



UNIVERSITY OF KENTUCKY

Martin School of Public Policy and Administration

***POLICIES AND PROCEDURES
FOR THE PH.D. PROGRAM IN PUBLIC ADMINISTRATION***

2014-2015

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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://www.research.uky.edu/gs/CurrentStudents/bulletin.html> . 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, the student 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.

Faculty biographies, a calendar of events and deadlines and the Martin School Directory are on the Martin School web <http://www.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. Please e-mail these to solee@uky.edu. Thank you!

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INTRODUCTION

James W. Martin

The Martin School of Public Policy and Administration is named in honor of Dr. James W. Martin, Emeritus Distinguished Professor of Economics, University of Kentucky, whose career spanned many decades of service to both academe and state government in the fields of public administration and economics.

Dr. Martin served on the faculty of the University of Kentucky, the University of Chicago, Northwestern University, Emory University, and Alabama Women's College. He received a B.A. at East Texas State, an M.A. at George Peabody College and Doctor of Law degree from the University of Kentucky. Dr. Martin was Director of the University of Kentucky's Bureau of Business Research.

In government service, Dr. Martin had major assignments at the state and local level in Arkansas, Colorado, Georgia, Kentucky, Missouri, and Virginia. He served the Commonwealth of Kentucky as Commissioner of the Departments of Finance, Revenue, and Highways. He published hundreds of scholarly and professional papers on the subjects of taxation, budget management, government administration, and public debt.

The Martin School

The Martin School is a multidisciplinary research and graduate education center. It has been designated a Center of Excellence at the University of Kentucky and targeted for additional enhancement by the university administration. Public financial management and public policy are areas of demonstrated strength.

In its 2010 assessment of Ph.D. programs, the National Research Council ranked the Martin School Ph.D. 5th among all programs in the United States. In the most recent U.S. News and World Report rankings of American graduate schools, the Martin School's MPA program ranked 16th in the nation. In the field of public financial management, the school ranked 2nd.

Former students have received teaching and research appointments at institutions such as: University of North Carolina, Michigan State University, the University of Arizona, New York University, University of Kansas, Rutgers University, and the Rand Institute, and have served in senior policy research positions in state and federal agencies.

In 1999 the Martin School bolstered an already strong faculty by adding the newly endowed William T. Bryan Chair in Public Finance and by securing the services of Senator Wendell Ford as distinguished fellow. Ford served the Commonwealth of Kentucky as Governor from 1971 to 1974 and in the United States Senate from 1974 to 1998. Senator Ford's friends endowed a faculty professorship in his honor.

Members of the Martin school faculty have served as President of the American Society for Public Administration, as National Science Foundation economics program director, as Budget Director for Kentucky, as President of the Association for Budgeting and Financial Management, as Fulbright and Robert Wood Johnson fellows, as President of the Southern Economic

Association, and President of the National Association of Schools of Public Affairs and Administration.

The Martin School receives more than \$100,000 per faculty member in grants and contracts each year.

The University of Kentucky

The University offers bachelors and masters degrees in 120 fields and doctoral degrees in 61 fields.

UK boasts one of the nation's most modern and advanced research libraries, the William T. Young library. Completed in 1998, the library contains 37 miles of shelving housing 1.2 million volumes and over 640 personal computer stations for students, faculty and staff. The library also offers laptop computers that can be checked out and connected any one of the more than 3,000 internet capable ports within the library complex. The University has a total enrollment of more than 28,000 students.

Lexington Kentucky

Lexington is located in the heart of renowned Bluegrass country, and is a center for technology, trade, health care, finance, and the horse industry. The greater metropolitan area is home to 400,000 and offers a variety of recreational activities and cultural amenities. The region enjoys a mild climate and a modest cost of living. Go to the Lexington Visitor's Center web site for maps, events, and suggestions of sites to see and things to do! <http://www.visitlex.com/>

ADMISSIONS

The Ph.D. program is a multi-disciplinary program that prepares students for research and teaching careers. It is a full-time residential program. Students are admitted to the University of Kentucky Graduate School upon the recommendation of the program's admissions committee. New students in the Ph.D. program are admitted for the fall semester only. 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 <http://www.martin.uky.edu/>

Preparation

Many applicants will hold a master's degree in public administration, economics, business administration, political science or other related area. However, students who have earned a bachelor's degree may also apply to the Ph.D. program. Students who enter the program without a master's degree may receive the Master of Public Policy degree by completing the 31-hour MPP core as part of their progress toward completion of the Ph.D. degree. Students without government experience complete an approved internship and take their qualifying exams before being awarded the master's degree in public policy. Students with professional experience may bypass the internship and receive the degree after passing their qualifying examinations.

Admission Standards

Entering students are expected to have at least a 3.0 grade point average (on a 4.0 scale), a 3.5 in all graduate level work, a cumulative score at or above the 65th percentile on the quantitative and verbal sections of the GRE, a strong showing on the analytical section, or a minimum score of 600 on the GMAT, and letters of recommendation that provide convincing evidence about the applicant's ability and potential. The Martin School uses full file review, which means that we consider all aspects of the student's record, including evidence of improving performance during the student's academic career.

Competitive applicants will come prepared with a knowledge of graduate level economics, finance, public management, governance, public policy and statistics. Students without a master's degree in a related field may be admitted, but they can expect to spend a year preparing 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: http://www.rgs.uky.edu/gs/gsprocedure_onlineapp.html. We are now 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 e-mail 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 1 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>
- March 1 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 applications must be observed.

Pre-requisites and Exemptions

Many incoming students will hold a master's degree in public administration from a NASPAA-accredited program. Other students may hold master's degrees in such areas as political science, economics, agricultural economics, agricultural economics or business administration. All students 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), and 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.

PROGRAM DESCRIPTION

The doctoral degree in public 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 affairs area.

Course work toward the Ph.D. in Public 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.

Curriculum

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

To earn the Ph.D., students must complete the following course components:

Microeconomic theory (3 hrs.)
Core (12 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 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.

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.)

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.

Each Ph.D. student will take an additional two courses (six credit hours) in **research methods**, based upon faculty recommendations, the student's area of interest and approval by the student's advisory committee.

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.

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 633 MUNICIPAL SECURITIES. (3)

An analysis of the theoretical and operational issues associated with the municipal securities industry. Prereq: PA 632 or the equivalent and Ph.D. or M.P.A. program status or consent of instructor.

PA 661 FINANCIAL MANAGEMENT OF NONPROFIT ORGANIZATIONS. (3)

This course explores the techniques and principles of financial management including budgeting, finance, and investment decision making for non-profit orgs.

PA 665 PUBLIC POLICY AND POLITICAL ECONOMY IN AN INTERNATIONAL CONTEXT. (3)

The goal of this course is to introduce students to policy analysis and political economy issues in an international setting. This will involve the study of particular aspects of economic policy in individual countries and regions, as well as the development of fundamental principles of economics and political economy which can be used to analyze the impacts of alternative policies and the processes by which policies are made. Prereq: PA 652 or equivalent or consent of the instructor.

PA 667 POLICYMAKING IN AN INTERNATIONAL CONTEXT: POLITICAL AND ORGANIZATIONAL DIMENSIONS. (3)

This class provides students with an understanding of the political systems of and the implementation of policy in nations around the world. We begin by comparing the political systems and the bureaucracies of the U.S. and Canada, which will serve as the backdrop for learning relevant concepts from modern political science and public administration. Having mastered these concepts, we will then use them to examine Mexico, Brazil, the People's Republic of China, India, Japan, Nigeria, Russia, the United Kingdom, Germany, and finally, the European Union as an entity. In all cases, our country studies will focus on who decides on policies and how, and then on how policies are implemented. In selected class sections, the instructor will provide practical information on working in, and with professionals from the countries featured in this class. Prereq: PA 652 or their equivalents or permission of the instructor.

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.

PA 795 SPECIAL TOPICS IN PUBLIC ADMINISTRATION. (1-3)

Analysis of specialized topics in public administration of particular interest to practitioners. Pre-requisite: MPA program status or consent of instructor.

PA 796 INDEPENDENT STUDY IN PUBLIC 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 Director of Graduate Studies 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>

Ph.D. Examination Process

Martin School doctoral students will take two program exams: a core exam and a qualifying exam. The core examination will be offered to students who have completed the Ph.D. core classes (PA 731, PA 742, PA 751 and PA 752) and will normally follow the completion of a doctoral student's first year of coursework. The qualifying exam will normally follow completion of the student's coursework.

Core Examination

The core exam is intended to evaluate the student's ability to integrate the material covered in the Martin school core Ph.D. classes. Upon completing the core courses, each student will take an examination over this material. This examination is typically given in May or June. The exam will include a written portion and an oral exam. The written examination, which lasts four hours and is administered by the Director of Graduate Studies, includes a series of questions developed by the faculty teaching the core courses. The oral examination is scheduled two – three weeks later and administered by the Director of Graduate Studies and selected Martin School faculty. The oral exam focuses on questions raised on the written exam, but may expand to any questions bearing on the core curriculum. Students who fail the exam are allowed a second attempt. Those failing on the second attempt are terminated from the program.

Qualifying Examination: Written

The qualifying examination for the Ph.D. degree normally follows the completion of all program coursework and 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. In the Martin School, the written qualifying examination consists of three papers on topics approved by the advisory committee. The papers should be completed in a manner that demonstrates integration of theory, policy issues and research capabilities, and should be of professional quality. This examination process is initiated only upon written certification by the Director of Graduate Studies that all Graduate School and Martin School requirements have been met.

The subject and nature of the three papers will be determined by the student and the student's 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 a specific area of research, and (3) an empirical analysis of a research question. The specific nature and design of the papers will be determined by the student and his or her committee as part of the student's program planning process. It is recommended that the student meet with his or her advisory committee shortly after completing the core exams to determine the nature and scope of the three papers which will be developed for the qualifying exam.

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 three papers in an oral exam, 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 one week prior to the exam. One copy will be given to the Student Affairs Office for your file.

Qualifying Examination: Oral

An oral examination follows completion of the three approved papers. As the final part of the qualifying examination, all of 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.

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.

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 at 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 defend 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 enrolled in PA 767 does not complete their qualifying exam during that term, they must drop PA 767 and register in another class. Normally, this will be PA 796, Independent Study in Public Administration.

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://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

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 Director of Graduate Studies for review. If changes are required, pressing the "Reject" button will send an e-mail to the student asking them to consult with you. Pressing the "Submit" button forwards the form to the Graduate School for review. All subsequent correspondence from the Graduate School will then be via e-mail.

Students can access the forms through a password-protected portal that will be available under the "Current Graduate Students" drop-down menu on the Graduate School home page, entitled "Doctoral Degree Candidate Forms".

Advise on formatting your dissertation

Students should go to the grad school website to see how their dissertation should be formatted early in the writing process. Previous students have advised that this is much, much easier than writing it first and THEN trying to reformat it according to the requirements. All dissertations are now submitted electronically to the Graduate School.

Combined MPA/PhD. Degrees "En Passant"

Students who have earned a bachelor's degree may also apply to the Ph.D. program. These students, who also 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.

Advising

Each student's program of course work, individual studies and research should be carefully planned. Students plan their first and second semester's courses with the assistance of the Director of Graduate Studies. 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.

An advisor should be selected prior to the beginning of the second year of course. 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 director of graduate studies and subject to all rules of the graduate school.

Assessment of "Good 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.

- 1) All students in the first year of coursework will be reviewed after the core exams. The Ph.D. faculty committee will provide a pass/fail decision for each of the core areas. Students who pass the exams will be advised to continue with coursework. As described in the handbook, students who fail have a second chance to pass before being dropped from the program.
- 2) After passing the core exams, students choose an advisory committee and that committee will then be responsible for annual assessments of the students' progress in the program. This assessment will evaluate progress in course work, the qualifying exams, and, finally, progress toward completion of the dissertation and receipt of the degree. The chair of each advisory committee will provide a written assessment for the student's file based on work that has been submitted. 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 director of graduate studies can recommend to the Graduate School that students be dropped from the program. Students with more than 1 "C" or "E" in coursework will be considered in probationary status. More than 2 such grades will result in program termination.

Formation of an Advisory Committee

In the second year of coursework, the student selects 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 Director of Graduate Studies, 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 and when

- 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 Director of Graduate Studies 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.

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 so as 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.

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. 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 outsider 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 Director of Graduate Studies at least two weeks in advance. All members of the examination committee must be provided with copies of the dissertation at that time. This form is on the web at: <http://www.rgs.uky.edu/gs/DissertationApproval.pdf> .

Electronic Submission of Dissertations. Students should thoroughly read the ETD submission guide (http://uknowledge.uky.edu/uknowledge_docs/7/) and Instructions for the Preparation of Theses and Dissertations (http://www.gradschool.uky.edu/CurrentStudents/theses_prep.html) prior to presenting their dissertation. The student needs to submit the Electronic Thesis or Dissertation Approval Form for Final copy" signed by the DGS and advisor prior to uploading the dissertation to UK Knowledge. A copy should also be presented to the Martin School Student Affairs Office. Grad School site created especially to help students find the right ETD collections for their submissions.

See: http://www.research.uky.edu/gs/CurrentStudents/ETD_Submission_Links.html

Dissertation Defense: The final examination or dissertation defense is oral and usually lasts about two hours. 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 take the degree.

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 check with the Student Affairs Office 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, will require a retake of the qualifying examination.

Plagiarism and Cheating

PLAGIARISM and CHEATING are serious academic offenses. Penalties can range from a minimum of a grade of zero for the assignment to expulsion from the university.

The University regulations pertaining to this matter can be found in the University Senate Rules at

http://www.uky.edu/Faculty/Senate/rules_regulations/Rules%20Versions/MASTER%20RULES%20from%20February%202012_clean.pdf

These rules in particular 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. Any question of definition shall be referred to the University Appeals Board.

In completing their class work students are allowed to discuss ideas and are allowed to help others by explaining concepts and possible solutions. However, all the work that is submitted must be performed by student individually. Any sharing of electronic files, printouts and other materials developed by the students is not allowed. 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.

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 Martin School courses are cross-listed, that is listed under more than one prefix. For Example: PA 652, Public Policy Economics, is also and 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 need to check and 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 form is turned into the Student Affairs Office. This form is available on the Martin School web site. See the course description located earlier in the handbook.

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 \$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 using the ADD/DROP worksheet available on the Graduate School web site. 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 MyUK

Withdrawing from classes

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 Director of Graduate Studies, and the Dean of the Graduate School. The ADD/DROP worksheet required for such requests can be found on the Graduate School web site listed above.

Retroactive Withdrawal

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 obtain the required petition form from the Graduate School web site. This form, accompanied by all relevant supporting documentation, 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 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 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 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 total semester or term 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. An exception to this is Dissertation Residency, which requires only 2 credits of enrollment for full-time status.

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. 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 Director of Graduate Studies and approval of the Dean of The Graduate School.

Grades

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
I – Incomplete	<i>see explanation, below</i>
S – Satisfactory	<i>see explanation, below</i>

“D” grades may not be assigned to graduate students.

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

I - 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 Director of Graduate Studies 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. In order to request the extension, the student must obtain the recommendation of both the course instructor, and the Director of Graduate Studies 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.

S - 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.

An overall average of "B" on all graduate work in the program must be attained before an advanced degree may be awarded. No student who is on academic probation may be awarded a degree. All graduate level courses (400G - 799) are computed in the graduate grade point average, with the exception of 400G courses in the student's program.

Once a grade (other than "I" or "S") has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded. The grade may be changed then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

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. This action is not retroactive to a time prior to the fall, 1981. A student may exercise the Repeat Option only *once* in a particular 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.

FINANCIAL ASSISTANCE

Financial support is usually awarded on an academic year basis with a semester-by-semester review. Qualified full-time students are selected on the basis of 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 any aid that they qualify for. Students wishing to be considered for financial aid should notify the Director of Graduate Studies or the Student Affairs Staff Assistant.

Assistantships

Graduate 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 on the basis of 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 are eligible for funding for 4 years. G.A.'s are expected to work 20 hours a week. Continuing financial assistance is subject to satisfactory work on assigned tasks and satisfactory progress toward the degree as determined by the director of graduate studies.

Additional graduate 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 Director of Graduate Studies.

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. In recent years Martin School have been recipients of The Presidential Fellowship, the Academic Year Fellowship, and the Academic Excellence Fellowship, and the Dan R. Reedy Quality Achievement Awards awarded by The Graduate School. 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. 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 Director of Graduate Studies and are obtained through the Office of Graduate Funding and Recruitment, The Graduate School, Gillis Building, 257-4555.

Graduate Student Support

The Graduate School administers programs that provide funding for graduate students to engage in travel to present at professional conferences. These awards of up to \$400 per fiscal year are used for travel to professional meetings to present research results. This award is self-nominating, but must have approval of the Director of Graduate Studies. The application form must be submitted by the 15th day of the month prior to the month of travel. Applications are available in the Fellowship Office on the Web at:

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

Dissertation Enhancement awards of up to \$3,000 are available to support post-qualifying graduate student doctoral projects that require research to be conducted at a site distant from the campus. Programs may nominate two students per academic year.

<u>Deadlines</u>	<u>For Expenses Incurred:</u>
June 15	July 1 – Sept. 31
September 15	Oct. 1-December 31
December 15	January 1-March 31
March 15	April 1-June 30

<http://www.research.uky.edu/gs/StudentFunding/Documents/dea.pdf>

STUDENT SERVICES

Career Services

The Director of Graduate Studies will distribute job announcements to the Ph.D. list serve appropriate for our graduates. The Student Affairs Officer will assist you and your professors to provide references for positions that you are applying for.

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). The Martin School does not provide paper for the student printer. Therefore, you must supply your own paper. You may label a “cubby” to keep paper and work in. The lab will be open during regular business hours, more or less. 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! To enter, press 1&3 at the same time, then 2&4 at the same time, then 5. Turn both knobs together to open the door. This is important. Turning them one at a time will not open the door and you

will have to start over again! Please report problems to Sarah Walters (Sarah.Walters@uky.edu) in room 419.

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. 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/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 at a cost of \$15.00 at the Student ID Office, Room 107 Student Center. ID cards are required to use University Library services and will be used in the future for entrance to buildings on campus.

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 to your students and colleagues 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.

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.

List serve Information

The Martin School maintains list serves for faculty, MPA students, MHA 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 list serves. 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.

Appendix 1: Ph.D. Program Academic Plan

COURSEWORK

Courses Taken	Semester
Core (12 hours)	
PA 751	Fall Year 1
PA 742	Spring Year 1
PA 731	Fall Year 1
PA 752	Spring Year 1
Core Exam	May – Year 2
Research Methodology (9 hours)	EX: PS 671, 772, ECO 603,703 or 706, STA 671, SOC 681
PA 692	
Theory (6 hours)	EX: PA 650 or ECO 601, ECO 602
PA 750	Fall Year 1
Area of Concentration (15 hours)	

Additional Coursework	
Qualifying Exam (Paper titles) Date:	NOTE: The <i>Recommendation for Qualifying Exam</i> must be turned in to the Graduate School at least 2 weeks before the exam!
1)	
2)	
3)	

DISSERTATION

Dissertation- topic and brief description:	
Dissertation Committee:	
Chair:	
Member:	
Member:	
Member:	
Dissertation Completion Timetable:	Date:
Finalize Dissertation Committee – file form	
First Meeting with Dissertation Committee	
Finalize Paper topics for Qualifying Exams	
Finalize methods Qualifying Paper, submit for review	
Write Theory Qualifying Paper, submit for review	
Write Literature review Paper – submit for review	
Revise/Edit papers – submit form	

Qualifying Exams	
Finalize Dissertation Proposal	
Dissertation proposal Defense	
Dissertation write-up	
Revise/Edit Dissertation	
Dissertation Defense – file forms	May-Aug. Year 3

Graduate School Deadlines

All forms mentioned are available on the Graduate School web site!

The **Application for Degree** must be submitted in MYUK within 30 days from the beginning of the Fall or Spring semesters or 15 days from the beginning of the 8-week summer session in order to graduate in that semester.

Notification of Intent to Schedule a Final Doctoral Examination must be submitted a minimum of eight weeks before a doctoral student plans to sit for the Doctoral Defense. This will notify the Graduate School to appoint an outside examiner.

Electronic Submission of Dissertations. ETD submission guide

(http://uknowledge.uky.edu/uknowledge_docs/7/)

Grad School site created especially to help students find the right ETD collections for their submissions.

See: http://www.research.uky.edu/gs/CurrentStudents/ETD_Submission_Links.html