**GRADUATE CERTIFICATE IN CLINICAL AND TRANSLATIONAL SCIENCE**

**GRADUATE STUDENT HANDBOOK 2025 - 2026**

**Department of Behavioral Science College of Medicine**

**University of Kentucky**

## Important Links:

Academic Calendar: <http://www.uky.edu/registrar/registrar-academic-calendar>

University of Kentucky Graduate School Catalog:

<http://catalogs.uky.edu/index.php>

Additional resources can be found at: <http://gradschool.uky.edu/student-resources-0>

Registrar: <http://www.uky.edu/registrar/>

## Director of Graduate Studies (DGS):

Dr. Claire Clark

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## Curriculum Coordinator:

Sarah Treberg

Email: [sarah.treberg@uky.edu](mailto:sarah.treberg@uky.edu)

# Introduction

We are delighted to welcome you to the Department of Behavioral Science and the Certificate in Clinical and Translational Science (CTS) program at the University of Kentucky. By joining us, you become part of a vibrant academic community committed to advancing research that improves health outcomes in Kentucky and beyond.

Our department is home to a diverse and multidisciplinary faculty with expertise across Anthropology, Communications, Epidemiology and Statistics, Psychology, Sociology, Social Work, and more. What unites us is our shared commitment to education, research, and collaboration in the pursuit of clinical and translational science. Together, we work to train the next generation of CTS researchers, and we are excited for you to be a part of that mission.

This manual is designed to help orient you to the CTS Certificate Program—its structure, resources, policies, and the people who are here to support your success. While it provides important information, it is not intended to replace official university resources. Please refer to the [Graduate School Resources](https://gradschool.uky.edu/dgs-and-dgc-resources) for the most current policies and procedures. In the event of any discrepancies, the Graduate School Resources takes precedence.

The goal of the CTS Certificate Program is to equip professionals with the knowledge and skills to conduct rigorous, interdisciplinary research that translates scientific discoveries into meaningful health improvements. The curriculum focuses on core CTS competencies, advanced interdisciplinary training, and personalized research experiences aligned with your individual goals and interests. As a graduate scholar, you are encouraged to take an active role in shaping your academic experience. We urge you to regularly connect with faculty mentors, seek guidance, and engage fully with the many opportunities this program offers.

This handbook contains live links to useful resources, so we recommend keeping a digital copy on hand for easy reference. If you encounter any broken links or have questions about the program, please don’t hesitate to reach out to our Director of Graduate Studies, Dr. Claire Clark, at [claire.clark@uky.edu](mailto:claire.clark@uky.edu).

# Curriculum

# The Certificate in CTS requires the completion of a Core Curriculum with a grade point average (GPA) of 3.0 or better. The Core Curriculum is designed to establish knowledge-based and skill-based competencies in communication; professionalism; critical thinking; synthesis of knowledge; planning; management; assessment; and leadership in four areas: 1) CTS methods and technologies; 2) scientific knowledge; 3) measurement and statistics; and 4) research integrity (research ethics and responsible conduct of research). It is expected that most Certificate students will complete the Core Curriculum in 1-2 years.

# The following courses are the Core Curriculum for the Certificate program:

|  |  |  |
| --- | --- | --- |
| BSC 731 | Methods and Technologies in CTS | (3 credits) |
| BSC 732 | Interdisciplinary Protocol Development | (3 credits) |
| BSC 733 | Seminar in Clinical & Translational Science | (1 credit) |
| BSC 534 | Ethics and Responsibility in Clinical Research | (3 credits) |
| BSC 625 | Fundamentals of Biostatistics for Clinical and | (3 credits) |
|  | Translational Research (or STA 580, Biostatistics) |  |
| BSC 790 | Research in Medical Behavioral Science | (1 credit) |

**Course Descriptions for Core Curriculum (14 credit hours)**

BSC 731: Methods and Technologies in Clinical and Translational Science

(3 credit hours – Spring and Fall)

This overview course is designed to introduce the student to the major methods and technologies of clinical and translational science (CTS) with an emphasis on human subject’s research. This course teaches students how to formulate research questions and write literature reviews; apply CTS research methods, including experimental, survey, and qualitative research methodologies, to diverse areas of research by aligning appropriate methodologies to research questions of interest; and enhance interdisciplinary communication skills.

Prerequisites: Graduate standing, permission of instructor

BSC 732: Interdisciplinary Protocol Development

(3 credit hours – Spring and Fall)

This course will introduce students to the processes involved in the development and implementation of interdisciplinary research. Students will consider key aspects of leadership, communication, and teamwork involved in conducting interdisciplinary research. Students will also learn about the structure and functioning of the National Institutes of Health (NIH) as well as the NIH grant application and review process. Finally, using their knowledge regarding the research methods and technologies of clinical and translational science, students will develop an NIH-format research grant application.

Prerequisites: Graduate standing, BSC 731, permission of instructor.

BSC 733: Seminar in Clinical and Translational Science.

(1-3 credit hours – Spring and Fall)

This seminar course is designed to orient students to the clinical and translational research community and activities at the University of Kentucky and to incorporate a multidisciplinary cooperative approach to clinical and translational research. Students are expected to apply their knowledge of effective scientific communication, responsible conduct of research, and methods and technologies of clinical and translational science to ongoing discussions. Two sections of the course are regularly offered. In the lecture-based section, the course will consist of four evening seminars focusing on different topics of clinical and translational research as well as 3 additional seminars of the student’s choice. In the discussion-based section, the course will consist of 6 one-hour seminar discussions of case studies related to topics such as scientific communication, responsible conduct of research, and methods and technologies of clinical and translational science.

Prerequisites:Graduate standing.

BSC 534: Ethics and Responsibility in Clinical Research.

(3 credit hours – Spring and Fall)

The goal of this course is to provide an overview of ethical considerations when conducting and reporting clinical research, as well as to provide experience in the practice and application of ethics to clinical science. This course will address issues relevant to ethically sound study design, responsible conduct of research and scientific misconduct. Students will also complete human subject’s protection training and learn to conduct research in an ethical manner.

Prerequisites:Graduate standing, permission of instructor.

BSC 625: Fundamentals of Biostatistics for Clinical and Translational Research.

(3 credit hours – Spring)

This course is for students that are either actively engaged in clinical and/or translational research or intend to be involved in research in the near future. This course consists of lectures, demonstrations and discussion sessions on biostatistics for the health sciences. The course activities are intended to promote the application of biostatistics to research concepts in the students’ areas of interest and to foster practical knowledge that supports students’ own research interests.

Prerequisites:Graduate standing, permission of instructor.

BSC 790: Research in Medical Behavioral Science.

(1 credit hour – Spring, Summer and Fall)

The research practicum is based on a detailed research training plan developed with the primary mentor that contributes to original research and leads to a peer-reviewed publication.

Prerequisites:Graduate standing, permission of the DGS.

The BSC 790 course warrants several additional comments.It is an independent study course designed to support your research experience in the Clinical and Translational Science program. It **does not** **include scheduled class meetings**. Instead, it involves structured research or scholarly work conducted under faculty supervision.

**Time Commitment**

For each credit hour of BSC 790, you should plan to spend approximately 3 hours per week on research activities over a standard 16-week semester. For example:

* 1 credit = ~48 hours of work over the semester
* 2 credits = ~96 hours
* 3 credits = ~144 hours

**Registration Process**

To register:

1. Identify a faculty supervisor (usually your research mentor).
2. Meet to define expectations, including research goals, deliverables, and meeting frequency.
3. Email Dr. Claire Clark (DGS) at [claire.clark@uky.edu,](mailto:claire.clark@uky.edu) cc'ing your supervisor, with a brief summary of your project.
4. Receive permission to register once the plan is approved.

**During the Semester**

* Meet regularly with your supervisor to discuss progress.
* At the end of the semester, your supervisor will submit your grade along with a summary of your completed work via a Qualtrics survey.

# Planning the Sequence of the Core Curriculum

As you begin the Certificate in CTS program, you should think about the pace at which you will complete the Core Curriculum. Typically, the Core Curriculum (described above) can be completed in 1-2 years. Students who intend to complete these Core courses in 1 year may want to consider the following sequence:

**One-Year Core Sequence**

Semester 1: BSC 731, BSC 534, BSC 733

Semester 2: BSC 732, BSC 625, BSC 790

Please note that BSC 731 is a prerequisite for BSC 732, and that BSC 733 and BSC 790 could easily be reversed in terms of order.

Students who intend to complete the Core courses in 2 years may want to consider the following sequence:

**Two-Year Core Sequence**

Semester 1: BSC 731, BSC 733

Semester 2: BSC 732

Semester 3: BSC 534, BSC 790

Semester 4: BSC 625

As noted above, BSC 731 is a prerequisite for BSC 732. This two-year sequence may not be feasible based on other demands in your schedule and course availability, but it does represent a potential way to think about ordering the Core courses.

## Registration for Courses

After admission to the Certificate in Clinical and Translational Science (CTS) program, students should carefully review their Graduate School acceptance letter, which includes important information such as your UK Student ID, User ID, and instructions for setting up a UK Link Blue email account. This email account must be activated before registering for classes. Once your account is set up, visit the [Registrar’s website](https://www.uky.edu/registrar/how-to-register) for instructions on course registration.

Students should check the [academic calendar](https://registrar.uky.edu/calendars) to determine their registration window, as late registration will incur a fee. Since all CTS core courses require instructor permission, students must email the instructor in advance and identify themselves as a CTS Certificate student when requesting approval to enroll.

To remain active in the program, students must register for at least one course each Fall and Spring semester. If a student is not taking coursework but is continuing research, they should register for at least one credit of BSC 790. If a student needs to pause both coursework and research for a semester, they must request a formal *Leave of Absence*by emailing Dr. Claire Clark (DGS) at [claire.clark@uky.edu](mailto:claire.clark@uky.edu) at least one week before the start of classes. The Graduate School allows a maximum of two consecutive semesters and four total semesters of leave; exceeding this limit requires reapplying to the program and paying a new application fee.

## Timetable to Completion and Requirements for Receiving the CTS Certificate

## Most students complete the Certificate in Clinical and Translational Science within 1–2 years. To earn the certificate, you must complete the Core Curriculum with a minimum GPA of 3.0. To ensure the certificate appears on your official transcript, you must submit an application for the certificate using the [myUK](https://registrar.uky.edu/sites/default/files/2022-04/Apply%20for%20Degree%20%28UG-GR-PRO%29.pdf). Submission deadlines are: November 1 for Fall, and April 1 for Spring and Summer completion.

## Integration with the MSMS-CTS Pathway and PhD in CTS Programs

# The CTS Certificate is integrated with the MS in Medical Science (CTS Pathway) and PhD in CTS programs, and completed coursework can count toward those degrees. However, students must formally apply to the MSMS or PhD program to transfer via [the Graduate School](https://apply.gradschool.uky.edu/portal/graduate_application). Application details are available on the [department website.](https://medicine.uky.edu/departments/behavioralscience/how-apply)

# Additional Information

## Beginning the Program as a Post-Baccalaureate Student

## To accommodate students’ timetables for program completion, there are times when students take CTS courses before formal admission to the program, usually as a post-baccalaureate student. It is the policy of the Graduate School that post-baccalaureate students can only take 9 credit hours and have them count towards the course requirements for this graduate program. If you start as a post-baccalaureate student, you must submit a [formal application](https://gradschool.uky.edu/admissions/application-process) to the Graduate School to continue in the program. It is your responsibility to complete this [application](https://gradschool.uky.edu/admissions/application-process). If you have previously submitted application materials to the website and it will not allow you to complete the application submission, please try using a different email address from your previous application.

## Deferring Entry into This Program

If you’ve been admitted but need to delay starting the program by 1–2 semesters, you must email a deferral request to the DGS ([claire.clark@uky.edu](mailto:claire.clark@uky.edu)) at least one week before classes begin. This prevents the need to reapply and pay another application fee. Late or missing requests will require a new application. For full policy details, visit the [Graduate School](https://gradschool.uky.edu/student-resources).

## Applying for a Leave of Absence from This Program

If you need to pause your coursework for a semester, you must request a Leave of Absence by emailing the DGS (Dr. Claire Clark, [claire.clark@uky.edu](mailto:claire.clark@uky.edu)) at least one week before classes begin. The Graduate School allows **a maximum of two consecutive semesters** and **four total semesters** of leave. Exceeding either limit requires reapplying to the program and paying a new application fee. For full details, visit the [Graduate School’s leave policy.](https://gradschool.uky.edu/registration-holds-important-dates-leave-absence" \t "_new)

## Financial Aid and the Employee Education Program (EEP)

## The Clinical & Translational Science Certificate does not offer stipends or tuition support. However, full-time UK employees may use the Employee Education Program (EEP) to cover tuition.

## To use the EEP:

## Submit the [EEP form](https://hr.uky.edu/sites/default/files/forms/eep-form-update_0.pdf) each semester after registering.

## Send it by email ([edubenefits@uky.edu](mailto:edubenefits@uky.edu)), fax (859-323-8494), or deliver in person to 115 Scovell Hall.

## Be sure to check the [EEP deadlines](https://hr.uky.edu/insurance-and-retirement/tuition-assistance-programs) each semester.

## If you change your course schedule, you must submit an updated form.

## Key EEP limits:

## 8 credit hours max per semester (unused hours don’t carry over)

## 18 credit hours max per academic year

## Tuition benefits over $5,250 per calendar year are taxable under IRS rules.

## For questions, see the [EEP FAQ](https://hr.uky.edu/insurance-and-retirement/tuition-assistance-programs) or contact [edubenefits@uky.edu](mailto:edubenefits@uky.edu) / (859) 257-8772.

## ID Badges

The UK student ID is available at the UK WildCard [UKID Center](https://www.uky.edu/wildcard/wildcard-id-home), 107 Student Center, 9 am – 5 pm, for $15 (257-1378). This ID may be used for a variety of services on campus (copying services, athletic events, library use, etc.) and provides other discounts in Lexington.

Students engaged in research may be required to present an ID in order to access various restricted areas. In this case, they should contact the Administrator or DGS of the Department/Center in which the research is being conducted for obtaining a Medical Center ID badge.

## Health and Health Insurance

[University Health Services](https://ukhealthcare.uky.edu/university-health-service) provides medical treatment for full- and part-time students.

The university also has a student health insurance [plan](https://hr.uky.edu/insurance-and-retirement/health-insurance-and-benefits/options-for-receiving-health-care/student-health-plan) (voluntary) that provides benefits for sickness and injury. The University of Kentucky requires all international students and their dependents to have health insurance.

## Parking

## Information regarding parking and commuting options can be found at the UK Transportation Services website: <https://www.uky.edu/transportation/>

## Safety and Research Training

## Certificate students who participate in laboratory research must complete the basic [safety training](https://researchsafety.uky.edu/chemical-safety/chemical-hygiene-plan/training-requirements) required for biomedical research at UK. Students and faculty research mentors must review any additional safety or research training requirements prior to engaging in specific lab activities.

## Laboratory accidents should be reported immediately to the faculty mentor or appropriate lab personnel to determine a course of action. Non-life threatening accidents requiring medical attention need to be reported first to Worker’s Care (1-800-440-6285). The injured employee (including graduate students) must go to [UK Employee Health](https://ukhealthcare.uky.edu/university-health-service/employee-health) (part of University Health Services on Limestone) in the Kentucky Clinic for medical treatment.

## Academic Probation

## Students must maintain a minimum 3.0 GPA (B average) in all coursework and earn at least a B in all required courses. If a student’s GPA falls below 3.0 after completing 12 or more credit hours, the Graduate School will place them on academic probation. The GPA must be raised to 3.0 within the next 9 credit hours to avoid dismissal. Dismissed students may reapply later. While on probation, students are not eligible for fellowships, tuition scholarships, or final exams.

## Termination from the Program

## As a student in the CTS Certificate Program, you are expected to uphold the highest standards of academic integrity and professionalism. The Department of Behavioral Science follows all University of Kentucky policies regarding academic standing and conduct, as outlined in this handbook, the [Graduate School Resources](https://gradschool.uky.edu/dgs-and-dgc-resources) and the [Student Rights and Responsibilities Handbook](https://studentsuccess.uky.edu/student-conduct/services/student-rights-responsibilities-uk).

## Serious misconduct—including cheating, plagiarism, falsifying or misusing data, or improper use of research equipment—may result in dismissal from the program, following the procedures outlined in the [UK Student Code of Conduct](https://studentsuccess.uky.edu/student-conduct). If you have questions about these policies or expectations, please don’t hesitate to reach out to DGS (Dr. Claire Clark, [claire.clark@uky.edu](mailto:claire.clark@uky.edu)) for guidance. Our goal is to support your success while maintaining the integrity of the program and the broader research community.

# Application to the Certificate in CTS Program

# In the event that you know other individuals who may be interested in the Certificate in Clinical and Translational Science, information about how to apply is presented below.

# Applicants for the Certificate in Clinical & Translational Science program must either be enrolled in a UK graduate program or be accepted by UK Graduate School as a graduate student. Before applying, prospective students should contact Sarah Treberg, Curriculum Coordinator, at [sarah.treberg@uky.edu](mailto:sarah.treberg@uky.edu) or 859-323-5803 to discuss the program and confirm eligibility.

# [Application requirements](https://medicine.uky.edu/departments/behavioralscience/how-apply):

# A completed Graduate School [application](https://gradschool.uky.edu/admissions/application-process)

# Transcripts

# A current CV

# Two letters of support (on letterhead, following specific guidelines)

# Narrative responses to application questions (uploaded as the personal statement)

# Applications are accepted for Fall and Spring semesters:

# Fall deadline: May 1

# Spring deadline: October 1

# Late or incomplete applications will be considered in the next application cycle.

# The admissions committee uses a holistic review process; individualized consideration is given to how each applicant may contribute to the learning environment and to the profession, weighing and balancing the range of the criteria prioritized by the selection committee.

# Following review of applications by the Admissions Committee, applicants will be notified of their status.

### Clinical & Translational Science

### Graduate Certificate

Curriculum & Requirements Checklist

**Student Name** **Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Core Curriculum (14 credits)** | | | | | |
|  |  |  |  |  |  | |
| **COURSE PRE-FIX** |  |  |  |  | **CREDIT** | |
| **NUMBER** |  | **COURSE TITLE** | |  | **HR** | |
|  |  |  |  |  |  | |
| BSC 731 |  | Methods & Technologies in CTS | |  | 3 | |
| BSC 732 |  | Interdisciplinary Protocol Development | |  | 3 | |
| BSC 733 |  | Seminar in CTS | |  | 1 | |
| BSC 534 |  | Ethical and Responsibility in Clinical Research | |  | 3 | |
| BSC 625 |  | Fundamentals of Biostatistics for CTS | |  | 3 | |
| BSC 790 |  | Research in Medical Behavioral Science | |  | 1 | |
|  |  |  | Total Credits: | | **14** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Planning** | | | | | | |
|  |  |  |  |  |  |  |
| **COURSE** |  | **CREDITS** |  | **COMPLETED (Y/N)** |  | **SEMESTER COMPLETED** |
| BSC 731 |  | 3 |  |  |  |  |
| BSC 732 |  | 3 |  |  |  |  |
| BSC 733 |  | 1 |  |  |  |  |
| BSC 534 |  | 3 |  |  |  |  |
| BSC 625 |  | 3 |  |  |  |  |
| BSC 790 |  | 1 |  |  |  |  |
| **Total Credits:** | | **14** |  |  |  |  |

# Last Semester of Certificate

## To ensure the certificate appears on your official transcript, you must submit an application for the certificate using the [myUK](https://registrar.uky.edu/sites/default/files/2022-04/Apply%20for%20Degree%20%28UG-GR-PRO%29.pdf).

## Submission deadlines:

## Fall: November 1

## Spring and Summer: April 1