistance options available to qualified students. Generally, financial support is awarded on an academic year basis with a semester-by-semester review. Recipients are selected on the basis of academic achievement, test scores, and potential for program success.

Graduate Student Support

The Graduate School administers programs that provide funding for graduate students to engage in travel to present at professional conferences, purchase research supplies, and conduct research at sites away from campus. Students may request funds from the Graduate School to help defray certain expenses relating to their graduate education. These awards of up to **\$350** per fiscal year are used for research-related travel, research expenses, or travel to professional meetings to present research results. This award is self-nominating, but must have approval of the Director of Graduate Studies. Deadlines are June 15, September 15, December 15, and March 15. Applications are available in the Fellowship Office on the Web at:

<http://www.research.uky.edu/gsfellowship/supportfunding.html>

Miscellaneous Policies and Regulations

Disabilities (Physical, Mental 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.

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 in the *University Bulletin*, . <http://www.uky.edu/Registrar/bulletinCurrent/dfi.pdf>.

Smoke-Free Environment

The University of Kentucky is a tobacco-free campus. Tobacco use is not allowed on university property.

Class Attendance

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 closes completely, 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 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

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.

General

- All students should maintain a clean, neat appearance at all times, and students' attire should be appropriate for 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.

Practice Settings

All students should dress in accordance with Medical Center Standards for Dress and Appearance when participating in patient-oriented activities or during field internship experiences.

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.

STUDENT ORGANIZATIONS

University of Kentucky Healthcare Leadership Development Organization

In 2008 the American College of Health Executives discontinued its student chapters, so the MHA program developed its own student organization, which the students named UK Healthcare Leadership Development Organization. This group took over the functions of UK ACHE Chapter, including organizing service and social activities, and advising the Director of Graduate Studies on career development activities. Officers, including a president, vice-president, treasurer and secretary are elected in mid-April from the first-year class and serve for the following year.

University of Kentucky AcademyHealth Student Chapter

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

ADDITIONAL INFORMATION

Medical Center I.D. Badges

All students enrolled in one of the Medical Center colleges must have a picture identification badge. They must be worn any time you are in the Medical Center area. Since MHA courses are scheduled for the late afternoon and evening, the chance for intervention by Medical Center Security increases. The hours for getting your photograph taken are Monday – Friday, 9:00 a.m. to 1:00 p.m., 5:00 p.m. to 8:00 p.m.; and 3:00 a.m. to 7:00 a.m., Saturday and Sunday, 9:00 a.m. to 4:00 p.m., in room H105, 323-6946, <http://www.uky.edu/Police/MCS/mcbadges.html>.

Student I.D. Badges

Student Identification Badges (U.K.I.D.) may be used for a variety of services on campus (copying services, athletic events, library use, etc.). These can be obtained from the University of Kentucky I.D. office, 107 Student Center. Their hours of operation are 9 a.m. to 5 p.m.; Monday thru Friday, telephone number, 257-1378, <http://www.uky.edu/UKID/>.

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 13 computer labs. The labs accessed most by students are located in the College of Nursing, 6th floor, College of Nursing/Health Sciences Learning Center Building, and the W. T. Young Library.

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

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>.

Conference Rooms

The College of Public Health has two large conference rooms suitable for classes (CPH 115 and 202), oral final examinations, and meetings. To reserve, contact Becki Flanagan, (859) 218-2092 or Sharon Keys, (859) 218-2043.

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/iri/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://www.uky.edu/StudentAffairs/UHS/index.htm>.

STUDENT SERVICES

This is only a brief list of services. A comprehensive list is available at:
<http://www.research.uky.edu/gs/supportsvcs.html>

Counseling and Testing Center

<http://www.uky.edu/StudentAffairs/Counseling/index.html>

Located in 301 Frazee Hall (257-8701), the Counseling & Testing Center offers Individual and group counseling, marital/relationship counseling, career counseling and assessment, learning skills counseling, and substance abuse/recovery/risk assessment, as well as special classes on academic success strategies, consultation to faculty, staff and students and support groups for graduate students, and students with eating disorders or learning disabilities.

University of Kentucky Career Center

<http://www.uky.edu/CareerCenter>

The Career Planning and Placement Center aids students in resume preparation and job search.

Housing

http://www.uky.edu/Housing/graduate_family/index.htm

The University Housing Office operates over 700 apartments for full-time single graduate and student families who wish to live on campus. Inquiries should be directed to:

Housing Office
218 Service Building
University of Kentucky
Lexington, Kentucky 40506-0052
(606) 257-1866

Student Health Insurance

<http://www.research.uky.edu/gs/fellowship/healthcoverage.html>

Health Services

<http://www.uky.edu/StudentAffairs/UHS/>

All full-time students pay a health fee that entitles them to medical and mental health care at the Student Health Services. Part-time students may prepay the health fee or may use the Health Service on a fee-for-service basis. The Student Health Service is located in the University Health building on South Limestone Street, next to the Kentucky Clinic.

Parking

<http://www.uky.edu/Parking/>

Parking permits for qualified students are available in the Parking and Transportation Office. The Assistant Dean for Business Affairs of the College must sign applications.

Identification Cards

<http://www.uky.edu/UKID/index.html>

All students admitted to the University are expected to obtain a student ID card. The cards may be obtained at a cost of \$15.00 at the Student ID Office, Room 106 Student Center. ID cards are required to use University Library services.

College of Public Health students are also required to obtain Medical Center ID cards from the Medical Center Security office in the UK Hospital.

Student Computer Facilities

<http://www.uky.edu/SCS/>

The Graduate School, along the Colleges of Agriculture, Arts and Sciences, Education, and Nursing, has purchased a site license of EndNote, a bibliography tool for UK faculty, students, and staff. This tool could be helpful in keeping an ongoing bibliography, preparing scientific and scholarly papers, and reformatting entries for different bibliographic styles. Graduate student "User stories" about EndNote are available to this site: http://www.endnote.com/enapplication_note.asp

The Writing Center

<http://www.uky.edu/AS/English/wc/>

Location and Hours: The Writing Center assists University of Kentucky students, faculty, and staff with the process of writing. Staffed by English graduate students, full-time instructors, part-time consultants, and undergraduate peer tutors, the Center offers free individual and group consultations on prewriting, writing, and rewriting, as well as on oral presentations.

The Writing Center location: Room B108-C in the basement of W.T. Young Library.

Summer Hours: Monday-Thursday, 10 A.M.-3 P.M. & Friday, 1 - 3 P.M.

Fall & Spring Hours: Monday-Friday, 10 A.M.-4 P.M. & Monday-Thursday, 7-10 P.M.

Appointments: The Writing Center recommends that you make an appointment at least one day before you visit them. Call **257-1356**. If they have staff available, they will be happy to see you on a drop-in basis.

Reminder: Please bring your assignment sheet (& any other information about your project) with you to the consultation. If you prefer to work on a computer, please bring a disk or jump drive with you as well.

Appendix 2: MHA Graduation Check-list
Requirements for Fall 2005 and later