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# Student Handbook

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*Master of Social Work Program*

*Academic Year 2022  
Fall 2021 – Summer 2022*



## **Welcome to New Students**

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Welcome to the Master of Social Work (MSW) Program for the 2021 –2022 academic year.

Upon graduation, you will be prepared for advanced generalist social work practice and contribute to your professional goals through the acquisition and enhancement of knowledge, skills, and competencies. You will evolve into active social change agents.

**It is your responsibility to read this handbook, become acquainted with, and adhere to, University policies and procedures. This handbook is intended to supplement and synthesize with the information provided in the UMKC *University Catalog* and the University of Missouri-Kansas City *Student Handbook* and *Graduate Studies Handbook*.**

Social Work Web site: <http://cas.umkc.edu/socialwork/>

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## School of Social Work - Faculty & Staff Contact List

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## Vision and Mission – Goals and Learning Outcomes

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### *UMKC's College of Arts and Sciences Vision and Mission Statements*

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**UMKC ASPIRES TO BE AN EXEMPLARY PUBLIC URBAN RESEARCH UNIVERSITY OF THE 21ST CENTURY, PURSUING EXCELLENCE AS A HUMAN-CENTRIC LEARNING AND DISCOVERY COMMUNITY, FOSTERING EQUITY, DIVERSITY, AND INCLUSION TO ENRICH THE LIVES OF THE PEOPLE AND REGIONS WE SERVE.**

As an urban research university, our mission at the University of Missouri-Kansas City is to promote learning through the discovery, preservation, and dissemination of knowledge of public value across a broad spectrum of disciplines and fields of study. UMKC celebrates the individual and embodies diversity and inclusion by intertwining these goals with innovation to enable transformational impact aimed at bringing cultural, social, health and economic prosperity to the metropolitan, regional, and global communities we serve.

UMKC's College of Arts and Sciences will be a model urban liberal arts and sciences college reputed for both traditional and cutting-edge undergraduate and graduate academic programs; a highly diverse and dynamic faculty, staff, and student body; an active engagement with its city and region; and a strong commitment to excellence in teaching and research.

UMKC'S College of Arts and Sciences promotes the development of an enlightened society by fostering the discovery of new information in the arts, humanities, sciences, and social sciences and by making its educational resources widely available to the public. Through teaching, research, and service the College enhances and enriches the intellectual, cultural, and economic well-being of the city, the region, and the State of Missouri. Capitalizing on the diversity and expertise of its faculty, the College provides the graduates of all of the university's academic divisions a solid foundation in the liberal arts and sciences. With emphases on writing, critical thinking, and interdisciplinary, the College's academic programs introduce students to the major branches of knowledge and to research methods in the various disciplines and professional programs. Upper-division and graduate programs prepare students for leadership roles in the arts, sciences, business and industry, education, government, health organizations, and social-service agencies. The College is committed to life-long learning and civic engagement.

### *School of Social Work Vision and Mission*

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It is the vision of the UMKC School of Social Work to become a model urban, professional school recognized for its partnership within diverse communities to effectively collaborate and sustain a safe, more economically secure, and socially just quality of life.

The mission is to prepare competent, advanced generalist social work practitioners to meet the needs of multi-culturally diverse populations in a dynamic Midwestern metropolitan context; to be culturally proficient, ethical leaders and service providers engaged in knowledge-driven, inter-professional, multi-systemic, community-based practice; who advocate for social and economic justice, enhance human wellbeing, and support individuals' capacity to address their own needs.

The [Council on Social Work Education \(CSWE\)](#) uses the [Educational Policy and Accreditation Standards \(EPAS\)](#) to accredit social work programs. The UMKC School of Social Work is accredited until June 2023.

### ***National Association of Social Work (NASW) Mission and Values***

*The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's dual focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.*

*Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.*

*The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence.*

*This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.*

--  
--Preamble of the NASW Code of Ethics

### ***School of Social Work Goals***

1. Demonstrate professional behavior and uphold the values and ethics of the profession that guide professional practice.
2. Advance human rights and social, economic, and environment justice while actively engaging diversity and difference in all levels of practice.
3. Engage in interdisciplinary scientific inquiry, through practice-informed research and research-informed practice.
4. Implement practices to engage, assess, intervene, and evaluate families, groups, organizations, and communities, while utilizing critical thinking, knowledge of theoretical frameworks, and evidence-based practices.

## School of Social Work Student Learning Outcomes

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1. Upon graduating from the MSW Advanced Generalist program, students will be able to:
2. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.
3. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
4. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.
5. Use technology ethically and appropriately to facilitate practice outcomes.
6. Use supervision and consultation to guide professional judgement and behavior.
7. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.
8. Present themselves as learners and engage clients and constituencies as experts of their own experiences.
9. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
10. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
11. Engage in practices that advance social, and environmental justice.
12. Use practice experience and theory to inform scientific inquiry and research.
13. Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.
14. Use and translate research evidence to inform and improve practice, policy, and service delivery.
15. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.
16. Assess how social welfare and economic policies impact the delivery of and access to social services.
17. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.
18. Apply knowledge of human behavior and social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.
19. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
20. Collect and organize data and apply critical thinking to interpret information from clients and constituencies.
21. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
22. Develop mutually agreed-on intervention goals and objectives based on the clinical assessment of strengths, needs, and challenges, within clients and constituencies.
23. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
24. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.
25. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.
26. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.
27. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.
28. Facilitate effective transitions and endings that advance mutually agreed-on goals.
29. Select and use appropriate methods for evaluation of outcomes.



30. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
31. Critically analyze, monitor, and evaluate intervention and program processes and outcomes.
32. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

## Admission

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### *Criteria*

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The Master of Social Work degree is a scholarly as well as a professional degree, and admission to the program is extended to people who have demonstrated the potential to do high quality academic work beyond the level of a baccalaureate degree.

- Applicants with an accredited BSW or baccalaureate degree (preferably in social, behavioral, or psychological sciences, or related disciplines) are encouraged to apply.
- A minimum cumulative GPA of 3.0 is preferred. However, lower GPA's will be considered for provisional admission when combined with volunteer work and work experience, or when there are extenuating circumstances. Provisional applicants will be admitted to the Three-Year Program.
- BSW graduates not accepted into the Advanced Standing Program can be considered for the Two or Three-Year Programs. Upon request from the applicant they will receive further review by the Admissions Committee.
- International applicants must adhere to the [Graduate International Student Policies](#).

### *Application Procedure*

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[Applications](#) must be completed and submitted online. All items on the checklist must be submitted for an application to be considered complete. Advanced Standing Students (BSW only) must submit their complete application by February 1 at 11:59pm. Traditional Program (two- or three-year programs) must submit their complete application by March 1 at 11:59pm.

### Application Checklist

- Online Application
- Application Fee
- Resume
- Narratives: The quality of the content of each narrative section will be used to determine the applicant's preparedness for professional graduate social work education. Narratives should each be 3-5 pages, double-spaced and fully address the content outlined. Traditional Program (two- or three-year program) applicants complete the first two narratives below and Advanced Standing applicants complete all three.
  1. *Statement of Values and Ethics*
    - a. Discuss your purpose for pursuing a Master's in Social Work.
    - b. Compare and contrast your personal value framework with the [NASW Code of Ethics'](#) values and principles.
    - c. How will you infuse all of the [NASW Code of Ethics'](#) six ethical principles into your future social work practice?
    - d. What human need(s) do you hope to address as a professional social worker?
    - e. Describe a personal life experience that challenged your values and ethics. How did you

respond to this challenge?

2. *Preparation for Professional Training*

- a. Explain difficulties or successes in your undergraduate academic career. How would you evaluate your previous academic experience?
- b. How you have managed personal and/or professional challenges in your life?
- c. What supports do you have to assist with managing work, life and academic commitments?
- d. Identify the areas in which you need further academic and personal development and how you plan to address these areas.

3. *Advanced Standing Narrative (if applying for Advanced Standing)*

- a. Provide an overview of your field practicum experiences.
- b. Describe lessons learned from your field experiences, including specific examples. How will these affect your future social work practicum placement (field experience)?
- c. Specific to the social work profession, what areas do you need to further your personal and professional growth?

- Three (3) Letters of Recommendation: It is strongly suggested the letters of recommendation come from individuals able to judge your potential for social work (i.e., a social worker, field instructor, other working in closely aligned field) and/or individuals able to judge your academic potential.
- Transcripts: You must personally request transcripts from previous schools you have attended. Requests for official transcripts should be made as soon as possible to ensure timely receipt of these documents. For transcript assistance, please call (816) 235-1121. Individuals with speech or hearing impairments may call Relay Missouri at 1-800-735-2966 (TT) or 1-800-735-2466 (voice).

*Program Acceptance*

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All students who have been admitted to the School of Social Work will receive an electronic letter of acceptance, which designates all requirements of admission for that individual. Contact information is provided if the newly admitted student has any questions about the provisions or stipulations of their admission. Every student should keep a copy of their letter of acceptance.

Acceptance is not complete until the student's intent to enter the program is indicated (1.) via Pathway and (2.) through emailed response to the School of Social Work.

*Provisional Acceptance*

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Provisional students attend the Three-Year Program and must attain a 3.0 GPA by the end of the first 12 hours of coursework to remain in the MSW program. In addition to the GPA requirement, students will be notified of any additional stipulations that must be met via their letter of acceptance.

*Personal Leave of Absence*

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Students may request a leave of absence by following the university procedures outlined in the [UMKC Leave of Absence Policy](#). Students who want to take an approved leave of absence are required to fill out the [Request for Leave of Absence Form](#) and are required to fill out a [Return from Leave of Absence Form](#) to be allowed to enroll and return to their previous academic program.

*Re-Admission for Inactive Students*

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After a lapse of three or more semesters (one academic year), inactive students must re-apply. The student **must be able to demonstrate** that the circumstances which contributed to their absence have been resolved or have changed substantially in order to obtain re-admission. The student will

discuss their absence and the resolution process in a meeting with the Social Work Department Chair, Program Director and/or Field Director. If any circumstance of non-compliance with academic or professional practice standards has occurred, the student must be very specific about their plan to restore compliance with the academic standards and remain in compliance with these standards.

## **Academic Advising**

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All students are assigned an advisor upon admission to the School of Social Work. Advisors are full-time faculty members. They are available to meet with students during regularly scheduled office hours, by appointment, via e-mail and/or online.

Upon admission, students must meet with their advisor in order to be released to enroll in courses. This initial advising session is intended to provide an overview of the curriculum, assist students to understand the sequencing of courses, to develop a preliminary *Plan of Study* and to assist students with general answers to questions about the MSW program. During the summer months, students may be initially advised by the School's designated summer advisor with the expectation that the student contacts their assigned advisor in the fall semester.

Students will meet with their advisors at least annually and as needed (advising holds must be released each semester). Advising consists of any or all of the following:

- Plan of Study (PoS) review
- Professional development and career guidance
- Changes in student status (moving to Three-Year Program from Two-Year Program, leave of absence, etc.)
- Challenges' impacting academic standing
- Difficulties in coursework and/or academic probation
- Grade appeals

### *Plan of Study*

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The Plan of Study (PoS) (appendix C) is a requirement for graduation as well as a source of guidance for the student during the MSW program. Each PoS will be signed by the student and their advisor to attest the completion. A copy of the PoS is provided to the student. *Any change in the PoS must be made in consultation with the student's advisor.*

### *Changing Advisors*

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The relationship with an advisor is important to the successful completion of the degree; consequently, students will be assigned an advisor upon entry to the program, and they must take the earliest opportunity to meet with their advisor. Students may change advisors upon agreement with the faculty member who they wish to have as an advisor and upon filing a request in writing to the Program Director. As a professional courtesy the student will inform the current advisor of the desire to make a change in advising.

### *Professional Mentoring*

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Students can seek professional mentoring from Social of Social Work Faculty while attaining their MSW degree. The purpose of professional mentoring is to provide leadership and professional development in the student's chosen area of social work practice and population.

## New Student Orientation

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All students are required to participate new student orientation in the beginning of their academic tenure in the School of Social Work. The purpose of the orientation is to assist students to learn the resources in the UMKC environment, to become mindful of their individual learning needs, and to establish a community of learners in the School of Social Work.

## Curriculum Overview

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The curriculum of the School of Social Work is designed to provide the opportunities and experiences for successful graduates to develop professional competencies necessary for advanced generalist social work practice. The UMKC School of Social Work offers a MSW with a concentration in *advanced generalist social work practice*. Three programs of study are available:

- Two-Year: 60 total credit hours, 15 hours per semester
- Three-Year: 60 total credit hours, 6-9 hours per semester
- Advanced Standing: 36 total credit hours, 15 hours per semester (only students who have earned a BSW are eligible)

Students must be aware of the sequential nature of the curriculum; many courses have prerequisites. If a student is unable to finish a required course and either *withdraws* or takes an *incomplete*, they must wait until that course is offered again to progress in the program. **Students should consult their advisors before withdrawing or taking an incomplete in a course to determine the effect such an action will have on their Plan of Study.**

Any course completed with a grade **lower than a C does not earn credit** toward the completion of the MSW program. If such a course is a prerequisite for other courses, the student cannot move ahead in their Plan of Study; they will have to wait until the course is offered again. **Students should consult with their advisors if they receive a grade below a C to determine the effect on their Plan of Study.**

Students must maintain a cumulative and semester GPA of 3.0. Failure to maintain a 3.0 GPA will result in the student being placed on [academic probation](#). Students in this position must consult their advisors to develop a plan to bring their GPA to 3.0. Students are given two regular semesters (summer not included) to bring their GPA to 3.0 to remove the probationary status.

All courses can be found in the [Social Work Course Offerings](#) in the [UMKC Course Catalog](#).

## Program Policies

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### *Credit for Life or Previous Work Experience*

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In accordance with the Council on Social Work Education (CSWE) accreditation standard requirements, academic credit (in lieu of field practicum or courses) for life experiences and previous work experiences is not given, in whole or in part.

### *Credit Transfer*

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Transfer credit will only be considered for elective courses and select foundation level courses (SOC-WK 5530 Human Behavior Theory, SOC-WK 5531 Human Behavior: Macro Perspectives in the Social Environment and/or SOC-WK 5534 Social Welfare Programs and Policies). **The maximum credit hours a Two- or Three-Year Program student can transfer is 12, and 6 for Advanced Standing students.**

The transfer credits must meet the following criteria:

- The coursework was offered by an accredited school/university.
- The coursework is applied toward a graduate degree at the host institution *and* taken for graduate credit.
- The student earned a grade of B (3.0) or higher.
- The courses were completed within the past five years.

Students who are eligible for course credit transfer must request in writing approval from the MSW Program Director. The request must include a justification for the course(s) being transferred and how it/they align(s) with the UMKC MSW Program Curriculum. The student must also submit a course syllabus for each course for which transfer credit is being sought. Approval is granted or denied on a course-by-course basis.

For courses completed prior to beginning coursework at UMKC, students must complete and submit the paperwork for transfer credit within their first semester at UMKC.

### Independent Study

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Students may choose to take one independent study for up to 3 credits in lieu of an elective for the purpose of increasing the depth of their knowledge of a particular subject area, or to broaden their knowledge in a subject area that is not addressed by the School of Social Work's elective courses.

### Procedures for Proposing an Independent Study

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1. Students wishing to set up an independent study must first discuss this with their academic advisor. It is imperative that the student delineates a topic of study that is NOT covered in the existing curriculum.
2. The student develops a written proposal for the independent study. If a third party, such as a field instructor is involved, the third party must contribute to the independent study proposal development. The proposal must include:
  - A descriptive title for the study
  - Description of the scope of the study
  - Time line for completion of the study
  - A set of measurable learning objectives
  - List of readings to be completed (at least a preliminary literature review is required)
  - Description of grading criteria that will demonstrate accomplishment of the learning objectives
  - A schedule of meetings with the faculty instructor
  - Any special criteria specific to the study
3. Each credit of independent study should reflect at least 50 hours per semester of actual time expended on the study (150 hours of work per semester for a 3-credit independent study). Both the process and the product of the independent study should reflect graduate level quality, depth, and effort.
4. The academic advisor will bring the student's request to the Program Director. The Program Director (or their designee) will determine whether the student should proceed with the proposed independent study or if his/her interests can be accommodated by taking one of the School of Social Work's elective courses.
5. Proposals are due by April 1<sup>st</sup> for Fall Semester, November 1<sup>st</sup> for Spring Semester, March 1<sup>st</sup> for Summer Semester.
6. If revisions to the proposal are necessary, the Program Director (or their designee) will return the proposal to the student with recommendations for change. The proposal must be resubmitted to the Program Director by May 1<sup>st</sup> for Fall Semester, January 1<sup>st</sup> for Spring Semester, May 1<sup>st</sup> for Summer Semester.

7. Upon approval, the proposal is forwarded to the student's advisor to permit registration for SW5590 Independent Study.

### Change of Course

Students are allowed to [add classes](#) or [drop classes](#) in Pathway. The last date for withdrawal can be found on the UMKC [academic calendar](#). The student must be cognizant that withdrawing from classes does not release them from financial obligations to the University.

Prerequisites and Co-requisites can be found in the [Social Work Course Offerings](#) in the [UMKC Course Catalog](#).

### Field Practicum Information, Standards, and Policies

Refer to the Field Manual posted on Sonya.

### Grading Standards and Policies

The grading and grade point system for the UMKC School of Social Work:

Letter Grade	Description	Points per Semester Hour
<b>A</b>	Highest Grade	4.0
<b>A-</b>		3.7
<b>B+</b>		3.3
<b>B</b>	Average Graduate Work	3.0
<b>B-</b>		2.3
<b>C+</b>		2.7
<b>C</b>	Minimum Acceptable Work	2.0
<b>C-</b>	No Credit	1.7
<b>D+</b>	No Credit	1.3
<b>D</b>	No Credit	1.0
<b>D-</b>	No Credit	0.7
<b>F</b>	No Credit	0.0
<b>NR</b>	Not Reported	0.0
<b>WF</b>	Withdrew Failing	0.0
<b>W</b>	Withdrew No Academic Assessment	0.0
<b>I</b>	Incomplete	0.0
<b>CR</b>	Credit Only	

### Grade Appeals

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. This grade-appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course
- The assignment of a grade by a substantial departure from the instructor's previously announced standards



## Steps in the Grade Appeal Procedure

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**Step 1:** The student should first discuss the course grade fully with the instructor of the course. This must be done **within six weeks** after the beginning of the succeeding regular academic semester. Under extenuating circumstances, the Program Director can extend this period. Students must provide evidence to support a request for extenuating circumstances, i.e., evidence of attempts to contact the professor/ schedule consultation.

*The petition is prepared as a formal letter to the Program Director which includes: the course number, title, instructor, final grade received in the course, and the date of the student- instructor consultation as designated in Step 1. The student must specify the grade the student claims should have been awarded, state which of the three charges of capricious grading is alleged to have been violated and specify such facts as are relied upon to support the charge.*

**Step 2:** If the matter is not resolved by consultation with the instructor, the student must notify his/her academic advisor and the instructor of the student's intention to file a written petition to the Program Director. The student must provide this petition **within 10 days** after consultation with the professor.

Upon receiving the completed petition, the Program Director will appoint three faculty members, excluding the instructor and the student's academic advisor, to review the submitted petition.

**Step 3:** The three-faculty-member committee will establish a date to meet within **one week** of receiving the letter of petition from the Program Director. The course instructor will provide a letter outlining the process/steps taken in evaluating the petitioning student and other students in the course. The committee will notify the Program Director in writing of its recommendation.

The final decision will be made by the Program Director who then notifies all parties involved in the grade appeal procedure of the decision.

**Step 4:** If the matter is not resolved in the School of Social Work, an appeal can be made to the Dean of the College of Arts and Sciences **within 10 consecutive calendar days** after receiving the decision from the Program Director. All documentation from step 2 are provided to the Dean: no additional records are accepted. The decision of the dean will be communicated to the student, the instructor, and the department.

**Step 5:** If the matter is not resolved within the school or College, the student may appeal to the Provost. The appeal must be made within 10 consecutive calendar days after notification of the decision of the dean.

The Provost or designated representative shall review the full record of the case and appeal documents. At this level, the Provost may appoint an *ad hoc* academic appeals committee to review the record and provide advice on the matter. The decision of the Provost is final and will be communicated to the student, the instructor, the department, and the dean of the school of College. Additional information can be found at [College of Arts and Sciences, Grade Appeal Procedure](#)

## Incomplete Grades

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An instructor may give a grade of incomplete (I) to students who have been unable to complete the work of the course because of documented illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work as outlined in *Contract for Incomplete* (Appendix B), to avoid an F.

A grade of incomplete is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question, or without attending additional classes. In other instances, students should withdraw. Students cannot re-enroll in a course for which an incomplete remains on the record.

An Incomplete (I) in required course(s) stops the student's progression in the program until the Incomplete is rectified with a passing grade. Students with an incomplete, and who have completed all other coursework, must enroll in SOC-WK 5589 continuously until their incomplete is satisfied. Additional information can be found at [Graduate Course Grading](#).

### *Repeated Graduate-Credit Courses*

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Whenever students repeat a graduate-credit course, they must **submit a course repeat form** to the Office of the Registrar **no later than the fourth week of the term**. Students seeking graduate degrees are limited to repeating no more than 20 percent of the credits applicable toward a graduate degree. The second grade received will be used to calculate the grade-point average that will be used in satisfying degree requirements. Additional information can be found at [Graduate Course Grading](#)

### *Retroactive Withdrawals*

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A student may petition for [Late/Retroactive Withdrawal](#) from a course(s) or from the university (all courses taken during that semester), if circumstances of a serious and compelling nature prevented the completion of coursework and extenuating circumstances prevented withdrawal by the deadline on the [Academic Calendar](#). In filing a Petition for Late/Retroactive Withdrawal, withdrawal from all courses taken during the term in question is normally expected since 'extenuating circumstances' are not course specific.

## **Requirements for Graduation**

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### *Application for Graduation*

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The degrees are awarded for completion of a coherent program, formalized as the *Plan of Study (PoS)*. Completing degree requirements does not automatically result in conferral of the degree. Students must request that the University review their academic record and certify that degree requirements have been met. To make this request, students must file applications for graduation with the registrar no later than the end of the fourth week of the semester in which the degree will be completed.

The application for graduation also places the candidates' names in the commencement program. The registrar will certify degree completion when students' have completed all the requirements listed on the approved program/plan of study. In addition, when completion of degree requirements has been certified by the registrar, the Registrar's Office authorizes the diploma order.

Specific term deadlines for all graduate requirements are announced in the schedule of classes for each term. Students are responsible for being aware of and meeting these deadlines. Additional information can be found at [Application for Graduation](#).

### *Continuous Enrollment*

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After completing all courses included in the plan of study all degree-seeking graduate students must remain continuously enrolled in each regular semester up to and including the semester in which their degrees are awarded. This requirement applies also to the summer term for students whose degrees are being awarded at the end of a summer term. Interruption of continuous registration due to failure to comply with this requirement will result in the need for readmission. Additional information can be found at [Graduate Continuous Enrollment Policy](#).



## Retention in the MSW Program

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The UMKC School of Social Work reserves the right to terminate a student from the MSW Program if academic performance, ethical or professional behavior, or behavioral health may jeopardize the well-being of themselves and/or others.

### *Student Rights*

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Students are encouraged to work with faculty through the Informal Process of Remediation. Any issue that cannot be resolved informally may be referred to the Program Director by the instructor, other faculty member, administrative staff, or student peer.

- A student's status and rights to attend class and interact with students and faculty may not be taken away pending any informal or formal remediation proceeding unless the student's presence presents a threat to clients, students, faculty, staff, witnesses, or victims.
  - Students may waive, in writing, the right to continue in classes or register for future classes.
- Students' rights to pursue their education and exercise their freedom of speech under the First Amendment to the United States Constitution is recognized and protected.
- Students may follow the MSW Program's or the University's grievance procedures if they feel they have been unfairly treated in academic, professional, or conduct-related issues.

### *Student Responsibilities*

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Students are responsible for proactively monitoring their own progress and for working with their advisors and instructors to resolve academic difficulties, allegations, or instances of unprofessional behavior, and personal issues that might have a negative impact on either academic or professional performance. Students should initiate meetings with their instructors to discuss their situation and develop a realistic, measurable plan for addressing the problem. Students are expected to know the criteria for assessment in each course as outlined in the syllabus or other communication from the instructor.

Instructors are not obligated to allow students to raise grades through extra credit or re-written assignments. Students who seek help too late may find themselves unable to raise their grades sufficiently to pass the course or to improve a low overall GPA.

### *Academic Standards*

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Students are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on [Pathway](#).

According to the [Graduate Probation Policy](#), all graduate students must maintain a 3.0 (B) overall grade-point average in all coursework. Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student falls below 3.0, the student's status for the next term becomes "On Probation - See principal graduate adviser," and the following conditions apply:

- A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the cumulative GPA fell below 3.0 will be declared ineligible to re-enroll.
- While on probation, a graduate student must achieve at least a 3.0 GPA during each semester in order to enroll for the following semester.

If a student fails to achieve a 3.0 GPA after 2 semesters on probation, they will not be allowed to continue in the MSW program.

Additionally, eighty percent of graded credits (credit/non-credit courses excluded) for the MSW degree must be at the level of a B (3.0) or above (the 80% rule). This equates to a score of B or higher in 13 of 16 of graded courses for students in the Traditional Program, and 8 of 9 graded courses for students in the Advanced Standing Program. If a student receives a B- or lower in more than 3 Traditional Program courses or 1 Advanced Standing Program course they must retake the course(s) above this limit and receive a B or higher in the course(s). Required courses must be retaken in the specific course(s) over the limit, whereas different elective courses may be taken to replace elective course grades that are over the limit.

Students who are ineligible for enrollment following academic probation must follow the College of Graduate Studies [Graduate Ineligibility Policy](#).

### Academic Dishonesty

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Academic dishonesty, including but not limited to cheating, plagiarism, or sabotage. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Program Director.

The term *cheating* includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

The term *plagiarism* includes but is not limited to: (i) use by paraphrase or direct quotation of author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

The term *sabotage* includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

### Professional Practice Standards

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Social work is a demanding profession that has potential to do harm as well as good to vulnerable people, as such we hold students accountable to the professional standards of the National Association of Social Work (NASW) *Code of Ethics* as well as scholastic standards for admission and retention. School of Social Work students may be sanctioned or disciplined who have been found to have violated the professional expectations and standards delineated in the National Association of Social Workers' Code of Ethics.

Students must demonstrate continued social functioning and professional work behaviors that are necessary to engage in ethical and effective generalist and advanced generalist-level practice. A student who violates the standards of the NASW Code of Ethics will be subject to remediation with the School of Social Work.

## *UMKC Code of Student Conduct*

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A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students assume new privileges along with new responsibilities in accordance with the University's mission and expectations. The Code of Student Conduct clearly identifies student conduct which can be sanctioned or disciplined.

The Code of Student Conduct is found in [Section 200.010 of the University of Missouri Collected Rules and Regulations](#) (CRR). These expectations have been established to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship. Procedures to be followed once a student has been accused of violating the [Code of Student Conduct are found in Section 200.020 of the CCR](#).

## *Nondiscrimination*

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The policy of UMKC is to provide equal opportunity in all terms and conditions of employment and education for all faculty, staff, and students. UMKC is authorized under federal law to enroll non-immigrant alien students and is an affirmative action/equal opportunity employer.

The School of Social Work at UMKC admits academically qualified students of any race, ethnicity, religious affiliation, gender, gender identity, sexual orientation, physical ability, age, national origin, level of social or Vietnam era veterans' status and extends all the rights, privileges, programs and activities generally available to students at the University. The School does not discriminate on the basis of race, ethnicity, religious affiliation, gender, gender identity, sexual orientation, physical ability, age, national origin, or Vietnam era veterans' status in the administration of any of its educational policies or programs including admissions and financial aid.

## **Remediation**

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### *Informal Remediation*

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The goal of the informal process is to develop a written academic and/or professional practice remediation plan that will restore the student to compliance with required academic and professional practice standards. Through meeting with their instructor, in collaboration with their advisor a student will be assisted in creating a written remediation plan. The remediation plan is behaviorally specific, time-limited, measurable plan maintained in the student's file.

It is the student's responsibility to implement the remediation plan within the stipulated timeframe and communicate their progress to their instructor and advisor. Any issue that cannot be resolved informally will be referred to the Program Director for formal remediation.

### *Formal Remediation*

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The Program Director will notify the student in writing five (5) working days prior to the Formal Remediation Meeting. The letter of notification will state the specific issue(s) of concern, known attempts to remedy them, and the relevant section of the MSW Program Student Handbook, UMKC regulations, or *NASW Code of Ethics*. It will also include the date, place, and time of the Formal Remediation Meeting, including a time when the student may present extenuating circumstances or proposed solutions.

After meeting with the student and reviewing all available information, the Program Director will

develop a written Formal Remediation Plan. *Failure to complete the Formal Remediation Plan can result in removal from the MSW Program.*

The student may submit to the Program Chair a written request for an appeal of the Formal Remediation Plan within five (5) days of the Formal Remediation Meeting.

If the student submits the request for appeal, the Chair will hear the appeal within ten (10) working days of receiving the request. The Chair may consult with faculty prior to making their decision. The Chair's decision will be conveyed to the student within fifteen (15) working days of the appeal.

## **Student Organizations and Involvement**

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### *Masters of Social Work Student Organization (MSWSO)*

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The MSWSO is a UMKC student organization open to and including all MSW students. This organization offers an opportunity for students to actively be involved with the School of Social Work, build networking relationships with peers in the program and gain additional skills and experiences to enhance their social work career.

Throughout the academic year, the organization sponsors events such as a licensing information seminar, social gatherings and licensing exam preparation courses. The MSWSO also gives students input into the School of Social Work decisions through service on faculty committees and participation in the faculty meetings.

Please contact the Social Work office or the current president of the MSWSO to become involved. Programs and events are announced via the list serve email.

Questions? Email faculty advisor [Adriana Paez](#).

The MSWSO is strongly encouraged to have student representatives as advisory members of School of Social Work faculty committees. Student representatives ensure that student voices and opinions are taken into consideration as decisions are made regarding the School of Social Work

### *Nu Lambda Chapter of Phi Alpha Honor Society*

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Nu Lambda is the UMKC Chapter of Phi Alpha, a national social work honor society. Membership in Phi Alpha denotes that a social work student has attained high academic standards consistent with graduate-level educational. The eligibility requirements include:

- Be an active student in good standing
- Have an overall grade point average of 3.75 or higher at the beginning of the student's final semester in the UMKC School of Social Work
- Have no outstanding Incompletes
- Have no unresolved behavioral allegations
- No pending academic hearings

Students will be invited to apply for membership at the beginning of their final semester. The Faculty Mentor will email out directions along with the application form during the early part of the Spring Semester. Certificates & Medallions will be awarded at the annual hooding ceremony scheduled in the spring semester.

## *Evaluation of the Social Work Program*

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The UMKC School of Social Work values feedback from students, field instructors, and other community members. Feedback about issues such as the delivery of the curriculum, instructional quality, and the efforts toward fulfillment of our mission, goals, and objectives help us improve the MSW program and meet the needs of students and the community.

The School of Social Work encourages students to take the time to fully and honestly complete all course evaluations, provide constructive comments to improve courses, and participate fully in other evaluative instruments (e.g., Student Exit Surveys) to assist the faculty and staff members to improve the UMKC MSW Program.

## **Resources**

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### *Canvas*

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[Canvas](#) is the learning management system utilized at UMKC. Instructors and students are automatically enrolled in the Canvas course sites according to their course enrollment in Pathway. Instructors and students can access Canvas by clicking the Canvas link on the UMKC homepage or by typing <http://online.umkc.edu/lms/> in the address bar of their browser.

Students who need additional Canvas support can visit [Canvas Support Solutions](#).

### *Counseling, Health and Testing Center*

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[The Counseling, Health and Testing Center](#) provides comprehensive psychological, health, testing and disability services which support the personal and academic potential of individuals and programs in a diverse campus community.

### *Equity and Title IX*

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Students contact the [Office of Affirmative Action](#) to report discrimination and harassment because of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law, and enforces the University's policies against such behaviors. They also address all forms of sex-based misconduct, including sexual assault, stalking, and dating and domestic violence and abuse.

### *E-Mail System*

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[Microsoft Office365 \(O365\)](#) is your official university [email account](#) with 50GB of email storage space. All official university communications are sent to your O365 student email account. Students are strongly encouraged to check their UMKC email regularly for important announcements and information. You can access your university email account from web browsers and email programs or apps, such as Microsoft Outlook.

Students should review the university's [Email Management Policy](#).

### *Family Educational Rights and Privacy Act (FERPA)*

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UMKC conforms to federal regulations known as the [Family Educational Rights and Privacy Act](#)

[\(FERPA\)](#). The purpose of FERPA is to provide rights to students and their families regarding access and privacy of academic records.

### *Financial Aid and Scholarships*

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Graduate students may receive financial aid in the form of loans, grants, and scholarships. For more information, contact the [Financial Aid and Scholarships](#) office at 816-235-1154 or [finaid@umkc.edu](mailto:finaid@umkc.edu).

### *Food Pantry*

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Students can place orders for pick-up during [The Kangaroo Pantry's](#) open hours, go into the pantry to select items, or stop by a satellite pantry.

### *Learning Environment*

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The University of Missouri-Kansas City and the School of Social Work respects the views and perspectives of all participants in the [learning environment](#).

### *Library & Writing Support*

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[Miller Nichols Library](#), located at 800 E 51st Street, Kansas City, MO 64110, is UMKC's largest library. The Social Work Program's reference librarian is Fu Zhou ([zhuof@umkc.edu](mailto:zhuof@umkc.edu) | (816) 235-1541).

Students who need assistance with their writing skills are encouraged to contact [The Writing Studio](#), located at In Miller Nichols Library and the Atterbury Student Success Center.

### *Student Disability Services*

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Students with a [documented disability](#) who are in need of assistance or accommodations must [establish an Accommodation Plan](#) through Student Disability Services. [Student Disability Services](#) can be contacted at 816-235-5612 or [disability@umkc.edu](mailto:disability@umkc.edu).

### *Violence Prevention and Response*

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[RISE: Resources, Intervention, Support, & Education](#) offers confidential support services to all students and employees who are victims and survivors of sexual assault and sexual violence, gender-based violence, stalking, and relationship abuse. RISE also provides information and assistance to family members, friends, colleagues, and allies of all victims and survivors.

## Appendices List

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### **Appendix A**

Emergency Information Form

### **Appendix B**

Contract for Incomplete Form

### **Appendix C**

Program of Study Form



Appendix A: Emergency Contact Information Form

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

Date: \_\_\_\_\_

The information noted on this form will be placed in your permanent file in the office at the UMKC School of Social Work. While not required, it is highly recommended that you complete the form below. This information will not be released to others; it will be used by employees of the School of Social Work only in a personal emergency.

Please specify your emergency contacts.

1. Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Is this contact in the Kansas City metropolitan area? Yes/No

2. Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Is this contact in the Kansas City metropolitan area? Yes/No



Contract for Incomplete

Name & Course Numbers: \_\_\_\_\_

Year and Semester the course was taken: \_\_\_\_\_

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

Name of Professor/Instructor: \_\_\_\_\_

Name/nature of the assignment that was not completed: \_\_\_\_\_

\_\_\_\_\_

Reason(s) for not completing the assignment(s): \_\_\_\_\_

\_\_\_\_\_

Plan of Action and due dates to complete the assignment(s):

1. Enroll in 1 Credit Hour of SOC-WK 5589 (if incomplete extends past start of next semester)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

**University of Missouri-Kansas City**  
 Master's Degree Program of Study  
 School of Social Work

In consultation with their advisor, the student should initiate this application prior to completion of 50% of the hours applicable to the degree program, and submit the completed, signed form to the School of Social Work.

<u>NAME</u> Name	<u>NUMBER</u> Student ID Number	<u>Master of Social Work</u> Degree Sought
<u>MSW</u> Degree Program	<u>SEMESTER / YEAR</u> When did you start the program?	<u>DATE</u> Today's Date

This Traditional Track plan of study should include the 10 (30 credit hours) core foundation courses of the traditional program; the 6 (18 credit hours) core advanced courses; and 4 (12 credit hours) elective courses.

x Traditional Track: 60 hours

**Courses at UMKC:**

Course Number	Course Title	Credit Hours	Semester/Year	Grade
SOC-WK 5510	Foundation Field Practicum I	3		
SOC-WK 5511	Foundation Field Practicum II	3		
SOC-WK 5532	Foundation Social Work Practice I	3		
SOC-WK 5533	Foundation Social Work Practice II	3		
SOC-WK 5530	Human Behavior Theory	3		
SOC-WK 5531	Human Behavior: Macro Perspectives in the Social Environment	3		
SOC-WK 5534	Social Welfare Programs & Policies	3		
SOC-WK 5565	Systemic-Oppression: Social & Economic Justice	3		
SOC-WK 5536	Social Work Research Methods	3		
SOC-WK 5550	Program Evaluation	3		
SOC-WK 5512	Advanced Field Practicum I	3		
SOC-WK 5513	Advanced Field Practicum II	3		
SOC-WK 5540	Advanced Social Work Practice I	3		
SOC-WK 5541	Advanced Social Work Practice II	3		
SOC-WK 5578	Capstone I	3		
SOC-WK 5579	Capstone II	3		
	ELECTIVE	3		
	ELECTIVE	3		
	ELECTIVE	3		
	ELECTIVE	3		
<b>Total:</b>		<b>60</b>		

If you have any transfer courses from another institution (not typical) please describe here:

**Transfer Courses:**

Course Number	Course Title/ University Taken	Credit Hours	Semester/Year	Grade
	N/A			
	N/A			
	N/A			
	N/A			
Total:		0		

**Grade requirements:** No class with a grade below C (2.0) and a graduate GPA of at least 3.0 (B) is required. Additionally, 80 percent of the credits for the degree must be passed with a grade of B (3.0) or better. *If these conditions are not satisfied at the moment of completion of this plan of study, list below the classes to be retaken in order to improve the grade:*

*Explanation of any substitutions to the catalog description of the program (completed by the Program Director)*

**Other requirements:**

Thesis (Capstone) required: YES  NO

Thesis (Capstone) presentation required: YES  NO

**Approvals:**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Advisor or Program Director Date

\_\_\_\_\_  
CAS Dean Date

\_\_\_\_\_  
SGS Dean Date

**University of Missouri-Kansas City**

Master's Degree Program of Study

School of Social Work

In consultation with their advisor, the student should initiate this application prior to completion of 50% of the hours applicable to the degree program, and submit the completed, signed form to the School of Social Work.

<u>NAME</u> Name	<u>NUMBER</u> Student ID Number	<u>Master of Social Work</u> Degree Sought
<u>MSW</u> Degree Program	<u>SEMESTER / YEAR</u> When did you start the program?	<u>DATE</u> Today's Date

This Advanced Standing Track plan of study should include the 1 (6 credit hours) seminar course; the 6 (18 credit hours) core advanced courses; and 4 (12 credit hours) elective courses.

x Advanced Standing Track: 36 hours

**Courses at UMKC:**

Course Number	Course Title	Credit Hours	Semester/Year	Grade
SOC-WK 5538	Advanced Standing Seminar	6		
SOC-WK 5512	Advanced Field Practicum I	3		
SOC-WK 5513	Advanced Field Practicum II	3		
SOC-WK 5540	Advanced Social Work Practice I	3		
SOC-WK 5541	Advanced Social Work Practice II	3		
SOC-WK 5578	Capstone I	3		
SOC-WK 5579	Capstone II	3		
	ELECTIVE	3		
	ELECTIVE	3		
	ELECTIVE	3		
	ELECTIVE	3		
<b>Total:</b>		<b>60</b>		

*If you have any transfer courses from another institution (not typical) please describe here:*

**Transfer Courses:**

Course Number	Course Title/ University Taken	Credit Hours	Semester/Year	Grade
	N/A			
	N/A			
	N/A			
	N/A			
<b>Total:</b>		<b>0</b>		

**Grade requirements:** No class with a grade below C (2.0) and a graduate GPA of at least 3.0 (B) is required. Additionally, 80 percent of the credits for the degree must be passed with a grade of B (3.0) or better. *If these conditions are not satisfied at the moment of completion of this plan of study, list below the classes to be retaken in order to improve the grade:*

*Explanation of any substitutions to the catalog description of the program (completed by the Program Director)*

**Other requirements:**

Thesis (Capstone) required: YES  NO

Thesis (Capstone) presentation required: YES  NO

**Approvals:**

\_\_\_\_\_  
Student Date Advisor or Program Director Date

\_\_\_\_\_  
CAS Dean Date SGS Dean Date