POLICIES AND PROCEDURES
FOR
THE PhD IN PUBLIC POLICY AND ADMINISTRATION PROGRAM

Martin School of Public Policy and Administration
2019-2020

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Preface

This handbook is designed for the Ph.D. in Public Policy and Administration students as a source of information concerning regulations and procedures of the Martin School, and is supplementary to the University of Kentucky Graduate School Bulletin which is on-line at: http://gradschool.uky.edu/graduate-school-bulletin. Students must meet all Graduate School as well as Martin School requirements. Questions should be directed to the Ph.D. Director of Graduate Studies or the Student Affairs Officer.

It is the student’s responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Therefore, all students should become familiar with The Graduate School Bulletin (especially the section on “student responsibility”) and the Ph.D. Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse for failure to adhere to these guidelines.

Faculty biographies, a calendar of events and deadlines and the Martin School Directory are on the Martin School website: https://martin.uky.edu/. Please bookmark these pages and use them for reference. We would appreciate any corrections and updates, as links and information frequently change. Thank you!
List serve Information ................................................................................................................................. 19
REGISTRATION ........................................................................................................................................ 20
Late Registration ........................................................................................................................................ 20
Add/Drop .................................................................................................................................................. 20
Withdrawing from the Martin School ........................................................................................................ 21
Retroactive Withdrawal from classes ........................................................................................................ 21
Withdrawing from the University ............................................................................................................. 21
Leave of Absence ..................................................................................................................................... 21
Academic Load ......................................................................................................................................... 22
UNIVERSITY REGULATIONS ..................................................................................................................... 23
Procedures for submission of Graduate School Forms .............................................................................. 23
Application for a Degree .......................................................................................................................... 23
Time Limit for Doctoral Degrees .............................................................................................................. 23
Grading .................................................................................................................................................... 23
Plagiarism and Cheating ............................................................................................................................ 25
FINANCIAL ASSISTANCE .............................................................................................................................. 27
Assistantships ............................................................................................................................................. 27
Grant Funds ............................................................................................................................................... 27
Graduate School Fellowships .................................................................................................................... 27
External Fellowships ................................................................................................................................. 28
Minority Student Scholarships, Fellowships, and Grants ........................................................................ 28
STUDENT SERVICES ..................................................................................................................................... 29
The Computer Lab ...................................................................................................................................... 29
Counseling and Testing Center .................................................................................................................. 29
Housing .................................................................................................................................................... 29
Student Health Insurance ......................................................................................................................... 29
Health Services ......................................................................................................................................... 29
Parking ....................................................................................................................................................... 30
Identification Cards ..................................................................................................................................... 30
The Writing Center ...................................................................................................................................... 30
Introduction to the Martin School

James W. Martin School of Public Policy and Administration

The Martin School of Public Policy and Administration is a multidisciplinary research and graduate education unit that was designated a University of Kentucky Center of Excellence in 1985. At heart of the mission of the School is analysis and evaluation of the structure and processes of collective decision making, institutions, and policies with the goal of improving the effectiveness of public sector output. The Martin School serves this mission through its research, graduate education, and public service activities.

Program Description

The doctoral degree in public policy and administration offered by the University of Kentucky through the Martin School of Public Policy and Administration is an academic credential of the highest order. Offered since 1988, the degree prepares scholars and researchers for higher education and policy research organizations.

The Ph.D. program is designed to provide knowledge of the principles of organizational behavior and administrative decision making in public and quasi-public organizations; an understanding of the public policy process, including the interrelationships of economic, political and social factors that facilitate and constrain change; an ability to apply research and analytical methods to the analysis of policy and administrative problems; and an in-depth understanding of policy issues and analytical approaches in a functional public policy or administration area.

Course work toward the Ph.D. in Public Policy and Administration is divided into four phases with a total requirement of 42 hours of graduate course work beyond the master’s level as well as the completion and successful defense of a dissertation of original research. Course work includes 12 credit hours of core courses, 9 hours of research methods, 3 hours of microeconomics, 3 additional hours of theory, and 15 hours in the area of concentration.
Admissions

Admission Standards

The Ph.D. program is a multi-disciplinary program that prepares students for research and teaching careers. Students are admitted to the University of Kentucky Graduate School upon the recommendation of the program’s admissions committee. Because of course sequencing, there are no spring admissions for new students. All inquiries about the Martin School Ph.D. program should be directed to: Student Services Office, Martin School of Public Policy and Administration, 413 Patterson Office Tower, University of Kentucky, Lexington, KY 40506-0027, or through the school’s website at https://martin.uky.edu

Entering students are expected, at minimum, to meet the requirements of the Graduate School for entry. Transcripts from all prior institutions, GRE scores, and letters of recommendation that provide convincing evidence about the applicant’s ability and potential are required as part of the application. The Martin School uses full file review, which means that all aspects of the student’s record are considered, including evidence of improving performance during the student’s academic career.

Most competitive incoming students will hold a master’s degree in public policy, public administration, economics, business administration, political science or other related area. Students without a master’s degree in a related field may be admitted, but they can expect to be required to first enroll in courses that prepare them for the Ph.D. level core classes.

Application Instructions

All applicants must meet the admission requirements of both the University of Kentucky Graduate School and the Martin School. Follow the instructions to submit the Graduate School application on-line at: https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad. The University of Kentucky is part of the Hobsons ApplyYourself Application Network. Using this system, you will:

- Set up a new account, pay the application fee, and establish a user name and password.
- Complete the application form, including recording your GRE or GMAT Scores. If/when you decide to enroll, you will need to have ETS send official scores to the Graduate School.
- Upload copies of transcripts from all higher education institutions attended. If/when you decide to enroll, you will need to submit official transcripts to the Graduate School.
- Upload a 2-3 page biographical sketch that describes your reasons for wanting to study at the graduate level and for wanting to attend our program.
- Upload a resume.
- Supply the email addresses for at least three individuals, preferably professors, who are familiar with your academic abilities, particularly your ability to do graduate work and
have agreed to write recommendation letters for you. There is no special form for the recommendations.

- All applicants whose native language is not English will be asked to self-report TOEFL or IELTS scores on the application as well as have official scores directly sent by Educational Testing Service (ETS). See the Graduate School web site for exceptions.
- A sample of professional or academic writing, while optional, is a useful addition to your application. This may be uploaded to your application.

**Deadlines**

- January 15 is the deadline for students who wish to be considered for University Fellowships. You can view information about fellowships at UK at [http://www.gradschool.uky.edu/StudentFunding/funding.html](http://www.gradschool.uky.edu/StudentFunding/funding.html)
- January 15 is the deadline for students who wish to be considered for Martin School Research or Teaching Assistantships.
- Later applications will be reviewed and considered for funding if it is available.
- The Graduate School application deadlines must be observed.

**Prerequisites and Exemptions**

All students who enter Ph.D. classes are expected to have taken four University of Kentucky courses or their equivalent:

- PA 652 (Public Policy Economics)
- PA 631 (Public Financial Management)
- PA 642 (Public Organizational Theory and Behavior)
- PA 651 (The Policy Process)

Students who enter without this background will take these classes prior to taking the corresponding Ph.D. seminars. Details about these requirements will be provided by the Director of Graduate studies (DGS).

All students are also expected to have a strong background in research methodology as well as a course in calculus. Students who have not had previous coursework in calculus and economics will enroll in pre-requisite courses prior to entering certain Ph.D. classes.
Curriculum

Program of Study for the Ph.D. in Public Administration

The core curriculum will develop the student’s knowledge of graduate level economics, finance, public management, public policy and research methods.

To earn the Ph.D., students must complete the following course components:
- Core (12 hrs.)
- Microeconomic theory (3 hrs.)
- Research Methods (9 hrs.)
- Theory appropriate for area of concentration (3 hrs.)
- Area of Concentration (15 hrs.)

Core Courses

PA 731 FISCAL AND BUDGETARY POLICY. (3)
This course examines public budgeting and finance in the public sector. Included is an analysis of economic, managerial, and political approaches to public budgeting and finance. These approaches are then used to analyze several current topics in public finance. Pre-requisite: PA 631 or equivalent, and Ph.D. program status or consent of instructor.

PA 742 THEORY OF PUBLIC ORGANIZATIONS. (3)
This course provides doctoral students an in-depth knowledge of the various aspects of public organization theory. It will attempt to integrate the work on public organizations which is currently spread over the fields of organization theory and behavior, executive and bureaucratic politics and public choice economics. Pre-requisite: PA 642 or equivalent, and Ph.D. program status or consent.

PA 751 PUBLIC POLICY FORMULATION AND IMPLEMENTATION. (3)
The major goals of this course are to examine how public issues become policy proposals, how various proposals are filtered into (or out of) the political process, shaped by political institutions and rules, and the process by which policy is implemented. Pre-requisite: PA 651, or equivalent and Ph.D. program status or consent of instructor.

PA 752 THE ECONOMICS OF POLICY ANALYSIS. (3)
This course examines economic approaches to policy analysis. Included is an analysis of the major concepts of economic analysis and their application to a number of policy problems. Pre-requisite: PA 652 or equivalent, and Ph.D. program status or consent of instructor. (Same as ECO 752.)
Microeconomic Theory

PA 750 INTRODUCTION TO ECONOMICS FOR PUBLIC POLICY. (3)
The goal of this course is to introduce Ph.D. students from the Martin School to the tools of economics and to show how these tools are useful for policy analysis. This course will be followed by PA 752, which builds on the ideas and methods developed in this course. At the conclusion of these two courses students should have a solid grounding in basic ideas in economics and should have begun to develop an understanding of how economic modeling is used in applied public policy analysis.

Each student will take at least one course in theory related to the student’s area of concentration in addition to the required PA 750 Introduction to Economics for Public Policy.

Methods Courses

PA 692 ECONOMETRICS FOR POLICY ANALYSTS (3)
Maximum likelihood estimation, ordinary least squares (OLS), regression, instrumental variables (IV) regression, heteroscedasticity-consistent regression, fixed and random effects models, probit, logit, and tobit models, and identification and two-state least squares estimation of simultaneous equations models. Pre-requisites: any undergraduate statistics class. MPA, MPP or PhD program status.

ECO 703 INTRODUCTION TO ECONOMETRICS I (3)
The first course in the introduction to econometrics. A comprehensive survey of the general linear regression, autocorrelation, errors in variables and distributed lag models. Prereq: ECO 590 and either ECO 603 or STA 525, or consent of instructor.

PA 792 CAUSAL INFERENCE (3)
We will explore designs and methods for causal inference in research in public policy and administration. While the course will primarily be applied in nature, students will be expected to learn and understand the conceptual and mathematical foundations of research designs.

Area of Concentration

Courses are drawn from the Martin School and supporting university graduate programs. The 15 semester hours in the student’s area of concentration will be determined through discussions with the advisory committee.

Courses must be at the 600 and 700 level. An example of a financial management concentration program might include the following courses: Municipal Securities, Monetary Economics, Financial Institutions, Finance Theory and one semester of Independent Study. Other concentrations would include appropriate 600- and 700- level courses.
Other Ph.D. Level Courses

PA 675 EDUCATION: ECONOMICS AND POLICY. (3)
This course will provide an overview of current policy issues in education. The course will cover basic education policy issues with a particular emphasis on the economics and policy analytic perspectives. Many of the issues will be examined both conceptually and empirically and will expose the student to policy evaluation tools and techniques. We will examine questions such as why schooling is provided publicly in the U.S., look at ways to evaluate the current quality of schooling, and think about reform alternatives. Prereq: PA 621 and PA 652 or their equivalents or permission of the instructor.

PA 727 ENVIRONMENTAL ECONOMICS, REGULATION AND POLICY. (3)
This course takes a balanced practitioner approach to the problems of the environment and environmental regulation. Efficiency aspects will be developed carefully, so as to provide a background for an extensive coverage of various available alternative policies. Pre-requisite: PA 652 and MPA or economics program status or consent of instructor. (Same as ECO 721.)

PA 754 ADVANCED TOPICS IN PUBLIC FINANCE. (3)
Principles of taxation and expenditure; applications to federal, state and local policy; fiscal federalism; international public finance. Pre-requisites: PA 752, ECO 701 or permission of instructor. Offered biennially.

PA 767 DISSERTATION RESIDENCY CREDIT. (2)
Residency credit for dissertation research after the qualifying examination. Students may register for this course in the semester of the qualifying examination. A minimum of two semesters are required as well as continuous enrollment (fall and spring) until the dissertation is completed and defended. Enrollment for two credits is considered full-time for post-qualifying students.

PA 795 SPECIAL TOPICS IN PUBLIC POLICY AND ADMINISTRATION. (1-3)
Analysis of specialized topics in public administration of particular interest to practitioners. Pre-requisite: Ph.D. program status or consent of instructor.

PA 796 INDEPENDENT STUDY IN PUBLIC POLICY AND ADMINISTRATION. (1-3)
Tutorial course of directed readings, discussion, and analysis of special topics on public administration. May be repeated to a maximum of six credits. This is a class where the work is completed one-on-one with a faculty member meeting as arranged rather than as part of a regular class. Students must complete an Independent Study Proposal (Appendix 1) documenting the plan of study, criteria for evaluation and grading, arrangements for meeting with the instructor, and projected time for the course. After the instructor signs the proposal, indicating his or her agreement to the plan, it is given to the DGS to review and sign. This contract must be turned in by the student to the Student Affairs Office BEFORE the student will be allowed to register.
If the course is to substitute for a required course or to fill a specific requirement this must be clearly stated on the proposal so that it is documented that the student has met the requirement. Students should plan on taking the core courses when they are regularly offered and not request these courses through independent studies except under exceptional circumstances. If a grade is not assigned at the end of the term when the student registers for the course, an “I” grade will be assigned. As with other courses, the student has one calendar year from the end of the term when they register to complete the course or the “I” will turn into an “E” (failure). Extensions, though rarely given, may be requested using the form on the Graduate School web page. http://www.gradschool.uky.edu/IncompleteExtend.pdf

Pre-Qualifying Residency Requirement

A minimum of three full years of graduate work (or its equivalent if some part-time is involved) is required for the Ph.D. degree. Doctoral students may satisfy this requirement in three ways. See the Graduate Bulletin for options. Students who hold an awarded master’s degree from the University of Kentucky in the same discipline and have completed the full-time residency requirement while pursuing the master’s degree may apply those semesters to satisfy the doctoral degree requirement.

Post-Qualifying Residency Requirement

Students are required to enroll in a 2-credit hour course PA 767: Dissertation Residency Credit- after successfully completing the qualifying examination. They will be charged the in-state tuition rate plus mandatory fees. Students must remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation. This will constitute full-time enrollment, as registered. Students will be required to complete a minimum of two semesters of 767 before they can graduate. If a student sits for the qualifying exam in a semester after all coursework is complete, he or she will enroll in PA 767. If the exam is not completed during that term, the student must drop PA 767 and register in another class. Normally, this will be PA 796, Independent Study in Public Administration.
Advising

Each student’s program of coursework, individual studies and research should be carefully planned. Students plan their first-year courses with the assistance of the DGS. After the first two semesters the student’s program is planned with the aid and supervision of the advisor and advisory committee. Refer to the Program Planning form in the Appendix.

Advisor

An advisor can be selected as early as the beginning of the third semester of courses and is strongly encouraged to be selected by the end of the third semester. The student and advisor will work closely together throughout the student’s career and the advisor will normally serve as chairperson of the advisory committee and of the dissertation final examination committee.

The advisor must be a full member of the graduate faculty. Should a student desire to work closely with a faculty member who is an associate member of the graduate faculty, special arrangements must be made, including the selection and close cooperation of a full member of the graduate faculty who assumes many of the committee chair duties. Such special arrangements are a matter of Martin School policy and must be worked out with the approval of the DGS and subject to all rules of the Graduate School.

Formation of an Advisory Committee

By the third semester, each student will select a major advisor. The student and advisor, in consultation, select other faculty members to serve as an advisory committee. The committee is typically composed of three faculty members from the Martin School and one from a related discipline. The committee is formally appointed by the Dean of the Graduate School upon recommendation of the advisor and the DGS, typically during the third semester of coursework. Changes in some students’ programs may become necessary. However, any changes must be approved by the committee and duly reported to the Graduate School using the procedure given above.

Changes in the composition of the advisory committee may occur if:

a) the student’s interests or emphasis changes,
   b) a faculty member resigns from the committee, or
   c) a faculty member resigns from the university or seeks a leave of absence.

If the student wishes to make a change in the composition of the committee, close consultation with the advisor and affected faculty is required and the DGS must approve the change. Once the committee has been formally appointed, the Dean of the Graduate School must also approve any changes. Replacements to the committee must be made through the normal appointive process.
It may not always be necessary to replace a committee member, particularly a chair, who is on leave. Special arrangements can be made for the committee member to perform some duties from a remote location.
Assessment of Adequate Progress

The Graduate School requires that all Ph.D. programs regularly assess the progress of their Ph.D. students. The Martin School does this in several steps.

All students will be reviewed formally after their first year by a committee chaired by the DGS. Student progress in the first year will be assessed largely on the basis of course performance, but will also include qualitative assessments by faculty. Students with 1 “C” or below in coursework will be considered in probationary status. A student with 2 “C’s” will be recommended for program termination. The DGS will provide a written assessment for the student’s file and meet individually with each student. The advisory committee may recommend: (1) continuation in the program if the student has made satisfactory progress; (2) probation if there is lack of satisfactory progress, but the committee believes the student is likely to improve performance; and (3) program termination in extreme cases where there is lack of satisfactory progress and the committee believes the student is unlikely to improve performance.

After the first year, all students will be reviewed formally each year, typically in January, by a committee chaired by the student’s advisor or the DGS, if no chair has been named. Generally, this assessment will evaluate progress in course work, the qualifying exams, and progress toward completion of the dissertation and receipt of the degree. The DGS, in cooperation with each advisory committee after appointed, will provide a written assessment for the student’s file. The advisory committee may recommend continuation in the program or may recommend probation if there is lack of satisfactory progress. Upon two consecutive negative evaluations, the DGS can recommend to the Graduate School that students be dropped from the program.
Ph.D. Qualifying Examination Process

Prior to the qualifying examinations required of all students, successful completion of all core coursework must take place. Successful completion of the core means that no more than one C will be recorded for the courses required of all students. In addition, students cannot sit for examinations prior to the last semester of course work.

Qualifying Examination: Written

The qualifying examination for the Ph.D. degree is designed to determine if the student is prepared to conduct and report on independent research in a competent and professional manner. The University requires that all Ph.D. students pass a qualifying examination before they can be admitted to candidacy for the degree. This examination process is initiated only upon written certification by the DGS that all Graduate School and Martin School requirements have been met.

The subject and nature of the qualifying exam will be determined by the student and the student’s advisory committee. Regardless of the format, the exam should allow the student to demonstrate integration of theory, policy issues and research capabilities, and should be of professional quality. It is recommended that the student meet with his or her advisory committee shortly after completing core coursework to determine the nature of the qualifying exam.

In the Martin School, the written qualifying examination typically consists of three papers on topics approved by the advisory committee. Normally, the papers will involve (1) a literature review of a research area relevant to the student’s area of concentration or associated with the content of the Ph.D. core courses, (2) a conceptual or theoretical discussion of the issues and considered, and (3) an empirical analysis of the research issue.

The chair of the student’s advisory committee will determine (in consultation with the advisory committee) when the student is prepared to schedule his or her qualifying exam. There is no predetermined date for such exams. When the student’s committee chair and committee determine that the student is ready to defend the exam orally, the chair and committee shall notify the DGS who shall determine whether all other Martin School and Graduate School pre-qualifying examination requirements have been met. If such requirements are met, the DGS will schedule the qualifying exam with the Graduate School. The “Qualifying Examination Recommendation Form” must be submitted to the Graduate School at least two weeks prior to the exam. Upon completion of the exam, the student’s advisory committee chair will report the results to the DGS and the Graduate School. If the student’s performance on the exam is not satisfactory, the student will be permitted to retake the exam at a future date. Failure to satisfactorily defend the student’s three papers and/or respond to the oral exam of the student’s area of concentration in the second exam will result in the student being terminated by the Martin School. Final copies of the qualifying papers must be presented to the faculty
committee at least 3 days prior to the exam. One copy will be digitally given to the Student Affairs Office for your file.

**Qualifying Examination: Oral**

An oral examination follows submission of the written qualifying exam. The formal graduate school requirements for scheduling, reporting, and recording must be satisfied before the candidate can take the oral exam. Students must have completed the language and/or skills requirement, resolved all incompletes in course work and completed all pre-qualifying requirements.
The Dissertation

Within 90 days of successful completion of the qualifying examination, the student should defend a dissertation prospectus. This proposal demonstrates the feasibility of the project and should be sufficiently detailed to demonstrate that the student understands the nature and implications of the proposed research. It should reveal decisions on the basic approach, fundamental and specific hypothesis, nature of instrumentation, and research methodologies. In short, the prospectus should be such that the actual research can begin immediately upon approval. It should contain the same level of detail that would be required in an application to a major granting agency. The proposal is a requirement of the Martin School and involves no Graduate School forms. It provides an opportunity for the student to received input from all members of the advisory committee at an early stage of the dissertation.

While primary responsibility for supervising the preparation of the dissertation naturally falls on the advisor, the advisory committee nonetheless counsels the student as that document is readied. Ultimately, all members of the advisory committee are involved in approving the dissertation. The committee must certify that the dissertation is ready to be presented for a final examination.

Each completed dissertation must be defended before a final examination committee that normally consists of the advisory committee and one outside reader appointed by the Dean of the Graduate School.

The first step in scheduling the defense is filing the “Notification of Intent to Schedule a Final Doctoral Exam form” eight weeks prior to the intended exam. This form triggers an audit of the student’s academic record to identify any outstanding issues that need to be addressed, such as missing or “I” grades or, problems with the advisory committee, and the assignment of the outside examiner for the doctoral Final Examination.

The exam must be scheduled with the Graduate School and through the DGS at least two weeks in advance. All members of the examination committee must be provided with copies of the dissertation at this time. This form is on the web at: https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

Dissertation Defense

The final examination or dissertation defense is oral. The dissertation defense must be completed, and results reported no later than eight days before the close of the semester in which the student intends to graduate.
Electronic Submission of Dissertations

Students should thoroughly read the ETD submission guide and Instructions for the Preparation of Theses and Dissertations, available on the Graduate School’s website here: http://gradschool.uky.edu/thesis-dissertation-preparation, prior to presenting their dissertation.

The student needs to submit the Electronic Thesis or Dissertation (ETD) Approval Form for Final Copy signed by the DGS and advisor prior to uploading the dissertation. A digital copy should also be presented to the Martin School Student Affairs Officer.

Advice on Formatting your Dissertation

Students should follow Graduate School guidelines for formatting of the dissertation. This information can be found on the Graduate School’s website here: http://gradschool.uky.edu/electronic-dissertation-preparation.

Previous students have advised that it is much, much easier to follow formatting requirements from the beginning rather than writing the dissertation first and THEN trying to reformat it according to the requirements.
Other Martin School Policies & Procedures

Master’s Degrees “En Passant”

Students who wish to receive a master’s degree must complete the 30-hour MPP or MPA core and complete an internship --if they have no significant professional experience. For these students a master’s degree will be awarded only after completing a total of 72 hours of coursework beyond the bachelor's degree and successful completion of the Ph.D. qualifying exam. By entering the Ph.D. program immediately after receiving a bachelor's degree or after only one year in the MPA program, students reduce coursework by approximately 12 hours.

Listserv Information
The Martin School maintains list serves for faculty, MPA/MPP students, MPFM Students, PhD Students and Alumni. All students are expected to activate a UK “Link-Blue” E-mail account and to check it regularly for messages. Notices concerning schedule changes, internship opportunities, special events, job opportunities, and other important messages are sent out via the listservs. Generally, the Student Affairs Office will add you to the appropriate list when you are admitted. However, if you change your E-mail address and need to update it, you can do so by following these instructions. The PhD list serve name is: MSPHD@lsv.uky.edu.

How do I subscribe to a LISTSERV® list? Send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body: subscribe list name Yourfirstname Yourlastname
where listname is the name of the list you wish to subscribe to. (Listserv will get your e-mail address from the "From:" address of your e-mail message.)

How do I unsubscribe from a LISTSERV® list? To unsubscribe from a list, send e-mail to listserv@lsv.uky.edu with the following text in the message body: signoff listname

How do I send mail to a list? The Martin School PhD and Faculty list serve is not open for messages. If you have a message that you would like to send forward it to the Student Services Office at: MartinSchool@lsv.uky.edu.
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.uky.edu. 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 Martin School courses are cross-listed, that is listed under more than one prefix. For Example: PA 652, Public Policy Economics, is also ECO 652. The seats in this class are divided among the various numbers. So, if you need to take PA 652, and discover that it is full, you may check ECO 652. You can enroll in any of the cross-listed classes.

Independent Studies (PA 796) are controlled enrollment classes. An override to permit enrollment will be placed after the Independent Study Contract is turned into the Student Affairs Office. Students should register for the section taught by the professor supervising the Independent Study.

Registering for online courses: We offer the Certificate and Master in Public Financial Management online. Courses for these two programs are not normally open to students in our other programs. A student may only register for one of our online courses with the approval of both the instructor and the DGS.

Late Registration

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

Add/Drop

Students may add or drop classes using the myUK portal during the time periods specified in the academic calendar before classes begin. However, after the first week of classes, all ADD requests must be made by the Graduate School, in the Gillis Building. To make a change in schedule after the stated deadlines in the University Calendar complete the add/drop worksheet on the Graduate School website, obtain the signature of both the instructor and the DGS, make a copy, and turn the form into the Graduate School in room 201 of the Gillis Building. Keep a copy or give it to the Student Affairs coordinator to keep in your file. Before the mid-term deadline, a student wishing to withdraw from individual classes may do so through the myUK portal.
Withdrawing from the Martin School

Students wishing to withdraw from the program when classes are not in session may do so by dropping their classes using the myUK portal. Please notify the Student Affairs office of that you are withdrawing and your reason for doing so – we track this for our accreditation. To execute a full withdrawal during an academic term, students must follow the instructions at: http://www.uky.edu/registrar/withdrawal.

After mid-term, a student wishing to drop a course or withdraw from the term must petition the Dean of the Graduate School. Such requests are approved only for “urgent non-academic reasons”, and typically require the unanimous approval of the instructor(s), the DGS, and the Dean of the Graduate School. The ADD/DROP form required for such requests can be found on the Graduate School web page.

Retroactive Withdrawal from classes

Students may request a retroactive withdrawal up to one calendar year from the last day of class for the semester for which the withdrawal is requested. Retroactive withdrawals are considered by the Retroactive Withdrawal Appeals Committee of the University Senate. To request a retroactive withdrawal, the student should use the Request for Post-Mid-Term Withdrawal form available on the Graduate School web site under “Forms”. This form, accompanied by a letter from the student explaining the situation and memo from the professor of the relevant course, should be submitted to the Dean of the Graduate School, who will review the case and make a recommendation to the Committee. Cases are typically decided within 30 days after the submission of the petition.

Withdrawing from the University

Students who are withdrawing from the Martin School or the University should notify the DGS and the student affairs office and should follow one of the procedures listed at https://www.uky.edu/Registrar/Withdraw.htm.

Leave of Absence

Effective fall 2009, if you are an enrolled graduate student at the University of Kentucky and you sit out for one or more semesters you will need to complete a new application and pay the application fee 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 DGS to seek approval for the leave prior to the beginning of the semester in question*. If 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. Post-qualifying doctoral students are not eligible for the leave of absence.

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

Academic Load

The semester course load of a student is the sum of all credits and credit equivalents (e.g. graduate language courses, undergraduate courses, courses audited, etc.) being carried. The normal load of a graduate student during any semester is 9 credit hours or equivalent. Only with the approval of the Graduate Dean may it exceed 15 credit hours or equivalent. During the summer term, the maximum load for the eight-week term is nine credit hours, and the four-week intersession is four credit hours. The maximum load for any combination of the four and eight-week term is 12 credit hours.

Students undertaking short courses are subject to the term load limits outlined above. Also, two short courses of four weeks or less may not be taken simultaneously (see Graduate School Bulletin).

Students wishing to request a credit overload should complete a Credit Overload request form, available on the Graduate School web page. Students must provide a detailed listing of all proposed registration and must obtain the signature of the DGS. Please note that requests for > 15 hours of registration in graduate coursework (i.e. all 400G level & above) are rarely approved.

Students satisfactorily completing nine course credits, or equivalent (e.g. graduate language courses, undergraduate courses, courses audited, etc.), during a semester, are classified as full-time students. Students satisfactorily completing five course credits, or equivalent, during a summer term are classified as full-time. Students enrolled in PA 767 (2 credits) are also classified as full-time. Full-time students who fall below the minimum full-time equivalent as the result of dropping one or more courses are reclassified as part-time students for that semester. Please note that International students may be in violation of their visa conditions if they are not full-time.

For the student who is a full-time teaching assistant or whose service to the University requires approximately 20 hours per week, the academic load shall not exceed 10 hours. This maximum may be increased to 12 hours for students with lighter service loads upon recommendation of the DGS and approval of the Dean of The Graduate School.
UNIVERSITY REGULATIONS

Procedures for submission of Graduate School Forms

Most of the forms required by the Graduate School for doctoral students are submitted by the student through the Graduate School web site at: http://gradschool.uky.edu/studentforms

- Advisory committee formation
- Modifications to advisory committee composition
- Request to schedule the Qualifying Examination.
- Notification of Intent to Schedule the Final Examination
- Request for Final Examination.

Each form must initially be completed by the student. Pressing the “Submit” button sends the form to the DGS for review. Students can access the forms through the Graduate School website via the link above or by going to http://gradschool.uky.edu clicking on “Current Students” and then “Student Forms.”

Application for a Degree

An application for a degree must be filed within 30 days after the start of the semester (15 days for summer session) in which the student intends to graduate. See the University Calendar or Graduate Bulletin for the specific date. Please let the Student Affairs Officer know at the start of the term if you intend to graduate that semester.

Time Limit for Doctoral Degrees

All degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completes the qualifying examination, but extensions up to an additional 5 years may be requested for a total of 10 years. Requests for extensions longer than one year must be considered by Graduate Council and if approved, may require a retake of the qualifying examination.

Grading

The official grades of 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
Incomplete Grades: 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. Effective fall 1997 semester, all Incompletes ("I" grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the "I" grade was awarded or prior to the student's graduation, whichever occurs first. If an "I" grade has not been replaced within the allowable period, the University Registrar shall change the "I" grade to a grade of "E" on the student's permanent academic record and adjust the student's grade-point standing accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the DGS in the student’s program. It is the policy of the Dean of the Graduate School that extensions of "I" grades beyond the 12-month period will be considered only in exceptional circumstances, and will be limited to a period of one semester beyond the 12 month limit. To request the extension, the student must obtain the recommendation of both the course instructor, and the DGS in the student’s program. In addition, the instructor must specify the remaining work necessary for the satisfaction of the course requirements, and the time frame over which this work will be completed. All work must be completed, and the grade assigned by the last day of final exams for the semester in which the extension is granted. Students wishing to petition for the extension of an "I" grade should obtain a petition form at: http://www.research.uky.edu/gs/forms.html. Please note that there are certain courses (seminars, independent work courses, research courses) in which a grade of "S" may be more appropriate than an incomplete. The grade of "S" is not affected by the policy described above.

Satisfactory Grades: A grade of "S" (satisfactory work in progress) 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. The grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work. The project must be substantially continuous in its progress. When the work has been completed, a final grade will be substituted for the "S". Please note that students who show "S" grades in credit-bearing
courses will not be permitted to sit for qualifying examinations or final examinations prior to the conversion of the “S” grade(s) to a final letter grade.

**Repeat Option:** A graduate student may elect to repeat a graduate course and count only the second grade as part of the graduate grade point average. A student may exercise the Repeat Option only *once* in a degree program. The student must file a Repeat Option Form (available on the Graduate School web page) in the office of the Dean of the Graduate School. The student's request to repeat a course must be approved by his/her DGS. The Repeat Option form is held in the Graduate School and the change of grade is recorded when the course has been completed for the second time. The original grade does not figure in the GGPA. A request to exercise the repeat option must be made prior to graduation from the program. Please note that the repeat option cannot be used to remove an “E” grade assigned as the result of an academic offense.

**Plagiarism and Cheating**

PLAGIARISM and CHEATING are serious academic offenses. The minimum penalty for those academic offenses is final grade E in the course. The University regulations pertaining to this matter can be found at [http://www.uky.edu/StudentAffairs/Code/](http://www.uky.edu/StudentAffairs/Code/). Of particular relevance is Part II, SELECTED RULES OF THE UNIVERSITY SENATE GOVERNING ACADEMIC RELATIONSHIPS, Section 6.3 that can be found at [http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html)

These rules say:

6.3.1 PLAGIARISM: “All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else’s work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student’s assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the
words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.”

6.3.2 CHEATING: “Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.”

Students must work individually in completing their class work. Any sharing of electronic files, printouts and other materials developed by the students is not allowed without citation. If any fragments of text appearing in books, journals, conference proceedings, web pages, etc. are used, students must provide appropriate citations. Any help from others must also be acknowledged.
FINANCIAL ASSISTANCE

Financial support is usually awarded on an academic year basis with an annual review required for renewal. Initially, qualified full-time students are selected on academic achievements, test scores, and financial need. 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 Martin School 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. All students are considered for aid. Students wishing to be considered for financial aid should notify the DGS or the Student Affairs Staff Assistant.

Assistantships

Research assistantships are typically offered to full-time, eligible Ph.D. students each year in mid-March. Whenever possible, Ph.D. students awarded an assistantship are assigned to research positions with Martin School faculty who share common research interests. While certain faculty needs for graduate assistants with particular skills must be satisfied, a Ph.D. research assistant may request a change in assignment and supervisor if such a change is likely to serve their interests better. Normally, however, a graduate assistant is expected to remain in his or her assignment for the entire academic year.

Normally, Ph.D. students who are making satisfactory progress are eligible for funding for 4 years. Continuing financial assistance is subject to satisfactory work on assigned tasks and satisfactory progress toward the degree as determined by the DGS.

Additional research assistantships are available through other research centers and programs on campus, such as the Sanders-Brown Center on Aging and the Survey Research Center.

Grant Funds

Faculty members who have research grants may make individual awards to graduate students. However, the making of such awards must be coordinated with the Martin School Ph.D. program committee and the DGS.

Graduate School Fellowships

There are limited 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. Nominations typically are made by the DGS to the Graduate School.
External Fellowships

http://www.rgs.uky.edu/gs/fellowship/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. Notices concerning additional opportunities are sent out on the PhD student list serve.

Minority Student Scholarships, Fellowships, and Grants

The Lyman T. Johnson Academic Year Fellowship, 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 DGS and are obtained through the Office of Graduate Funding and Recruitment, The Graduate School, Gillis Building, 257-4555.
STUDENT SERVICES

The Computer Lab
The Martin School computer lab (room 402) is only for Martin School students. It is not open to the public. Therefore, you need to log in with your Active Directory user ID. When you are finished using a computer in the lab, make sure you log off and take your jump drive. Lost articles will be turned in to the main office (419 POT). You may label a “cubby” to keep paper and work in. The lab will be open during regular business hours. If you are the last one to leave, please turn off the lights and shut the door. This is important to prevent the theft of the computers, as the building is open at all hours! The code for entry is available from staff.

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.

Housing
http://www.uky.edu/Housing/graduate/
The University Housing Office operates over 700 apartments for full-time single graduate and student families who wish to live on campus.

Student Health Insurance
http://www.research.uky.edu/gs/StudentFunding/health_insurance.html
Health insurance is provided for all graduate students funded as full teaching, research or graduate assistants, or full fellowship holders, or a combination thereof. The Graduate School Fellowship Office is administering the insurance program for eligible graduate students. The insurance is provided to all eligible graduate students at no cost to the student. The University Health Service also assists self-paying students to find health insurance. Enrollment in a health insurance plan is mandatory for all international students.

Health Services
http://ukhealthcare.uky.edu/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 Medical Plaza on Rose Street.
Parking
http://www.uky.edu/Parking/
Parking permits for qualified students are available in the Parking and Transportation Office which is in the Virginia Avenue Parking Garage.

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 on the third floor of the Student Center. ID cards are required to use University Library services and will be used in the future for entrance to buildings on campus.

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.
Our Summer Hours: Monday-Thursday, 10 A.M.-3 P.M. & Friday, 1 - 3 P.M.
Our Fall & Spring Hours: Monday-Friday, 10 A.M.-4 P.M. & Monday-Thursday, 7-10 P.M.
Appointments: We recommend that you make an appointment at least one day before you visit us. Call 257-1356. If we have enough staff available, we 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 an IBM-formatted disk with you as well.