

**STUDENT CONTRACT**  
**Martin School of Public Policy and Administration**  
**Online Programs**  
**Master of Public Financial Management**  
**Graduate Certificate in Public Financial Management**

This is a contract between

Student Name: \_\_\_\_\_

UK Student # \_\_\_\_\_

and the **Martin School of Public Policy and Administration**. As a student within the Martin School's online programs I understand by signing this contract I am committing to the rules and regulations set forth by the University of Kentucky and the Martin School of Public Policy and Administration.

Specifically by signing this contract, I understand that I am responsible for knowing the contents of the University of Kentucky Student Code of Conduct found at <http://www.uky.edu/studentconduct/sites/www.uky.edu.studentconduct/files/AR%204-10%20Student%20Code%20and%20Procedures.pdf> with specific attention to Section VI, Standards of Conduct and the Martin School of Public Policy and Administration student handbook. Further I agree to abide by ALL of the rules and policies of the University of Kentucky and the Martin School of Public Policy and Administration's Online Programs. I understand that my involvement in the online program will be reassess on a continuous basis and that any failure to cooperate and comply with the rules and guidelines on my part may result in the loss of my PRIVILEGE to earn course credit through the online program.

By signing this contract, I assure all work done in the online courses within the Public Financial Management Programs is my own work. I assure that assignments submitted are my own work, and I assure that all content, research, and submissions are of my own creation.

I understand that an internet-based approach to learning uses interactive online technology and requires active participation in each course. There are frequent one-on-one communications with the teacher and regular assignments to be completed. I understand that using this type of instruction requires a high degree of self-discipline

and motivation and the ability to keep up with ongoing and sometimes very demanding expectations.

By signing this contract:

- I understand that it will be up to me to maintain steady progress in the coursework.
- I understand that the content of online courses is as rigorous as that found in the “regular” on-campus classroom and that I can expect to spend as many hours on the online course as I would if I were attending class in a traditional setting.
- I understand and agree to abide by the following requirements for participation in the Martin School’s Online Program:
  - Keep up with readings, course assignments, homework, quizzes, and tests.
  - Submit assignments, quizzes, projects, and tests in a timely manner according to course calendar unless extensions have been specifically agreed to in writing (including Disability Accommodations.)
  - Do my own work and understand that I can be permanently dismissed from the Online Programs for violations of plagiarism, cheating, and fraud.
  - Communicate with Online Teachers and Students in a professional manner in accordance with the University of Kentucky’s Standard of Conduct. Offensive messages or pictures will not be sent, displayed, or downloaded.
  - Respect the rights and privacy of others.
  - I will only use my assigned password/ID and will not trespass into the files, folders, or work of other users.
  - Follow all online conduct Rules and Policies as included in the course syllabus while I’m logged on and participating in an online course.

Student Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Semester Admitted \_\_\_\_\_

Program (circle one)

Master of Public Financial Management

Graduate Certificate Program in Public Financial Management