

 Patterson School of Diplomacy  
and International Commerce

**STUDENT  
HANDBOOK**

**2024-2025**



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## I. INTRODUCTION

Welcome to the Patterson School! We are excited to have you as a student. The Patterson School program remains – as it has been for over sixty years – personal, intense, and demanding. We are confident that you will make a valuable contribution as a member of our 65<sup>th</sup> class and in your future profession.

This manual together with the policies and regulations of the University of Kentucky (UK) and the Graduate School will provide an essential guide as you select your schedules and plan for graduation over the course of the next year and a half. Please take the time to review the manual carefully and discuss any questions with your advisor.

The Patterson School is a small program and we pride ourselves on close interaction within a close-knit group of faculty and graduate students. All the faculty are available throughout your time at Patterson to answer questions about career planning, internships, or courses. Specific points of contact in the program include:

**Student Affairs Officer:** TBA, 859-257-4666, Patterson Office Tower (POT), room 455. Our Student Affairs Officer can assist in registering for courses, registering for graduation and comprehensive exams, navigating the UK system, helping with settling in, campus resources, etc.

**Advisor:** *To be assigned at orientation.* Your advisor will meet with you at least once each semester to guide you in course selections and complete your curriculum plan sheet. While your advisor will guide you, it is ultimately your responsibility to make sure you meet the graduation requirements. When possible, advisors are generally assigned based on the areas of interest stated in your application. However, your interests may change so you should feel free to reach out to any of the faculty.

**Director of Patterson School:** Dr. Joe Young, [joe.young@uky.edu](mailto:joe.young@uky.edu), 859-257-0238, POT 461

**Director of Graduate Studies (DGS):** Dr. Kathleen Montgomery, [kmontgomery@uky.edu](mailto:kmontgomery@uky.edu), 859-257-8261, POT 1177. As DGS, Dr. Montgomery is responsible for the administration of graduate education at the Patterson School. She is the first faculty point of contact for specific program questions.

## II. THE GRADUATE SCHOOL

The Patterson School of Diplomacy and International Commerce, along with all graduate degree programs, adheres to all policies and procedures of UK's Graduate School. The mission of the Graduate School is to promote excellence at all levels of graduate education at UK. It is each student's responsibility to know and abide by the University's policies and procedures. Regulations and procedures for the Graduate School are updated annually and are included in the Graduate Bulletin which can be found on the Graduate School's website.<sup>1</sup> Please take some time to review the Bulletin.

## III. PATTERSON SCHOOL REQUIREMENTS

The Patterson School requires 30 total credit hours for M.A. degree in Diplomacy. This can be completed in three semesters of full-time study.<sup>2</sup> Each student will be required to select a major and minor concentration in which they will take a minimum of five and three courses respectively. The following sections provide greater detail on the requirements for graduation from Patterson.

**It is strongly advised that first semester students take no more than 9 graduate credit hours. Students wishing to exceed this recommendation should discuss this with the DGS and obtain DGS signature on the curriculum plan.**

### A. PREREQUISITES

In order to graduate from Patterson, students are required to have taken a certain amount of Economics and demonstrate a proficiency in a foreign language. These are not true prerequisites in that many students may not have met these requirements prior to admission and so must complete these during their time at Patterson.

#### 1. FOREIGN LANGUAGE PROFICIENCY

The Patterson School requires the equivalent of four semesters of undergraduate language study – in a single language. There are many ways to satisfy this requirement. Each is listed on your language requirement sheet. If you have not already fulfilled this requirement as an undergraduate student, you should complete any necessary coursework before the end of your second semester. The Graduate School will not

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<sup>1</sup> <http://bulletin.uky.edu/index.php>

<sup>2</sup> Students take 9 credit hours the first semester, 12 credit hours the second semester, and 9 credit hours the final semester.

certify you as eligible to take your comprehensive examinations if you have not satisfied this requirement or are not registered in a course or for an exam that will satisfy the requirement.

## **2. ECONOMICS**

Students are required to have completed Econ 201 and 202 (Introductory Micro and Macro Economics), or the equivalent of the two courses, prior to graduation. If students have not completed these courses prior to enrollment in the program, they are strongly encouraged to take the special summer economics seminar (Economics Bootcamp) offered by the Patterson School, which is scheduled two weeks before New Student Orientation. Students may also satisfy the economics requirement by getting a grade of B or better in Econ 201 and 202 during their Patterson School enrollment period (no graduate credit will be awarded for these courses). Another way to meet this requirement is by completing “Fundamentals of Economics” through IVY Software. IVY Software is an online, diagnostic tool which offers non-credit, self-paced courses. Please see the Student Affairs Officer about this option.

### **B. REQUIRED COURSES**

The following two courses are required of all Patterson students and are to be taken in the first semester.

#### **1. DIP 700 Dynamics of Diplomacy**

This course has two major objectives. The first is to introduce students to the kinds of skills they will need to survive in the professional world, especially writing and speaking skills. The second is to review the basic elements of modern world history, diplomatic practice, and international relations theory.

#### **2. DIP 777 Research Problems in International Relations**

This seminar focuses on research strategies that can be utilized in dealing with problems in international relations. The subject matter will focus on empirical skills - both quantitative and qualitative - that are used in research and analysis in diplomacy, international commerce, development, and security and intelligence. The focus will be on understanding the methods and tools used in the core fields allowing students the ability to understand and assess the validity of research in their respective fields. Students will learn how to interpret, analyze and source data: students will learn how to employ both qualitative and quantitative methods to solve problems, write a high-quality research paper, and critically assess peers' work – skills that will serve students throughout their career.

***Waiver of DIP 777:*** If you have completed an advanced methodological sequence as an undergraduate, the DGS may waive this course requirement. While waivers will be considered on a case by case basis, at a minimum a waiver will require a B or better in a 300+ level course in Research Methods or Statistics. During the student's advising session, the DGS must sign the curriculum plan sheet to authorize waiver.

## C. MAJORS AND MINORS

The Patterson School has four concentrations: Diplomacy, Security/Intelligence, Development/International Organizations, and International Commerce. Each student is required to select a major concentration from among the Patterson concentrations. As outlined in the section below, each major concentration has required coursework. Additionally, each student must select a minor concentration. For the minor concentration, students may choose from the Patterson areas or choose an external minor concentration.

The following are courses regularly offered by Patterson. Please note that not all courses are offered each semester or even each year. Courses offered outside of Patterson in related departments are also possible. Courses in other departments often have prerequisites. For the complete list of course offerings and the semester in which courses are offered, refer to the current UK on-line course catalog: <https://myuk.uky.edu/zapps/CourseCatalog/Offering/2025/010>

**A student may not register for any course that is to count toward the Patterson School program 30-credit hour requirement, without prior approval from their faculty advisor.** From the first advising session, a Curriculum Plan form is completed and signed by the student and their advisor; this form is kept in the student's file. This curriculum plan sheet may be revised by the advisor/student agreement, as the student re-evaluates their course of study and goals.

### 1. MAJORS – 15 CREDIT HOURS MINIMUM

#### a. DIPLOMACY

**Required: DIP 765 - Comparative Foreign Policy**

Potential coursework includes all courses offered by the Patterson School. Additionally, many international courses offered by other departments can count towards this degree with approval of the student's advisor and the DGS.

#### b. INTERNATIONAL COMMERCE

**Required: DIP 720 Economic Statecraft**

Other Possibilities:

DIP 713 Trade and Development  
DIP 716 International Trade Policy and Practice  
DIP 734 Africa's Development Challenges

- DIP 600 International Science and Technology Policy
- DIP 600 Ethics

**c. INTERNATIONAL SECURITY/INTELLIGENCE**

**Required:** Two of the following three courses

- DIP 726 Introduction to Intelligence
- DIP 742 National Security Policy
- DIP 750 Defense Statecraft

**Other Possibilities:**

- DIP 600 Cyber Security
- DIP 600 East Asian Security
- DIP 600 US-Russian Relations
- DIP 600 Terrorism Studies
- DIP 600 Ethics
- DIP 600 War Gaming
- DIP 720 Economic Statecraft
- DIP 727 Analytical Methods in Intelligence
- DIP 756 Diplomacy of Nuclear Weapons

**d. INTERNATIONAL ORGANIZATIONS/DEVELOPMENT**

**Required Two Courses:**

- DIP 745 Transnational Organizations and Processes
- DIP 734 Africa's Development Challenges

**Other Possibilities:**

- DIP 713 Trade and Development
- DIP 600 Ethics
- DIP 765 Comparative Foreign Policy
- DIP 714 Politics and Foreign Relations of the Global South
- DIP 720 Economic Statecraft
- ECO473G Economics of Development

Other courses, including relevant courses in Political Science on developing countries or regions, are offered periodically.

## **2. MINORS - 9 CREDIT HOURS MINIMUM**

Each student will choose a minor concentration requiring 9 credit hours of study. Students may minor in one of Patterson's focus areas - for a Minor, students MUST take the required "Major" course(s) listed above.

Students may Minor in other, more specialized areas, as well. In these cases, your curriculum plan must be discussed with and approved by your advisor and the DGS. We do not recommend that you minor outside of the Patterson School unless you have previous coursework or professional experience in the area.

Minors outside of the Patterson School have included: Agricultural Economics; Anthropology; Communications; Geographic Regions (i.e. Russian Studies, Latin America Studies). Courses covering specific geographic regions are drawn from the following departments: History; Political Science; Anthropology; and Geography.

## **D. COMPREHENSIVE EXAMINATIONS**

All students must pass comprehensive written and oral examinations to be eligible for degree conferral. You will be examined in your Major and Minor fields and on other material in a "Professional Module." Questions in the Professional Module will draw from the summer reading lists, DIP 700, co-curricular activities, and current events. The exams are conducted according to regulations of the Graduate School. The exam committee is chaired by a Patterson faculty member and the professional module is examined by a Patterson faculty member. Your minor studies field may be examined by a UK faculty member outside of Patterson if approved by the DGS. Each member evaluates your performance and designates either pass or fail. Two of the three examiners must designate pass for the student to pass the exam. If you fail the comprehensive examination, the earliest that you may take the exams again is the following spring or fall semester.

Comprehensive exams are NOT given in the summer. Students may ONLY retake the comprehensive examinations one time, no exceptions.

## **E. DEGREE AUDIT**

Accessed via MyUK, a student's degree audit reflects the progression of the student's current degree requirements.

### **1. Minimum 30 Total Hours**

Students must complete 30 credit hours towards degree.



## **2. Minimum 15 600-700 Hours**

Students must earn a minimum of 15 credit hours of coursework at the 600 or 700 level.

## **3. Minimum 20 Program Hours**

Students must earn a minimum of 20 credit hours of DIP graduate-level courses (500-700 level).

## **F. ADDITIONAL COURSE INFORMATION**

### **1. Transfer Credits**

Graduate course credits earned at another accredited institution, which have not been applied to another graduate degree program, may be transferred into the Patterson School program up to a maximum of 9 semester credit hours. Any course(s) must be evaluated and approved for transfer by the DGS.

### **2. Graduate-level Courses**

One-half of your ten courses MUST be 600- or 700-level graduate courses, the rest may be 400G-, 500, and 800- or 900-level (Law School) courses. No 400-level courses are accepted as degree program credits without the "G" designator. Students must earn a minimum of 20 hours of DIP graduate-level courses (500-700 level).

### **3. Independent Study**

Independent study provides an opportunity for a student who already has a strong background in a subject to do special work under individual supervision in areas not covered by course offerings. The topic and outline/syllabus must be agreed upon by the student with the approval of the Patterson school professor and the DGS prior to the start of the semester. Independent Study courses may not be taken in the first semester and are generally limited to one per student. Only one Independent Study counts towards degree requirements.

### **4. One Credit Courses**

From time to time, the Patterson School will offer one-credit courses. These cover such topics as Ethics, Human Rights, Business Negotiations, and Terrorism. These one-credit courses are intended to provide additional learning opportunities and do not count towards Major or Minor requirements.

## **IV. GRADUATE CERTIFICATE PROGRAMS**

A graduate certificate is an integrated group of courses that is designed to have a clear and focused academic topic or competency as its subject area. Often, a graduate certificate may meet a clearly defined educational need of a constituency group, such as continuing education or accreditation for a particular profession; response to a specific state mandate; or to provide a basic competency in an emerging area. For further information on Graduate Certificate Programs, please see the Graduate School website: <http://gradschool.uky.edu/graduate-certificates#g>. When pursuing a graduate certificate, the 20-program credit hour minimum must be maintained.

The following Graduate Certificate Programs may be approved to fulfill the Minor Studies requirement:

**Global Health:** The Graduate Certificate in Global Health is designed to prepare students to meet the growing demand for international, interdisciplinary skills in areas such as disease and injury prevention, health care, and other health-related disciplines.

<https://www.uky.edu/academics/graduate-certificate/publichealth/global-health-graduate-certificate>

**International Education:** The Graduate Certificate in International Education prepares graduate students for careers in international education, including but not limited to education abroad, international student services, and placement in other international organizations which support the exchange of students in higher education.

<https://www.uky.edu/academics/graduate-certificate/education/international-education-graduate-certificate>

## V. CONCURRENT DEGREE PROGRAMS

For admission to an approved dual-degree program, students are required to apply formally and independently to both programs. To be admitted, an applicant must meet the independent admission criteria of the Patterson School, the Graduate School and the relevant degree program. The student must be admitted to the second program before completing the first.

As tuition rates vary among graduate degree programs, the student generally must be enrolled as a full-time student and take courses in one program exclusively within a semester. Any financial assistance offered to a Patterson School student is awarded only for the term(s) which they are enrolled exclusively in Patterson School courses.

New students planning to begin two new programs at the University with fall admission must notify the DGS of both departments immediately upon being admitted to the second program and must get approval in writing from the directors and/or chairs of both departments. The student must also notify both departments of any financial assistance awarded by each and complete the Graduate School Concurrent

Study Form- both within 30 days after being accepted into the second program.

The Patterson School offers several options for combining one's study of Diplomacy with advanced work in another field to earn concurrent (dual) degrees which might better serve an individual's career goals. A limit of nine semester credits, pre-approved by the Patterson School DGS, may be transferred. That is, students planning on applying coursework toward their Patterson School degree must consult with the Patterson School DGS before or during their first program studies to ensure that the planned course credits will be transferable. Check with each department or school to confirm transfer acceptance of Patterson School courses.

### **A. JD/MA DIPLOMACY**

Students may attend either school first but may not mix Patterson School and College of Law classes during any one semester. Students may pursue their dual degree by three different routes:

- Start with a year at the Patterson School, then finish their Patterson degree by taking the comprehensive exams after completing the international law courses that will be credited toward their Patterson degree. Advantage: the law school student studies with the same law school class all three years. Disadvantage: The student takes the Patterson School comprehensive examination well after they have completed their Patterson coursework.
- Start with a year at the Law School, then study for a year at the Patterson School and then return to the Law School. Advantages and disadvantages are the reverse of option one.
- Complete Law School first, then attend Patterson School. Law School courses must focus on aspects of international law, to be considered as transferable. Law students are also encouraged to complete an international law-related internship, job, travel or language study in the summer before entering the Patterson School or after their studies at the Patterson School. By choosing courses appropriately, JD graduates may be able to complete their Patterson School program in two semesters instead of the usual three.
- LAW 925 International Law will count towards all 4 concentrations for dual degree Law-Patterson students.

### **B. MBA and MA DIPLOMACY**

Students usually enter and complete the MBA program first. Already enrolled MBA students may apply to the Patterson School before February 1 for admission to the next fall class.

The courses counting towards a Patterson degree must have an international or quantitative focus.

Graduating MBA students are encouraged to take an international commerce-related internship, job, travel or language study in the summer before entering the Patterson School. By choosing courses appropriately, MBA graduates may be able to complete their Patterson School program in two semesters instead of the usual three.

### **C. MS ECONOMICS/MA DIPLOMACY**

Students usually enter and complete the Master of Science in Economics program first. Already enrolled MS students must apply to the Patterson School before February 1 for admission to the next fall class.

These courses must have an international or quantitative focus. Graduating economics students are encouraged to take an international commerce-related internship, job, travel or language study in the summer before entering the Patterson School. By choosing courses appropriately, MS-economics graduates may be able to complete their Patterson School program in two semesters instead of the usual three.

### **D. MA GERMAN/MA DIPLOMACY**

Students may enter either program first. Students already enrolled in the German program may apply to the Patterson School before February 1 for admission to the next fall class.

### **E. MA FRENCH/MA DIPLOMACY**

Students may enter either program first. Students already enrolled in the French program may apply to the Patterson School before February 1 for admission to the next fall class.

### **F. OTHER POSSIBILITIES**

Concurrent degree programs may potentially be devised with other UK departments offering the MA/MS degree if the DGS of both programs concur. A concurrent degree form available from the Graduate School must be filled out by the student and the DGS of both programs at the start of studies. Changes may be made to the form over the course of the student's studies and all changes must be approved by all parties.

## **VI. PART-TIME/FULL-TIME STUDY**

Patterson School students are required to enroll in no fewer than nine credits per semester unless: 1) Only one or two courses are needed to meet all degree requirements in the final semester, or 2.) Specific individual permission is obtained from the Director for good cause. Patterson School students will not be allowed to "stop out" (i.e., dropping out with the clear plan of returning) for a semester or more unless they

obtain the School's permission to do so for good cause with an approved Academic or Medical Leave of Absence.

## **VII. INCOMPLETE GRADES**

It is never desirable to end the semester with work unfinished and receive an "I" or "incomplete" grade but in limited circumstances, it may be necessary.

According to UK regulations, "I" grades must be replaced within 12 months of the end of the academic term in which the incomplete was assigned or prior to the student's Application for Degree request to the Graduate School in student's final semester, whichever comes first.<sup>3</sup> However, this is the maximum. It is at the discretion of the instructor to determine when the outstanding work is due.

The Patterson School faculty have adopted the following guidelines for granting incompletes. Of course, in cases of medical emergency, these guidelines will be flexible and will follow all UK guidelines.

- Students cannot have more than one incomplete at a time.
- Students cannot take comprehensive exams while incompletes are outstanding.
- Incompletes must be resolved within one semester.

If a student needs an incomplete, the following steps must be taken:

1. Student consults with course instructor to receive approval.
2. Student and instructor develop written contract with revised due dates and expectations.
3. Contract is forwarded to DGS.
4. Student meets with DGS and approves contract.
5. Beginning with the first week of classes in the subsequent semester, the student meets weekly with Student Affairs Officer to discuss progress. Student Affairs Officer will alert DGS and instructor of any concerns regarding lack of progress.

Except in cases of medical emergency or other unforeseen event, this process must be completed no later than one week prior to the end of classes in a given semester.

## **VIII. SUMMER INTERNSHIPS AND FOREIGN LANGUAGE STUDY**

The Patterson School encourages all students to consider summer internships and language study to enhance their exposure to career opportunities, learn valuable skills, increase networking, and further develop their resumes. We do not offer course credit for internships or language study. A limited number of partial scholarships are generally available each year for summer internships or study. An application to request

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<sup>3</sup> <https://www.uky.edu/ombud/incomplete-i-grades>

funding must be submitted in April and approved by the DGS to be considered for this funding.

## **IX. PATTERSON CO-CURRICULAR EVENTS**

The Patterson School of Diplomacy and International Commerce offers a distinctive Master of Arts program designed to prepare students academically, professionally, and personally for careers in international affairs. Formal academic coursework is combined with experiential learning via a rich variety of co-curricular activities and events.

Our co-curricular program is an integral part of the Patterson School experience. Students are expected to participate to the maximum extent possible. Patterson classes are offered Monday-Thursday. No classes meet on Friday as this time is explicitly reserved for our co-curriculars. Students are expected to participate to the maximum extent possible. Our programming includes:

**Friday Speaker Series:** On (most) Fridays throughout the academic year, Patterson holds a speaker series. Each week, speakers from a range of disciplines and background talk with students about career paths and current topics. These talks are informal and offer an opportunity for extended question/answer periods and networking. The talks are split between Zoom offerings and in person events.

**Friday Career Series:** In addition to the Friday speaker series, Patterson will be hosting a range of area specific, career development sessions. These will include resume review, internship opportunities, job search recommendations specific to fields of interest.

**Army War College Negotiation Exercise:** Patterson is fortunate to be one of only a few programs which hosts the Army War College exercise. This is a **mandatory** event for students. **For Fall 2024, this is scheduled for October 4-5.**

**Fall Conference:** Each fall, we host a conference focusing on a region or theme and examine the issues related to each of our four concentrations. We will host subject matter experts and working professionals covering this theme from across our focus areas. This is a **mandatory** event for students. For Fall 2024, this event is scheduled for October 17-18.

**Spring Crisis Simulation:** This student developed and student led two-day crisis simulation, typically held in February, is a highlight of our calendar. This is a **mandatory** event for students.

**Spring Break Trip:** At the start of Spring Break each year, Patterson has traditionally hosted a trip to a regional destination (Atlanta, Detroit, Chicago, DC) where student have the opportunity for extensive site visits across our areas of concentration.

**Other events:** Additional events held in the past have included group site visits to public and private sector headquarters and manufacturing operations, attending professional and academic conferences (e.g., the

Middle East Institute's annual meeting or the Carnegie Endowment's Nuclear Policy Conference in Washington, DC), and a speaker's program.

## **X. PATTERSON SCHOOL FACILITIES**

**Vandenbosch Conference Room (420):** We are fortunate to have this room to use for a variety of purposes. The room is open to students, except of course, during class times and other Patterson events. If you would like to schedule an event for the room, please reserve with the Student Affairs Officer to ensure the room is free. Access to the room is by keypad lock; you will be given the code. The last person out needs to make sure that the lights are off and the doors are shut.

**Teleconference Center (459):** This small, multipurpose room is available on a reservation-only basis; please schedule times with the Patterson School Student Affairs Officer. Generally, it is used for teleconferences, exams, job interviews, private meetings, and for student group study sessions or class presentation preparations.

**Seminar Room (1103):** This small seminar room is available on a reservation-only basis; please schedule times with the Patterson School Student Affairs Officer. Generally, in addition to classes, it can be used for job interviews, exams and student group study sessions or class presentation preparations.

**Student Lounge (467) and Computer Room (469):** These rooms are for Patterson School students only. Access to the room is by keypad lock; you will be given the numeric code. The rooms may be used at all times, though the last person out needs to make sure that the lights are off and the door is shut. We ask that you do your part to keep the rooms clean and free of clutter and that you treat the equipment with the same care you would your own.

We provide both Apple and Dell computers for our students use in room 469. All of the computers have Microsoft Office (Word, Excel, Access, PowerPoint, and Publisher) as well as Internet Explorer, Safari or Firefox. The Apple computers have the Adobe Creative Suite (Photoshop, Illustrator, InDesign and Premiere), as well as Pages, Keynote and Numbers. We ask that you **do not install any other software and avoid saving your documents to the hard drives.** All the computers are connected to the University Network. When you are finished, please remember to log off.

The student room is equipped with a networked copier/printer/scanner and the computers are connected to it. There is no charge to use the copier/printer machine; you must supply your own paper. **Please do not try to un-jam, change toner or attempt any fix on the copier/printer.** Attempting to do so could jeopardize our service contract.

If you need to send a fax, please ask a staff or faculty member to assist you. The fax machine is in room 453 and is available for matters relating to the Patterson School, i.e. internships, interviews, financial aid, etc.

## **XI. STUDENT CONCERN PROCEDURES**

The purpose of the student concern procedure is to provide a process for resolving student complaints regarding processes, procedures, and faculty or staff. This procedure applies to all student complaints, including but not limited to academic issues, student services or administrative concerns, or matters involving any form of discrimination or harassment. Concerns involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements.

The Student Concern Form can be accessed at the bottom of any page within the Patterson School's website (<https://pattersonschool.uky.edu>). Students should visit the Patterson School website, scroll to the bottom until they see "Quick Links", click "Current Student Resources", and then select "Student Concern Form". This will direct the user to a Qualtrics survey. Submissions can remain anonymous, but if a student remains anonymous, the Patterson School will not be able to reach out to the student directly for additional feedback or for an update regarding the concern.

## **XII. PATTERSON SCHOOL APPEAL PROCEDURES**

### **A. ACADEMIC APPEAL POLICY**

The faculty members of the University of Kentucky (UK) Patterson School of Diplomacy and International Commerce have the responsibility for setting standards of achievement required for successful completion of a given course or comprehensive examination. All performance measures should be an accurate and fair representation of a student's work. Students have the right to appeal course grades or comprehensive examination scores if the student's academic performance was not the basis for the grade or score or if the UK Patterson School did not follow appropriate procedures.

The Academic Ombud is the officer of the university charged with consideration of student grievances in connection with academic affairs.

### **B. COURSE GRADE APPEAL**

A student who wishes to appeal a failing course grade must submit a written request to the course faculty no later than one week after the course faculty releases the grade to the student. The course faculty will review the written request. The course faculty must notify the student of his/her/their decision within one week from the date on which the student submitted the appeal.

If the student wishes to dispute the course faculty's decision, he/she/they must submit a written request to the Director of Graduate Studies, with Student Affairs Officer (SAO) copied, no later than one week after the date the course faculty sends notification to the student. The DGS, SAO, and student should schedule to meet regarding the issue. Post meeting, the DGS will review the appeal, develop a consensus, and notify the student and the course faculty in writing of the final decision within one week of the appeal submission, copied to SAO and Director.



If the student wishes to appeal any final decision made by the DGS, he/she/they must submit a request to the Academic Ombud for potential appeal to the University Appeals Board (see University Senate Rule 6.4.4 Appeals to the University Appeals Board).

### **C. COMPREHENSIVE EXAMINATION APPEAL**

A student who wishes to appeal his/her/their comprehensive examination result must submit a written request to the examining committee members no later than one week after the results are released to the student. The examining committee members will review the written request. The examining committee members must notify the student of their decision within one week from the date on which the student submitted the appeal.

If the student wishes to dispute the examining committee members' decision, he/she/they must submit a written request to the Director of Graduate Studies, with Student Affairs Officer (SAO) copied, no later than one week after the date the examining committee members send notification to the student. The DGS, SAO, and student should schedule to meet regarding the issue. Post meeting, the DGS will review the appeal, develop a consensus, and notify the student and the examining committee members in writing of the final decision within one week of the appeal submission, copied to SAO and Director.

If the student wishes to appeal any final decision made by the DGS, he/she/they must submit a request to the Academic Ombud for potential appeal to the University Appeals Board (see University Senate Rule 6.4.4 Appeals to the University Appeals Board).

## **XIII. UNIVERSITY OF KENTUCKY POLICIES AND RESOURCES**

### **A. ACCESS TO STUDENT RECORDS**

Taken from: <https://www.uky.edu/registrar/FERPA-privacy>

*In general, the records maintained by the University are available only to the student; to University personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may be released by the institution to appropriate persons in connection in an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may also be furnished in compliance with a judicial order, or pursuant to a subpoena, or with the consent of the student.*

*The Family Educational Rights and Privacy Act [FERPA] affords students certain rights with respect to their education records. They are:*

- 1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they*

wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

*Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]*

*The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Kentucky to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:*

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC, 20202-4605*

*The University may release information without the student's consent where the information is classified as "Directory information." The following categories of information have been designated by the University*

*as directory information: name, address, telephone listing, e-mail address, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full-time/ part-time status, \*\* and the most recent previous educational institution attended by the student. Students who do not wish such information released without their consent should notify the Student Records Office in writing and follow the procedures listed here.*

*Direct questions concerning this law and the University's policy concerning release of academic information to the Student Records Office, 257-3161.*

## **B. CODE OF STUDENT CONDUCT**

Patterson student are subject to the University of Kentucky Student Code of Conduct: <https://www.uky.edu/studentconduct/sites/www.uky.edu.studentconduct/files/AR%204-10%20Student%20Code%20and%20Procedures.pdf>

Please take the time to review this code. This applies to your conduct throughout your time at UK including all Patterson events.

## **C. DISCRIMINATION AND HARASSMENT**

***Taken from:*** <https://www.uky.edu/eo/discrimination-harassment>

*In an effort to foster an environment of respect for the dignity and worth of all members of the University community, the University of Kentucky is committed to maintaining an environment free of prohibited discrimination. Any member of the University of Kentucky community who believes they have experienced discrimination, harassment, or retaliation may bring their concerns to the Office of Institutional Equity and Equal Opportunity (IEEO). A staff member of IEEO is available to provide information of the investigative and resolution process.*

### ***The Role of the Office for Institutional Equity and Equal Opportunity in Responding to Reports and Complaints of Discrimination***

*The Office for Institutional Equity and Equal Opportunity is responsible for upholding the University's commitment to equal opportunity for all members of the University's community in academic programs, research, service, and employment. OIEEO's function is to determine whether University policies or procedures regarding discrimination and harassment have been followed. If policy violations are found, the office works to remedy the situation and relieve the complainant of the burden forced on them by the inappropriate behavior.*

*IEEO provides timely, sensitive, and discreet responses to complaints and reports of discrimination,*

*harassment and retaliation. IEEEO investigates complaints and reports thoroughly and impartially and works with University officials to arrive at an appropriate and equitable resolution.*

### ***Discrimination and Harassment Resolution Goals***

- *Provide timely, sensitive, and discreet responses to complaints and reports of discrimination, discriminatory harassment and retaliation.*
- *Investigate complaints and reports of discrimination thoroughly and impartially. Address problematic behavior through appropriate and equitable resolution.*
- *Work to improve the University's response to reports and complaints of discrimination, discriminatory harassment, and retaliation.*

### ***Procedures for Allegations of Discrimination, Harassment and/or Retaliation***

#### ***Initial Report***

*A complaint of discrimination or harassment should be filed as soon as possible after the alleged discriminatory, harassing or retaliatory action. A complaint of discrimination or harassment may be initiated by contacting any dean, director, faculty member, department head, manager, supervisor, or other individual with supervisory or administrative responsibility. Any such individual who receives a complaint of discrimination or harassment shall report that to the Office of Institutional Equity and Equal Opportunity. Once the Office of Institutional Equity and Equal Opportunity Office receive the complaint an investigation will begin immediately.*

#### ***Investigation***

*After reviewing the initial report, departmental administrative authorities are notified so suitable arrangements can be made for interviews with the complainant, respondent, and witnesses that are necessary to the investigation.*

*In determining whether alleged conduct constitutes harassment, the record as a whole and the totality of the circumstances will be considered. This means the nature of the alleged conduct and the context in which the alleged conduct occurred will be examined and evaluated to determine whether the totality of the evidence created a violation of University policy.*

*If necessary, informal mediation may be recommended but not required for complaints to be fully processed. Mediation is not an option if the alleged conduct constitutes sexual assault.*

*All parties involved in the investigation will be informed retaliation is prohibited against anyone making or participating in the investigation of a complaint. If retaliation is found to have occurred, that may be*

grounds for immediate termination or expulsion even in the absence of a finding of discrimination.

The investigation shall be completed in a timely manner after filing the complaint. The investigation period will vary as necessary for an equitable resolution of the situation.

### ***Findings and Resolution***

After all interviews are complete the information is reviewed to determine whether AR 6:1 Policy on Discrimination and Harassment has been violated. If the policy was violated, individual circumstances, including the severity of the violation, will influence the corrective action recommended by the Office of Institutional Equity and Equal Opportunity to the department.

Notification of the outcome of the complaint and the basis for the decision will be given to the parties involved in the investigation either orally or in writing. All parties involved in the investigation are informed that information regarding the complaint, its investigation and its disposition is to be kept private. The University will maintain the complainant's privacy to the extent possible within the law. The Office of Institutional Equity and Equal Opportunity will recommend the University take steps to prevent further harassment and to correct its effects, if appropriate.

The IEEO strives to complete investigations in a timely manner. However, the time required to complete the investigation will vary depending upon the individual circumstances of each complaint, as well as the nature and sufficiency of the information provided to the Office of Institutional Equity and Equal Opportunity. The IEEO recognizes harassment and discrimination is an interruption to the work and academic environment and until there is a resolution work performance and production may be impacted. Thus, the Office of Institutional Equity and Equal Opportunity makes every effort to complete an investigation in a timely manner.

The University of Kentucky requests that all internal resources be exhausted before using external resources; however, at any time a complaint may be filed with the U:S: Department of Education Office of Civil Rights, Department of Labor, or Equal Employment Opportunity Commission. Once a complaint has been with made with an external agency the Office of Institutional Equity will work directly with the agency to come to a resolution.

## D. CAMPUS DISABILITY RESOURCE CENTER

**\*\*\* The ADA provides that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University of Kentucky. If you need to request reasonable accommodations, please contact the Disability Resource Center at 859-257-2754. \*\*\***

*Taken from: <https://www.uky.edu/DisabilityResourceCenter/>*

*Students with documented physical, learning, or temporary disabilities may receive assistance and support from the University of Kentucky Disability Resource Center. The goal of the Disability Resource Center is to provide equal access to students who are eligible. We advocate for reasonable accommodations, removal of barriers, and acceptance of different learning methods. In partnership with students, faculty, and staff, our purpose is to achieve an accessible educational environment where students with disabilities have an equal opportunity to fully participate in all aspects of the university community.*

*The Disability Resource Center provides the following services to students at the University of Kentucky:*

Consultation Services  
Accommodated Test Proctoring Services  
Alternative Text and Assistive Technology Services  
Deaf/Hard of Hearing  
Service and Comfort Animal Registration  
Temporary Disability Services  
Workforce Recruitment Program  
Door to Door Transportation Services

*It is recommended that students contact the Disability Resource Center early to request specific assistance so that the required medical or psychological documentation can be reviewed, and reasonable accommodations can be provided from the beginning of class work in order to achieve the greatest benefit to the student.*

Disability Resource Center  
725 Rose Street  
MDS Building Suite 407  
Phone: 859-257-2754  
Email: [drc@uky.edu](mailto:drc@uky.edu)