PREFACE

This handbook is designed for the Master of Public Administration (MPA) and the Master of Public Policy (MPP) students as a source of information concerning regulations and procedures of the Martin School. It is supplementary to the University of Kentucky Graduate School Bulletin, which can be found online at: http://gradschool.uky.edu/graduate-school-bulletin. The faculty and staff of the Martin School have assembled links to information on University resources, professional organizations, internship opportunities, and employment prospects to assist you in your academic career and professional development. You are urged to utilize these sites for further information.

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 Martin School Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

Faculty biographies, a calendar of events and deadlines, a history of the Martin School, and the Martin School Directory are on the Martin School website at http://www.martin.uky.edu/. Please bookmark this page and use it for reference. If you notice that any updates or changes need to be made to our information please inform us by sending an email to: MartinSchool@uky.edu. Or otherwise contacting the Student Affairs Officer. Thanks!
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The Martin School’s Master of Public Administration Program prepares future public and nonprofit leaders who are committed to integrity and excellence in public policy, public financial analysis, and public management. .................................................................................................................. 8

To accomplish our mission, we: ....................................................................................................................................................... 8

- Foster commitment to public service and excellence in public policy and administration. ......................................................... 8
- Prepare both pre-service and in-service students to provide professional leadership in public policy and administration at all levels of government, in not-for-profit organizations, and in the public service-related activities of profit-seeking enterprises. .................................................................................. 8
- Enhance the knowledge and problem-solving capabilities of our students by focusing on policy analytic and public financial management skills so they can function effectively as analysts, managers, and leaders. .......................................................................................................................... 8

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INTRODUCTION TO THE MARTIN SCHOOL

General history about the Martin School can be found online at https://martin.uky.edu under the About Us section of the website. Our current mission statements are included in this document.

Mission Statements

University of Kentucky

The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service, and health care. As Kentucky's flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development, and human well-being. More information can be found here: http://www.uky.edu/sotu/2015-2020-strategic-plan.

Martin School of Public Policy and Administration

The Martin School of Public Policy and Administration excels in research, education, and service by applying our intellectual and other resources to public policy and management issues. We accomplish our unique purpose by:

- Engaging in cutting-edge, policy analytic research.
- Preparing students in our programs to be future leaders able to bridge the gap between analysis and action.
- Providing service to the Commonwealth of Kentucky, nation, and international communities.
- Providing an innovative environment reflective of commitment, strategic thinking, and integrity in public service.
Master of Public Policy or Master of Public Administration?

The Martin School has responded to a demand for policy analysts to apply rigorous methodology and sophisticated statistical techniques to answer complex and critical policy questions. It seeks to help meet this need by providing a Master of Public Policy (MPP) degree program to train such policy analysts. The MPP program differs from the interdisciplinary Master of Public Administration (MPA) degree in several respects:

1) The MPP prepares students for a policy analytic or research career. The MPA prepares students for management and administration positions.

2) The MPP emphasizes analytical research methods such as benefit-cost analysis and will be more quantitative in focus. The MPA program provides only an introduction to such methods. As such the MPP provides a stronger preparation for individuals who are considering continuing on for their doctorate.

3) The MPP program will emphasize the development of sophisticated analytical skills through required courses in regression and correlation and applied multivariate methods. The MPA program offers only basic introductions to such techniques.

4) The MPP program will emphasize the study of substantive policy issues, such as welfare, health, environmental, educational, transportation, and fiscal policy, and traditional findings from policy analysis within these fields. The MPA program provides some exposure to these issues, but from a managerial/administrative perspective.
MISSION STATEMENT

The Martin School's Master of Public Administration program prepares future public and nonprofit leaders who are committed to integrity and excellence in public policy, public financial analysis, and public management.

To accomplish our mission, we:

- Foster commitment to public service and excellence in public policy and administration.
- Prepare both pre-service and in-service students to provide professional leadership in public policy and administration at all levels of government, in not-for-profit organizations, and in the public service-related activities of profit-seeking enterprises.
- Enhance the knowledge and problem-solving capabilities of our students by focusing on policy analytic and public financial management skills so they can function effectively as analysts, managers, and leaders.

ACREDITATION

The Master of Public Administration (MPA) program at the University of Kentucky is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), an institutional membership organization that exists to promote excellence in public service education.

NASPAA serves as a national center for information on programs and developments in public affairs and administration. Further, NASPAA represents the concerns of the more than 250 university member programs in national policy issues on public affairs and administration education and research.

Further information can be found on the web at: http://www.naspaa.org/.

PREREQUISITES

Because the Martin School accepts students from diverse academic backgrounds, the administrative core courses are designed so that they may be taken with minimal amount of preparation. An undergraduate course in microeconomics, such as ECO 201 at the University of Kentucky, is a prerequisite for PA 652. Students who have not had this class will need to add it to their schedules prior to enrolling in PA 652. For PA 621, PA 622 and PA 623, students must have successfully completed the equivalent of a college level algebra course.

ADMISSIONS

ADMISSIONS

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ADMISSIONS

ADMISSIONS
• At least a 3.0 grade point average (on a 4.0 scale) and competitive scores on a standardized test such as the GRE or GMAT.
• Two letters of recommendation that provide convincing evidence about the applicant’s ability and potential.
• A demonstrated desire to work in the public or nonprofit sector.

The Martin School uses full file review which means that we consider all aspects of a student’s record including professional experience and evidence of improving performance throughout the student’s academic career. We conduct rolling admissions and students are normally notified of the Committee’s decision 2-3 weeks after the application is complete. We welcome applications from students with significant work experience who wish to pursue a degree part-time.

You can find more detailed information about the requirements of the University of Kentucky’s Graduate School here: [http://gradschool.uky.edu/admissions](http://gradschool.uky.edu/admissions). You can apply for admission to the Martin School through the [ApplyYourself Portal](http://gradschool.uky.edu/admissions). To submit your application you must complete the following steps:

• Complete the application form, including recording your GRE or GMAT scores and uploading an unofficial copy of the scores. If/when you decide to enroll, you will need to have your official scores sent directly from ETS to the Graduate School.
  
  o The GRE/GMAT requirement is waived for Pharm.D./MPA and JD/MPA applicants, who may submit PCAT or LSAT scores, and for those who have completed a doctorate.

• Upload unofficial 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 motivation for wanting to earn this degree and wanting to attend our program.

• Upload a resume.

• Supply the email addresses for at least two individuals, preferably professors, who are familiar with your academic abilities, particularly your ability to do graduate work and who have agreed to write recommendation letters for you. Working professionals should seek to obtain at least one academic reference but may submit letters from supervisors or others familiar with their experience.

• 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 website](http://gradschool.uky.edu/admissions) for exceptions.

**Deadlines:**
• To receive full consideration for financial aid, students must submit completed applications by February 15.

• Applications for the traditional MPA program will be accepted till July 15, or until the cohort is full.

• International Student Applications should be received by the Graduate School deadline.

• Spring applications will be accepted only for students who have transfer work from post-baccalaureate studies or another institution, or from students who will be part-time. Nov. 1 is the deadline for spring applications.

Orientation

Orientation occurs before classes begin in the fall term. It is one of only two mandatory events which are scheduled during the day, the other being the final master’s exams. All incoming students are expected to attend. During orientation students receive advising from the Director of Graduate Studies, have a chance to learn about career paths from practitioners in the field, meet current students and faculty, learn about campus resources, and take a pre-program skills self-assessment. At the end of the program another self-assessment is administered. These assessments are intended to help evaluate the program and to improve it.

All students are encouraged to schedule a tour of the William T. Young Library early in their first semester to familiarize themselves with the resources that they will be working with during the program.

Curriculum

The 40-semester hour MPA program offers rigorous academic and practical training for persons interested in public service careers. The curriculum consists of three major components: (1) an administrative core, (2) an area of concentration, and (3) an internship or equivalent practical experience.

All MPA students, regardless of their eventual area of concentration, take the 31 semester hours of administrative core courses. The core courses provide the analytic and conceptual foundations necessary for successful entry into or advancement within public agencies. The core courses cover the areas of economics, finance, budgeting, accounting, management, statistics, research methods, policy formulation and analysis, and the political and legal environments of public administration.

Areas of concentration are flexible in their design and are meant to satisfy the individual career interests of each student. The student can select an area of concentration from among the following: Education Policy, Economic Development, Nonprofit Management, Environmental Management, Gerontology, Health Policy, Policy Analysis, Public Financial Management, and Transportation Systems Management or can meet with the Director of Graduate Studies (DGS) to create their own area of concentration. Area of concentration coursework is normally not declared or taken until after
the first year of full-time course work, or 24 hours. Core courses form the foundation for concentration courses.

As previously stated, students may also work with the DGS to develop an individually tailored area of concentration. Once the student and the DGS have agreed on a plan, the form found in Appendix 5 should be filled out and placed in the student’s file. If changes are needed, they should be noted on the form with the reason for the change noted and signed by the DGS.

For students without significant professional experience, an internship is required. Students with significant administrative experience may substitute policy papers or additional coursework in lieu of an internship, although some have taken internships as a way of expanding their perspectives or to enhance job mobility. See the Internship Handbook for specific information about internship policies and procedures.

The Director of Graduate Studies may waive a required class and substitute another if the student can demonstrate mastery of the subject matter. This needs to be documented and placed in the student’s file.

Lastly, all students will enroll in PA 681: Capstone in Public Administration in their final semester. This course asks students to integrate all three aspects of the curriculum into a final project. The written capstone project serves as the student’s final master’s examination, and its oral presentation serves as the final master’s oral exam.
## Suggested Sequence of MPA Classes

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Spring Year 1</th>
<th>Summer</th>
<th>Fall Year 2</th>
<th>Spring Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PA 621:</strong> Quantitative Methods of Research</td>
<td><strong>PA 622:</strong> Program Evaluation</td>
<td><strong>PA 711:</strong> Internship in Public Administration</td>
<td><strong>PA 623:</strong> Decision Analysis</td>
<td><strong>PA 681:</strong> Capstone in Public Administration</td>
</tr>
<tr>
<td><strong>PA 631:</strong> Public Financial Management</td>
<td><strong>PA 632:</strong> Public Funds Management</td>
<td></td>
<td><strong>PA 602:</strong> Organization Change &amp; Strategic Planning in the Public Sector</td>
<td>Area of Concentration Course</td>
</tr>
<tr>
<td><strong>PA 651:</strong> Policy Process</td>
<td><strong>PA 652:</strong> Public Policy Economics</td>
<td></td>
<td><strong>PA 642:</strong> Public and Nonprofit Organization, Theory and Behavior</td>
<td>Area of Concentration Course</td>
</tr>
<tr>
<td><strong>PA 691:</strong> Ethics in Public Policy (1 credit hour)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ECO 201:</strong> Microeconomics Pre-requisite if needed</td>
<td></td>
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</tr>
<tr>
<td>10 credits</td>
<td>9 credits</td>
<td>3 credits</td>
<td>9 credits</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

### MPA Core Courses

A detailed list of Martin School Courses and descriptions can be found in the course catalogue.

- PA 602: Strategic Planning and Organization Change in the Public and Nonprofit Sectors
- PA 621: Quantitative Methods of Research
- PA 622: Public Program Evaluation: Pre-requisite: PA 621.
- PA 623: Decision Analysis and Decision Support Systems:
- PA 631: Public Financial Management
- PA 632: Public Funds Management
- PA 642: Public and Nonprofit Organization Theory and Behavior
- PA 651: The Policy Process
- PA 652: Public Policy Economics
- PA 681: Capstone in Public Administration
- PA 691: Ethics and Public Policy: 1 Credit
Areas of Concentration

Each area of concentration consists of six semester-hours of class work. Courses will be selected from lists of appropriate courses prepared by the faculty for each area of specialization or with the approval of the Director of Graduate Studies. Exceptions must be documented for the student’s file. Required classes for the areas of concentration are listed below.

Education Policy

PA 675 Education: Economics and Policy

And one of the following classes:
PA 680 Benefit-Cost Analysis
PA 690 Public Policy Analysis Overview

Environmental Policy

PA 727/ECO 721: Environmental Economics, Regulation and Policy
PA 680: Benefit Cost Analysis
PA 684: Special Topics in Public Administration: Environmental Policy

Non-Profit Management

PA 661 Financial Management of Non-Profit Organizations
PA 662 Non-Profit Management
PA 795: Special Topics Grant Writing

The Martin School offers a graduate certificate in Nonprofit Management. Interested students can earn their MPA and Nonprofit Management certificate concurrently – see p. 43 for details on submitting a second application for the certificate program.

Policy Analysis

The concentration consists of six hours of course work, selected from among:
PA 680 Benefit-Cost Analysis
PA 690 Public Policy Analysis Overview

A course in quantitative or qualitative methods
A course in a substantive policy area: See list under Policy Specialization courses.
PA 683 Tax Policy

Public Financial Management

Students pursuing this concentration will take two of the following courses:
PA 625: Government Accounting and Financial Condition Analysis
PA 627: Governmental Audit
PA 633 Municipal Securities
PA 695: Data and Revenue Forecasting
PA 697: Special Topics in Public Financial Management
PA 661: Financial Management for Non-Profit Organizations

The Martin School offers a graduate certificate in Public Financial Management. Interested students can earn their MPA and Public Financial Management certificate concurrently – see p. 43 for details on submitting a second application for the certificate program.

While they are not prerequisites for this specialization, it is highly recommended that students pursuing this specialization have completed six hours of economics. Also, it is highly desirable that students selecting this specialization have exposure to Accounting 201 and 202 or equivalent. Some courses in the specialization do have pre-requisites.

Individually Tailored Area of Concentration

In addition to the offered areas of concentration, students may develop an individually tailored area of specialization in consultation with a faculty advisor or the Director of Graduate Studies. These may include courses outside the Martin School, such as those offered as part of a Graduate certificate, such as those listed below or Applied Statistics. More information can be found by following this link: http://gradschool.uky.edu/graduate-certificates. Once the student and the DGS have agreed on a plan, the Individually Tailored Area of Concentration form found in Appendix 5 or on the web under “Forms” should be filled out and placed in the student’s file. If changes are needed, for example, if a course is not offered in a particular semester, the changes should be noted on the form along with the reason and signed by the DGS. Examples of areas in which such specializations might be put together include information management, personnel management or land use planning.

The MPA Internship

The internship in public administration (PA 711) provides students with experience in and exposure to the complexities of public organizations prior to completion of the master’s program. Students are given the opportunity to develop professional skills that relate to their academic program.

See the MPA/MPP Internship Handbook or the Martin School website (https://martin.uky.edu) for specific information, forms, and policies related to the internship including internship waiver requests. Students who receive an internship waiver will need to take an alternative class.
SPECIAL MPA PROGRAMS

Joint Degree Program in Public Administration and Law

In conjunction with the College of Law, the Martin School offers a program in which students may obtain both the Juris Doctor and Master of Public Administration degrees in three or four years, rather than the five years it would take to pursue each degree separately. The JD/MPA dual degree program provides the academic preparation necessary for working effectively within the managerial and legal frameworks of public service, non-profit, and quasi-governmental organizations.

To be admitted to the dual degree program applicants must meet admission standards of the Graduate School, the Martin School, and the College of Law. The GRE requirement is waived for JD/MPA applicants.

Students must complete 31 hours of MPA administrative core courses, a 3 credit hour internship, and 81 hours of law courses. Internship hours are satisfied by the student’s law clerkship, but the student must still enroll in PA 711 to meet the credit-hour requirement. Two law courses and one MPA course serve as the student’s area of concentration, please see the table below for more information. Each candidate for the JD/MPA degree must also successfully complete the MPA Capstone project which is designed to test the student's mastery of substantive materials from the MPA courses and serves as the final master’s written and oral exam.

Suggested Sequence of JD/MPA Courses

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Required Law Classes</strong></td>
<td><strong>PA 621:</strong> Quantitative Methods of Research</td>
<td><strong>Required Law Courses</strong></td>
<td><strong>PA 602:</strong> Strategic Planning</td>
</tr>
<tr>
<td></td>
<td><strong>PA 642:</strong> Public Organization Theory &amp; Behavior</td>
<td></td>
<td><strong>PA 623:</strong> Decision Analysis</td>
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<tr>
<td></td>
<td><strong>PA 651:</strong> The Policy Process</td>
<td></td>
<td><strong>Required Law Courses</strong></td>
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<tr>
<td></td>
<td><strong>PA 631:</strong> Public Financial Management</td>
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<tr>
<td></td>
<td><strong>PA 691:</strong> Ethics</td>
<td></td>
<td><strong>PA 681:</strong> Capstone</td>
</tr>
<tr>
<td></td>
<td><strong>ECO 201:</strong> (Pre-rec if necessary) Microeconomics</td>
<td></td>
<td><strong>PA 711:</strong> Internship**</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Required Law Classes</strong></td>
<td><strong>PA 622:</strong> Program Evaluation</td>
<td><strong>Required Law Courses</strong></td>
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<tr>
<td></td>
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<td><strong>PA 681:</strong> Capstone</td>
</tr>
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<td></td>
<td><strong>PA 652:</strong> Public Policy Economics</td>
<td></td>
<td><strong>PA 711:</strong> Internship**</td>
</tr>
<tr>
<td></td>
<td><strong>PA ---:</strong> Elective in Public Administration</td>
<td></td>
<td><strong>Law Electives</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** MPA 31 / Law 73
Required during one summer session: Law externship: City Attorney, County Attorney, UK Health Care, UK General Counsel, or Kentucky Energy and Environment Cabinet (2)

Required area of concentration: Students must take at least two of the following pairs of courses (not necessarily in the same semester):

<table>
<thead>
<tr>
<th>Area of concentration</th>
<th>MPA course</th>
<th>Law course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public policy and economics</td>
<td>PA 665: Public Policy and Political Economy in an International Context</td>
<td>Law 924: International Trade Law</td>
</tr>
<tr>
<td>Public policymaking organizations</td>
<td>PA 667: Policymaking in an International Context</td>
<td>Law 925: International Law</td>
</tr>
<tr>
<td>Health policy</td>
<td>PA 673: Health Policy</td>
<td>Law 830: Healthcare Organizations and Finance</td>
</tr>
<tr>
<td>Education policy</td>
<td>PA 675: Education: Economics and Policy</td>
<td>Law 911: Education Law</td>
</tr>
<tr>
<td>Tax Policy</td>
<td>PA 683: Tax Policy</td>
<td>Law 860: Taxation I</td>
</tr>
<tr>
<td>Environmental Policy</td>
<td>PA 684: Environmental Policy</td>
<td>Law 890: Environmental Law</td>
</tr>
</tbody>
</table>

Limits on credit hours: No more than 18 hours in one semester total. Exceptions for PA 711 as it is satisfied by a Law externship.

Required law courses in addition to program courses (24):
- Law 851 – Business Associations (4)
- Law 822 – Constitutional Law II (3)
- Law 858 – Nonprofit Organizations (3)
- Law 890 – Evidence (4)
- Law 920 – Administrative Law (3)
- Additional professional skills credits (4)
- Seminar / writing requirement (3)

Law free electives (10-11)*
If students select the Tax Policy concentration, Taxation I is four credits

Grade Point Average
Grade point average for both programs is calculated independently and respectively by the College of Law and the Martin School. Dual-degree students are required to remain in compliance with the academic standards of each degree granting unit. For example, a student must satisfy the College of Law GPA requirements solely on the basis of graded law school coursework and The Graduate School's GPA requirements solely on the basis of graded Graduate School coursework.
**Internships**
The 3-hour internship (PA 711) is satisfied by the student’s Law Externship completed during one summer session. The resulting written analysis of the internship is evaluated by the MPA advisor.

**Student Status**
During the period of MPA studies, the student will have the status of a graduate student and will have to comply with the rules and regulations of The Graduate School. During the period of Law residence, the student will have the status of a law student and will have to comply with the rules and regulations of the College of Law.

**Granting of JD/MPA Degree**
Upon satisfactory completion of all degree requirements of both schools and the successful completion of 30 hours of MPA coursework and 73 hours of law study, the student is granted both the MPA and JD degrees. He or she is eligible to attend graduation ceremonies at either or both schools.

**Fee Payments**
During any period of full-time College of Law enrollment, the student will pay fees/tuition at the law school rates. During any period of full-time enrollment in The Graduate School, the student will pay fees/tuition at graduate school rates.

**Failure to Complete JD or MPA Requirement**
The JD/MPA dual degrees will be granted only upon successful completion of all coursework and examinations in both programs. If a student who holds a prior bachelor’s finds it impossible to complete the law component he or she has the option of completing the MPA program requirements. Upon successful completion of all MPA hours and the successful completion of the MPA Capstone project, the MPA degree would be granted.

Law School credit for MPA coursework is also provisional upon completion of the dual degree program. Should a student fail to complete the MPA requirements but desire to obtain the JD he/she would be subject to all remaining College of Law degree requirements. Such a student may receive law school credit for up to 8 hours of the MPA coursework satisfactorily completed with a grade of "B" or above and subject to approval by the Associate Dean for Academic Affairs.

**Omitted MPA Courses (9 credit hours):**
**PA 711 – Satisfied by Law Externship, however students will still need to enroll in PA 711 for the required 3 credit-hour internship requirement.**
Joint Degree in Public Administration and Pharmacy

The Martin School offers a program in conjunction with the College of Pharmacy in which students may obtain both a Doctor of Pharmacy (Pharm.D) and an MPA in four years, rather than the six years it would take to pursue each degree separately. The Pharm.D/MPA dual degree is the only one of its type offered in the nation. This program is highly desirable for persons seeking careers in state and federal regulatory and administrative agencies, the pharmaceutical industry, managed care organizations, and academics.

To be admitted to the dual degree program applicants must meet admission standards of the Graduate School, the Martin School, and the College of Pharmacy. A student without a bachelor’s degree must have at least 90 hours of undergraduate credits to apply for the MPA. The GRE is waived for Pharm.D/MPA.

Students must complete 30 credit hours of MPA administrative core courses, a 3 credit hour internship, and 142 credit hours of pharmacy courses. Internship hours are satisfied by the student’s law clerkship, but the student must still enroll in PA 711 to meet the credit-hour requirement. Two law courses and one MPA course serve as the student’s area of concentration, please see the table below for more information. Each candidate for the JD/MPA degree must also successfully complete the MPA Capstone project which is designed to test the student's mastery of substantive materials from the MPA courses and serves as the final master’s written and oral exam.

Suggested Sequence of Pharm.D/MPA Courses

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Year Two</strong></td>
<td><strong>Year Three</strong></td>
<td><strong>Year Four</strong></td>
</tr>
<tr>
<td>Required Pharmacy</td>
<td>PA 621: Quantitative Methods of Research</td>
<td>PA 651: The Policy Process</td>
<td>PA 602: Strategic Planning</td>
</tr>
<tr>
<td>Classes</td>
<td>PA 631: Public Financial Management</td>
<td>PA 642: Public Organization Theory &amp; Behavior</td>
<td>PA 623: Decision Analysis</td>
</tr>
<tr>
<td></td>
<td>ECO 201: (Pre-rec if necessary) Microeconomics</td>
<td>Required Pharmacy Courses</td>
<td>Required Pharmacy Courses</td>
</tr>
<tr>
<td></td>
<td>Required Pharmacy Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td><strong>Year Two</strong></td>
<td><strong>Year Three</strong></td>
<td><strong>Year Four</strong></td>
</tr>
<tr>
<td>Required Pharmacy</td>
<td>PA 622: Program Evaluation</td>
<td>PA 652: Public Policy Economics</td>
<td>PA 681: Capstone</td>
</tr>
<tr>
<td>Classes</td>
<td>PA 632: Public Funds Management</td>
<td>Required Pharmacy Courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Required Pharmacy Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grade Point Average**

Grade point average for both programs is calculated independently and respectively by the College of Pharmacy and the Martin School. Dual-degree students are required to remain in
compliance with the academic standards of each degree granting unit. For example, a student has to satisfy the College of Pharmacy GPA requirements solely on the basis of graded pharmacy school coursework and The Graduate School's GPA requirements solely on the basis of graded Graduate School coursework. 15 hours of pharmacy coursework must be transferred into the Graduate School in order to satisfy the 40-hour requirement of the MPA program; no grade of "C" or below is transferred.

**Internships**
The 3-hour internship (PA 711) is taken in an appropriate agency in a health care setting. The resulting written analysis of the internship is evaluated by the MPA advisor. Internships will be arranged by the MPA Internship Coordinator. Internships in the Martin School will be coordinated with clerkships in the College of Pharmacy. Clerkships are arranged with the College of Pharmacy Associate Dean for Academic Affairs.

**Student Status**
During the period of MPA studies, the student will have the status of a graduate student and will have to comply with the rules and regulations of The Graduate School. During the period of Pharmacy residence, the student will have the status of a pharmacy student and will have to comply with the rules and regulations of the College of Pharmacy.

**Granting of Pharm.D./MPA Degree**
Upon satisfactory completion of all degree requirements of both schools and the successful completion of 30 hours of MPA coursework and 142 hours of Pharmacy study, the student is granted both the MPA and Pharm.D. degrees. He or she is eligible to attend graduation ceremonies at either or both schools.

**Fee Payments**
During any period of full-time College of Pharmacy enrollment, the student will pay fees/tuition at the pharmacy college rates. During any period of full-time enrollment in The Graduate School, the student will pay fees/tuition at graduate school rates.

**Failure to Complete Pharm.D. or MPA Requirement**
The Pharm.D./MPA dual degrees will be granted only upon successful completion of all coursework and examinations. If a student finds it impossible to complete the pharmacy component, the student who holds a prior bachelor's degree has the option of selecting an Area of Concentration within the MPA program to complete MPA program requirements. Upon successful completion of all MPA hours and the Capstone the MPA degree would be granted. Pharmacy School credit given for MPA coursework is also provisional upon completion of the dual degree program. Should a student fail to complete the MPA requirements but desire to obtain the Pharm.D., he/she would be subject to all remaining College of Pharmacy degree requirements. Such a student may receive pharmacy school credit for up to 8 hours of the MPA coursework satisfactorily completed with a grade of "B" or above and subject to approval by the Associate Dean for Academic Affairs.
Second Master's Degree

Students pursuing the MPA as a second master's degree from the University of Kentucky may be allowed to complete 33 hours instead of the 40 semester hours normally required for the MPA degree. The Director of Graduate Studies will be the advisor for these students, and makes the determination of what courses may be transferred and what program requirements will be met by these courses.

University Scholars Programs

The Martin School participates in two University Scholars programs, internal and external. Externally, students from Morehead State University or Georgetown College may participate. At UK, students in Political Science, Engineering and Natural Resource and Conservation Management, and Economics have the opportunity and challenge of integrating their undergraduate and graduate or professional courses of study into a single, continuous program leading to both a baccalaureate and master’s degree. The student’s particular requirements will determine the amount of time needed to complete the program; however, the program can normally be completed in a year less time than that required in a conventional program.

Admissions

Applicants for the University Scholars program must meet the following admissions requirements:
1. The applicant must have senior standing (completed at least 90 hours of course work) and have completed all UK Core (or MSU or GC) undergraduate requirements.
2. Students should apply at the end of their junior year.
3. The master’s program should have an existing agreement with the student’s undergraduate major program.
4. Applicants must have an undergraduate grade-point average of 3.5 or above in their major field and 3.2 or above overall.
5. Follow the current application procedures for the Graduate School, subject to the above conditions.

Degree Requirements and Curriculum

Students in the University Scholars program must meet these requirements:
1. The total number of credit hours completed for the combined program may be twelve (12) fewer than the total required for both the bachelor’s and master’s degrees. (The requirements for the bachelor’s degree are unchanged.)
2. Students should take no more than 16 credit hours per semester, unless they have express permission from the appropriate director of graduate studies and the Dean of The Graduate School.
3. Students must complete at least 36 hours of graduate level courses in the combined program, 15 credit hours of which must be in the 600 level or above for a Plan B master’s degree. Students pursuing Plan A must complete at least 30 hours of graduate level courses in the combined program of which 12 credit hours must be at the 600 level or above. (Consult The Graduate School Bulletin for detailed information concerning Plan A and Plan B for master’s degrees.)
4. Students must have an undergraduate and a graduate advisor. A jointly planned program
must be prepared for each student.

Job Placements of MPA Graduates

MPA Graduates have gone on to build successful careers in all branches of government and various public, nonprofit, and private organizations. Please see our website for more information about recent grads and job placements. http://martin.uky.edu/alumni
THE MASTER OF PUBLIC POLICY (MPP) PROGRAM

Prerequisites

The Master of Public Policy (MPP) degree is a quantitative focused degree intended to prepare students for a career in research. Therefore, incoming students should have the following prerequisite courses:

- College algebra equivalent to MA 109
- Basic statistics equivalent to PA 621
- Undergraduate class in intermediate economics
- Calculus equivalent to MA 123

ADMISSIONS

Admissions procedures for the MPP are the same as those for the MPA. Please refer to the appropriate section above for more information.

Curriculum

The 37-credit hour MPP program is a 2 year degree that prepares individuals for careers as professional policy analysts in a variety of research positions in governmental, public, nonprofit and private sectors. The degree program consists of a 31 credit hour core curriculum, one 3 credit hour specialization course, and a 3 credit hour internship. These requirements are very similar to those for the MPA program. Please refer to the appropriate section above for more information.

Suggested Sequence of MPP Classes

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Spring Year 1</th>
<th>Summer</th>
<th>Fall Year 2</th>
<th>Spring Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PA 692:</strong></td>
<td><strong>PA 622:</strong></td>
<td><strong>PA 711:</strong></td>
<td><strong>PA 631:</strong></td>
<td><strong>PA 681:</strong></td>
</tr>
<tr>
<td>Econometrics</td>
<td>Program Evaluation</td>
<td>Internship in Public Administration</td>
<td>Public Financial Management</td>
<td>Capstone in Public Administration</td>
</tr>
<tr>
<td><strong>PA 651:</strong></td>
<td><strong>PA 624:</strong></td>
<td></td>
<td>PA 683:</td>
<td>Elective</td>
</tr>
<tr>
<td>The Policy Process</td>
<td>Government Information Systems</td>
<td></td>
<td>Tax Policy</td>
<td>Course</td>
</tr>
<tr>
<td><strong>PA 652:</strong></td>
<td><strong>PA 690:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Policy Economics</td>
<td>Public Policy Analysis Overview</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PA 795:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics Math Review</td>
<td>(1 credit hour)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 credits</td>
<td>9 credits</td>
<td>3 credits</td>
<td>9 credits</td>
<td>6 credits</td>
</tr>
</tbody>
</table>
MPP Core Courses

A detailed list of Martin School Courses and descriptions can be found in the course catalogue.

PA 622: Public Program Evaluation
PA 624: Government Information Systems
PA 631: Public Financial Management
PA 642: Public and Nonprofit Organization Theory and Behavior
PA 651: The Policy Process
PA 652: Public Policy Economics
PA 683: Tax Policy
PA 690: Public Policy Analysis Overview
PA 681: Capstone in Public Administration
PA 692: Econometrics for Policy Analysis
PA 795: Special Topics in Public Administration: Mathematics for Public Policy Analysis
PA 711: Internship in Public Administration or PA 796: Independent Study in Public Administration

Areas of Specialization

Students may choose among policy topics and complete one course for the specialization. This course may be chosen from Martin School offerings (see MPA concentrations) or policy courses from other departments. Possible Courses for public policy specialization are listed below, some require special permission for enrollment. Documentation (emails) from the professor and/or DGS should be added to the student’s file when approval is given.

AEC 532: Agriculture and Food Policy
AEC 640: Advanced Agricultural Policy
ECO 672: World Trade and Commercial Policy
ECO 721/PA 727: Environmental Economics, Regulation & Policy
ECO 674/AEC 626: Agriculture and Economic Development
EPE 602: Social Policy Issues and Education
EPE 670: Policy Issues in Higher Education
FAM 563: Families, Legislation and Public Policy
GRN 715: Health Policy and Aging
PA 675: Special Topics: Education Policy
SW 630: Introduction to Social Welfare Policy and Services

The MPP Internship

The internship in public policy (PA 711) provides students with experience in and exposure to the complexities of public organizations prior to completion of the master’s program. Students are given the opportunity to develop professional skills that relate to their academic program.
See the MPA/MPP Internship Handbook or the Martin School website (https://martin.uky.edu) for specific information, forms, and policies related to the internship including internship waiver requests. **Students who receive an internship waiver will need to take an alternative class.**

Job Placements of MPP Graduates

**MPP Graduates** have gone on to build successful careers in various public, nonprofit, and private organizations several are also pursuing doctoral degrees at Universities around the nation. Please see our website for more information about recent grads and job placements. [http://martin.uky.edu/alumni](http://martin.uky.edu/alumni)
THE MASTER OF PUBLIC FINANCIAL MANAGEMENT (MPFM) AND THE GRADUATE CERTIFICATE IN PUBLIC FINANCIAL MANAGEMENT

Mission

The Master in Public Financial Management and Graduate Certificate in Public Financial Management are designed to meet the current and expanding national demand for well-trained financial managers for public and non-profit organizations. The Martin School, because of its historical focus on public finance and financial management and national reputation resulting from its 3rd place national ranking in this area by U.S. News and World Report, is particularly suited to initiate a new program to train students with this focus in cooperation with the Von Allmen School of Accountancy.

The Master in Public Financial Management and Graduate Certificate in Public Financial Management program will prepare students for advanced-careers in public financial management and analysis and is offered completely online, allowing for non-traditional students and the flexibility of online coursework. This program, a first for the Martin School, will be attractive to students desiring to advance their graduate education in the field of public financial management.

The 36-hour Master and 12-hour Graduate Certificate Program offers rigorous academic and practical training for traditional students seeking an advanced degree as well as those currently working within the area of governmental finance and accounting and non-profit organizations. It builds upon strong foundations in finance and accounting including advanced topics in areas specific to public financial management.

Certificate Curriculum

Classes are offered as 8-week sessions during the regular University Fall/Spring Sessions. The Graduate Certificate Program consists 12 - hours of credit with two 8-week courses will be offered sequentially in the Fall/Spring Semesters. Persons interested in an introduction or review of coursework in Public Financial Management without investing in a full Master Program may apply to the online Graduate Certificate Program which includes 4 mandatory courses (PA 631, PA 632, PA 625, and PA 627) or a total of 12-hours of online coursework. The length of the Graduate Certificate Program curriculum provides minimum core content, yet it is clearly distinguishable from a degree program. The courses will be offered annually allowing students to complete the certificate in two semesters. The Graduate Certificate Program in Public Financial Management has a clear and focused academic goal and it meets the need of a constituency group by providing basic competency in the field of public financial management. The need for educational opportunities in this area has been noted by professional associations such as the Government Finance Officers Association. The Graduate Certificate Program is designed to provide those with an interest in improving their work performance and those needing a familiarization with the aspects of public financial
management. The Certificate is also a way for employers in the public sector to add value and professional development training for their employees. The courses in the certificate are:

- PA 631 Public Financial Management
- PA 632 Public Funds Management
- PA 625 Governmental Accounting and Financial Condition Analysis
- PA 627 Governmental Auditing

Certificate Course Matrix

<table>
<thead>
<tr>
<th></th>
<th>Fall 8 Week Session 1</th>
<th>Fall 8 Week Session 2</th>
<th>Spring 8 Week Session 1</th>
<th>Spring 8 Week Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 631 Public Financial Management</td>
<td>PA 632 Public Funds Management</td>
<td>PA 625 Governmental Accounting and Financial Condition Analysis</td>
<td>PA 627 Governmental Auditing</td>
<td></td>
</tr>
<tr>
<td>3 Hours</td>
<td>3 Hours</td>
<td>3 Hours</td>
<td>3 Hours</td>
<td></td>
</tr>
</tbody>
</table>

Master of Public Financial Management Curriculum

The Master of Public Financial Management includes 36-credit hours. Courses are designed to introduce students to the unique aspects of public financial management. By taking one course at a time, students are able to complete the master’s degree in 2 years.

- PA 631 Public Financial Management
- PA 632 Public Funds Management
- PA 625 Governmental Accounting and Financial Condition Analysis
- PA 626 Applications in Governmental Accounting and Audit
- PA 627 Governmental Auditing
- PA 683 Tax Policy
- PA 633 Municipal Securities
- PA 694 Public Pensions and Insurance
- PA 695 Data and Revenue Forecasting in the Public Sector
- PA 696 Legal Issues in Public Financial Management
- PA 697 Special Topics in Public Financial Management
- PA 681 Capstone
## Master of Public Financial Management Course Matrix

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Fall 8 Week Session 1</th>
<th>Fall 8 Week Session 2</th>
<th>Spring 8 Week Session 1</th>
<th>Spring 8 Week Session 2</th>
<th>Summer 1 4 Week</th>
<th>Summer 2 8 Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PA 631 Public Financial Management</td>
<td>PA 632 Public Funds Management</td>
<td>PA 625 Governmental Accounting and Financial Condition Analysis</td>
<td>PA 627 Governmental Auditing</td>
<td>PA 696 Legal Issues in Public Financial Management</td>
<td>PA 626 Applications in Governmental Accounting</td>
</tr>
<tr>
<td>2</td>
<td>PA 633 Municipal Securities</td>
<td>PA 695 Data and Revenue Forecasting</td>
<td>PA 683 Tax Policy</td>
<td>PA 694 Public Pensions and Insurance</td>
<td>PA 697 Special Topics: Public Financial Management</td>
<td>PA 681 Capstone</td>
</tr>
</tbody>
</table>

### Admission and Other Requirements

The online Graduate Certificate Program will maintain high standards of admission to assure UK's admission and recruitment policies and decisions for distance learning are equivalent to UK's admission and recruitment standards for traditional degree programs. Students entering the program are expected to have at least a 3.0 grade point average (on a 4.0 scale).

Applicants to the Graduate Certificate in Public Financial Management apply using the University of Kentucky application portal. Applicants must be approved for admission by the Certificate Director, who shall notify the Graduate School of the student’s admission. Although formal admission to a Public Financial Management Graduate Certificate is handled by the Director of the Graduate Certificate Program at the Martin School, a student seeking to pursue a Graduate Certificate must also apply to and meet all requirements of the Graduate School, and be enrolled as a graduate student at the University of Kentucky.

Upon admission to the Graduate Certificate Program, students will take four (4) 8-week, sequential classes starting in the Fall. Students in Graduate Certificate Program are encouraged to complete the 4 courses within a calendar year during the Fall/Spring semesters. Students must have at least a cumulative 3.0 GPA in Certificate Coursework upon completion to be awarded a Certificate from the Martin School. Courses included in the Graduate Certificate Program are noted as “Certificate” courses in the Class Matrix.
Upon completion of the Graduate Certificate Program, students may transfer the coursework to other post-secondary institutions or 12 hours of credit may be applied towards fulfillment of the 36-hour Master in Public Financial Management Program upon achieving full admission to the Master in Public Financial Management Program. Admission to or completion of a Graduate Certificate does not guarantee subsequent admission to a graduate degree program.

Admission: Certificate Program requires undergraduate transcripts, resume, and personal statement. The Master of Public Financial Management requires undergraduate transcripts, resume, personal statement, two letters of recommendation, and GRE or GMAT.

Termination
Student performance policies mimic those of the nationally ranked Master of Public Administration Program and will state that a student may be dismissed from the program for any one of the following reasons:

1. Receiving a grade of "C" for any 9 credit hours or three classes.
2. Receiving a grade of "E" for any 3 credit hours.
3. Twice failing the Final Examination.

Students facing termination will be notified and will have an opportunity to discuss the pending action with the Director of Graduate Studies. Appeals are processed through the Student Affairs Committee.

Time and Flexibility
For working professionals and non-traditional students, an online program provides the flexibility needed to balance work, school, and other obligations. For traditional students, an online program provides an opportunity to seeking certification from a university that may not be available to them by traditional routes. Via the University’s Department of Distance Learning and the Martin School of Public Policy and Administration, students complete assignments and engage with their faculty without the conventional restrictions of a traditional on-campus environment.

Affordability
Students accepted into the online Graduate Certificate Program and Master of Public Financial Management pay in-state tuition rates, as required by the University. The online program offers in-state and out-of-state students an affordable option for graduate studies. Students are encouraged to pursue any number of financial aid options available to students who meet University requirements.

Administration and Support
The Graduate Certificate Program in Public Financial Management is taught by highly recognized faculty. At all times as required by the Graduate School, a minimum of three of these Associates shall be members of the Graduate Faculty. Courses will be taught by faculty
with expertise in the areas of public budgeting, debt/cash management, governmental accounting/audit and other topics relevant to public financial management. All faculty and instructors will have backgrounds and expertise in relevant areas of instruction, with some being located at other leading Universities across the country, adding to the diversity of instruction and network opportunities for students.

**Online Program Formats**

Students seeking the flexibility of online instruction via any of the Martin School’s online programs experience a combination of self-study and student-faculty interaction over an online learning network. Students will complete weekly assignments, readings, exams, and other activities with the same level of rigor and expectations of other traditional Master programs offered by the Martin School of Public Policy and Administration. Students receive registration and course information by way of the University Distance Learning Program. [http://www.uky.edu/DistanceLearning](http://www.uky.edu/DistanceLearning) and the Martin School. The Martin School website provide a dedicated portal for students to access and enroll in courses and other program support. The Martin School of Public Policy and Administration ensures the online courses are provided in an up-to-date format with courses lead by top-notch, nationally recognized faculty. Further, comparability of online distance learning programs to campus-based programs and courses is required by University policy to be evaluated based on student learning outcomes (SLO), retention and student satisfaction.

**Graduate Certificate in Nonprofit Management**

The Graduate Certificate in Nonprofit Management is designed to provide skills to support graduate students and professionals in leading, directing, and managing organizations in the nonprofit sector. The certificate benefits students seeking careers in the nonprofit sector, professionals currently working in the nonprofit sector, and government employees transitioning to the nonprofit sector. This certificate can be obtained as a stand-alone degree but can also be integrated with our other degree offerings. Contact the Student Affairs Officer to further discuss this option. *Please note - applicants should have successfully completed at least college-level algebra.*

Students can complete the program partially or totally online. Two of the required courses are offered in the traditional, face-to-face modality each fall, so students can choose to take on-campus or online sections. The spring courses are only offered online. Upon applying to the program, students should clarify whether they would prefer the online program or the hybrid program (some traditional coursework, some online). Please be aware that tuition varies between the traditional and online modalities.
Graduate Certificate Curriculum

Classes are offered as 16-week sessions during the regular University Fall/Spring Sessions. The Graduate Certificate Program consists of 12-hour credit with two 8-week courses will be offered sequentially in the Fall/Spring Semesters. Persons interested in an introduction or review of coursework in Nonprofit Management without investing in a full Master Program may apply to the online Graduate Certificate Program which includes 4 mandatory courses (PA 602, PA 642, PA 661, and one elective) or a total of 12-hours of online coursework. The length of the Graduate Certificate Program curriculum provides minimum core content, yet it is clearly distinguishable from a degree program. The courses will be offered annually allowing students to complete the certificate in two semesters. The Graduate Certificate Program in Nonprofit Management has a clear and focused academic goal and it meets the need of a constituency group by providing basic competency in the field of nonprofit management. The Certificate is also a way for employers in the public sector to add value and professional development training for their employees. The courses in the certificate are:

- PA 602: Strategic Planning for Public and Nonprofit Organizations (fall only - online and traditional* sections)
- PA 642: Public and Nonprofit Organizational Theory and Behavior (fall only - online and traditional* sections)
- PA 661: Financial Management for Nonprofit Organizations (spring - online section)
- Electives (choose one):
  - PA 662: Nonprofit Management
  - PA 795: Special Topics in Public Administration (Grant Writing)
  - PA 711: Internship in Public Administration
  - PA 681: Capstone Project

Graduate Certificate Requirements

The Graduate Certificate Program will maintain high standards of admission to assure UK’s admission and recruitment policies and decisions for distance learning are equivalent to UK's admission and recruitment standards for traditional degree programs. Students entering the program are expected to have at least a 3.0 grade point average (on a 4.0 scale).

Applicants to the Graduate Certificate apply using the University of Kentucky application portal. Applicants must be approved for admission by the Certificate Director, who shall notify the Graduate School of the student’s admission. Although formal admission to a Graduate Certificate is handled by the Director of the Graduate Certificate Program at the Martin School, a student seeking to pursue a Graduate Certificate must also apply to and meet all requirements of the Graduate School, and be enrolled as a graduate student at the University of Kentucky.

Upon admission to the Graduate Certificate Program, students will take four (4) 16-
week, classes starting. Students in Graduate Certificate Program are encouraged to complete the 4 courses within a calendar year during the Fall/Spring semesters. Students must have at least a cumulative 3.0 GPA in Certificate Coursework upon completion to be awarded a Certificate from the Martin School. Courses included in the Graduate Certificate Program are noted as “Certificate” courses in the Class Matrix.

Admission The Graduate Certificate in Nonprofit Management requires undergraduate transcripts, resume, and personal statement and one letter of recommendation. Admission to or completion of a Graduate Certificate does not guarantee subsequent admission to a graduate degree program.

Termination
Student performance policies mimic those of the nationally ranked Master of Public Administration Program and will state that a student may be dismissed from the program for any one of the following reasons:

1. Receiving a grade of "C" for any 9 credit hours or three classes.
2. Receiving a grade of "E" for any 3 credit hours.
3. Twice failing the Final Examination.

Students facing termination will be notified and will have an opportunity to discuss the pending action with the Director of Graduate Studies. Appeals are processed through the Student Affairs Committee.

Time and Flexibility
For working professionals and non-traditional students, an online program provides the flexibility needed to balance work, school, and other obligations. For traditional students, an online program provides an opportunity to seeking certification from a university that may not be available to them by traditional routes. Via the University’s Department of Distance Learning and the Martin School of Public Policy and Administration, students complete assignments and engage with their faculty without the conventional restrictions of a traditional on-campus environment.

Affordability
Students accepted into the online Graduate Certificate Program pay in-state tuition rates, as required by the University. The online program offers in-state and out-of-state students an affordable option for graduate studies. Students are encouraged to pursue any number of financial aid options available to students who meet University requirements. Students opting for on-campus course sections will pay the relevant tuition as defined by the University’s Registrar’s Office.

Administration and Support
The Graduate Certificate Program in Nonprofit Management is taught by highly recognized faculty. At all times as required by the Graduate School, a minimum of three of these
Associates shall be members of the Graduate Faculty. Courses will be taught by faculty with expertise in the areas of public budgeting, debt/cash management, governmental accounting/audit and other topics relevant to public financial management. All faculty and instructors will have backgrounds and expertise in relevant areas of instruction, with some being located at other leading Universities across the country, adding to the diversity of instruction and network opportunities for students.

Students who attend online classes receive the same quality instruction as those attending traditional classes. The Martin School of Public Policy and Administration ensures the online courses is provided in an up-to-date format with courses lead by top-notch, nationally recognized faculty. Further, comparability of online distance learning programs to campus-based programs and courses is required by University policy to be evaluated based on student learning outcomes (SLO), retention and student satisfaction.

Online Program Formats
Students seeking the flexibility of online instruction via any of the Martin School’s online programs experience a combination of self-study and student-faculty interaction over an online learning network. Students will complete weekly assignments, readings, exams, and other activities with the same level of rigor and expectations of other traditional Master programs offered by the Martin School of Public Policy and Administration. Students receive registration and course information by way of the University Distance Learning Program.

http://www.uky.edu/DistanceLearning and the Martin School. The Martin School website provide a dedicated portal for students to access and enroll in courses and other program support. The Martin School of Public Policy and Administration ensures the online courses are provided in an up-to-date format with courses lead by top-notch, nationally recognized faculty. Further, comparability of online distance learning programs to campus-based programs and courses is required by University policy to be evaluated based on student learning outcomes (SLO), retention and student satisfaction.

MARTIN SCHOOL REGULATIONS

Termination

The Master’s Degree Program Termination Policy states that a student may be dismissed from the program for any one of the following reasons:

1. Receiving a grade of "C" for any 9 credit hours or three classes.
2. Receiving a grade of "E" for any 3 credit hours.
3. Twice failing the Final Examination.

Students facing termination will be notified and will have an opportunity to discuss the pending action with the Director of Graduate Studies. Appeals are processed through the Student Affairs Committee.

Graduate degrees must normally be completed within eight years of the beginning of graduate study. Extensions require a request on the part of the director of graduate studies and approval by the Dean of
the Graduate School.

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 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. 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.

REGISTRATION and UNIVERSITY REGULATIONS

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 Director of
Graduate Studies.

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 Director of Graduate Studies, 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 Director of Graduate Studies, 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.

Time Limit for Master’s Degree

Students enrolled in master’s/specialist programs prior to the start of the fall 2005 semester have 8 years to complete all requirements for the degree, but extensions up to an additional 4 years may be requested for a total of 12 years. Extensions up to 2 years may be approved by the Dean of the Graduate School or designate. Requests for extensions longer than 2 years must be considered by Graduate Council. Requests should be initiated by the Director of Graduate Studies.

Students first enrolled in a master’s/specialist program in the fall 2005 semester and beyond will have 6 years to complete all requirements for the degree, but will still have the opportunity to request extensions up to an additional 4 years for a total of 10 years.

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

Application for a degree

An application for a degree must be submitted in myUK 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 School Bulletin for the specific date.

Final Masters Exam

Scheduling the Examination: The presentation of the final Capstone project in PA 681 before a panel of three faculty members serves as the Final Master’s Exam for the MPA and MPP programs. The DGS must notify the Graduate School of h/her intent to schedule the Final Examination of a master's (or specialist) student at least two weeks prior to the examination date. This is accomplished by submission of the on-line “Final Masters or Specialist Degree” form. Master’s students will be eligible to sit for the Final Examination only if they have completed all coursework requirements for the degree, or if the remaining course work is in progress at the time of the examination. Students with “I” grades or “S” grades in credit-bearing courses are not eligible to sit for the final examination. The overall graduate GPA of the student must be 3.00 or better to sit for the examination. The final examination must be conducted no later than eight days before the last day of classes for the degree to be awarded at the end of that term (see the University Calendar or the Graduate School Graduation Deadlines at the end of this section).
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>High Achievement</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory Achievement</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Minimum passing grade</td>
<td>2</td>
</tr>
<tr>
<td>E</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>see explanation, below</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>see explanation, below</td>
</tr>
</tbody>
</table>

“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.

In order to document that all parties to an “I” grade are in agreement, the student and professor should complete the “Incomplete Grade Form” that is on the Martin School web site and file it in the student’s file.

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 [http://www.research.uky.edu/gs/IncompleteExtend.pdf](http://www.research.uky.edu/gs/IncompleteExtend.pdf).

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 GPA.

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**
A limited number of research assistantships are typically offered to full-time, eligible Master’s students each year in mid-March. These may be with the Hazard Mitigation project, assisting with recruitment or as a Martin School program aide. Many students will find assistantships in other departments such as: Campus Recreation, the Student Center, the Academic Enhancement Center, the Office of International Affairs; the Graduate School, or research units that do not have their own population of students to draw on.

Normally, master’s students are eligible for funding for 2 years. R.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.

**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 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. Depending 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.research.uky.edu/gs/StudentFunding/external_funding.html](http://www.research.uky.edu/gs/StudentFunding/external_funding.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 and the Southern Regional Education Board
Minority Doctoral Fellowship 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, The Graduate School, Gillis Building, 257-4555.

STUDENT SERVICES

The Martin School Computer Lab
The Martin School computer lab (room 402) is only for Martin School students. It is not open to the public. When you are finished using a computer in the lab, make sure you log off and take your jump drive. 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. Please report problems to the designated monitor, whose name is on the door to the lab. During remote conditions, students can remotely access the computers to use Stata software:

1. Request/get VPN access
   1. Log into your UK Account Manager here: ukam.uky.edu
   2. Scroll down, click “Request VPN Access”
      1. Justification can be simple, i.e. need access to program on campus lab computer
      3. You will receive email with instructions to download the VPN client (may not be automatic)
   4. Follow all instructions, login to VPN
2. Use Remote Desktop to access lab computer
   1. Most computers have the Remote Desktop already, so search for that on your computer.
      1. Mac users will need to download Remote Desktop (it’s free)
      2. Tutorials for Remote Desktop are here: https://www.as.uky.edu/tutorials/using-remote-desktop-home-pc-office-pc
         https://www.as.uky.edu/tutorials/using-remote-desktop-connecting-mac-office-pc
   2. You will need the exact computer name, which will look like this: “POT402-11.ad.uky.edu” (list of names below)
   3. You will be prompted to login – use your linkblue credentials
      1. You will use your email, i.e. instead of just “boku222,” I use boku222@uky.edu and then my linkblue password
   4. You should then be able to access a computer with Stata
3. Do not save to the remote desktop. If you need to save something to email it to yourself, please delete it off the computer lab device afterwards so others cannot access it.
4. Close out/log off the Remote Desktop after you are done using Stata so others can use that device!

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

University of Kentucky Career Center
http://www.uky.edu/CareerCenter
The Counseling and Testing Center provides personal, vocational and learning skills counseling, and the Career Planning and Placement Center aids students in resume preparation and job search.

Housing
http://www.uky.edu/Housing/graduate/

The University Housing Office operates apartments for full-time single graduate and student families who wish to live on campus. Follow the directions at the link above for further information.

Student Health Insurance
http://www.research.uky.edu/gs/StudentFunding/health_plan.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. Students can ride all campus and city buses for free just by showing their student ID.
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 Gatton Student Center. ID cards are required to use University Library services.

Student Computer Facilities
http://www.uky.edu/SCS/

The University 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://libguides.uky.edu/EndNote

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.

Listserv Information

The Martin School maintains list serves for faculty, MPA students, MPP Students, MPFM Students, PhD Students, and Alumni. All students are expected to keep an email 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 Email address and need to update it, you can do so by following these instructions. The MPA/MPP list serve name is: MSMPA@lsv.uky.edu.

How do I subscribe to a LISTSERV® list?
Send email 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 email address from the "From:" address of your email message.)

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

signoff listname

How do I send mail to a list?

If you have a message that you would like to send over the listserv, forward it to the Student Services Office at: martinschool@uky.edu

**Submitting a Second/Third Application (for Concurrent Master’s/Certificate students)**
To submit a subsequent application in “Apply Yourself,” please follow these directions:

- Go to this page click “CREATE ACCOUNT”.
- Students will need to use a different EMAIL address, username and password than you used on your first application. The process will be the same for each subsequent application.
- Students will need to do necessary uploads, however if the Graduate School has official transcripts and test scores in the recent past, then students do not have to send them again. If students get an error message stating information matches an account already in the system, then enter a Date of Birth of 01/01/1900. Once the account has been created, students can edit profiles and change the birthdate to the actual birthdate.