WELCOME TO NEW STUDENTS

Welcome to the Master of Social Work (MSW) Program for the 2019 –2020 academic year. We appreciate your decision to seek graduate-level professional education at the University of Missouri – Kansas City (UMKC). We will contribute to your professional goals through our commitment to excellence in education.

Upon graduation, you will be prepared for advanced generalist social work practice with individuals, families, groups, organizations, and communities. During your academic career at UMKC, you will acquire and enhance the knowledge, skills and competencies that will enable you to empower your clients to tap into their strengths and utilize resources that will create sustainable positive change in their lives as well as within their community. As a result of the advance generalist curriculum in the UMKC School of Social Work, you will evolve into active social change agents.

The faculty of the School of Social Work is composed of nationally known scholars and accomplished social work practitioners representing a variety of social work practice arenas. We encourage you to avail yourself of the opportunities presented to work with these professional academicians and practitioners who can enhance your social work career upon graduation.

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. It is the responsibility of the student to become acquainted with, and adhere to, University policies and procedures.

Social Work Web site: http://cas.umkc.edu/socialwork/
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**Vision and Mission – Goals and Learning Outcomes**

**UMKC WILL BECOME A MODEL URBAN RESEARCH UNIVERSITY CHARACTERIZED BY SIGNATURE GRADUATE AND PROFESSIONAL PROGRAMS, A DYNAMIC UNDERGRADUATE POPULATION, A HIGHLY DIVERSE FACULTY, STAFF AND STUDENT BODY, AND ACTIVE ENGAGEMENT WITH ITS CITY AND REGION.**

UMKC’s Mission is to lead in life and health sciences; to deepen and expand strength in the visual and performing arts; to develop a professional workforce and collaborate in urban issues and education; and to create a vibrant learning and campus life experience.

**UMKC’s College of Arts and Sciences Vision and Mission Statements**

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.
Vision and Mission of the School of Social Work

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-cultural 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.

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 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
- Competence

This constellation of core values reflects what is unique to the social work profession. Core values,
**School of Social Work Goals**

1. To prepare advanced generalist social work leaders and practitioners to develop and implement multi-systemic, multi-level evidence-based practices.

2. To prepare advanced generalist social workers that understand and identify with the social work profession and are committed to upholding the values and ethics of the profession that serve to guide professional practice.

3. To prepare advanced generalist social workers to advocate for social and economic justice through collaboration with multi-cultural diverse communities.

**School of Social Work Student Learning Outcomes**

Upon graduating from the MSW Advanced Generalist program, students will be able to:


2. Articulate and demonstrate the NASW Code of Ethics in professional practice.

3. Assess and apply multiple sources of knowledge and information to make practice and program decisions.

4. Demonstrate diversity-related knowledge, values, and skills to improve practice and practitioner growth.

5. Promote social and economic justice in practice through policy and programmatic advocacy.

6. Evaluate practice and use results of research and evaluation to improve programs, policy, and service delivery.

7. Use a theoretical framework addressing context, population, and culture in order to analyze, evaluate, assess, and intervene with client systems.

8. Integrate policy practice within and across systems to make intervention more effective and comprehensive.

9. Provide leadership to recognize and respond to ever-changing population needs.

10. Establish a process that encourages participants to be equal partners.

11. Select and modify multi-systemic assessment of contributing factors to a practice situation.

12. Demonstrate the use of appropriate interventions to address assessed contributing factors to a practice situation.

13. Use evaluation of process and outcomes to refine or develop evidence-based practice interventions.

14. Utilize personal power and professional privilege for ethical leadership.
Academic and Professional Practice Standards

Admission

Academic Criteria

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 a BSW degree from accredited programs or a baccalaureate degree that, preferably, reflects a broad liberal arts base in the social, behavioral, or psychological sciences, or related disciplines are encouraged to apply. The baccalaureate degree should be from an institution accredited in a manner accepted by UMKC.

- B.S.W. degrees from Council on Social Work Education (CSWE) accredited programs may be considered for the advanced standing program if students have received a B.S.W. degree within the last five years.

- 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. The Admissions Committee will assess a GPA between 2.6 and 3.0. Provisional applicants will be admitted provisionally and on a part-time basis. These applicants may petition the admission Committee for full-time status by providing written explaining reasons for lower GPA and how the student plans to overcome such difficulties while attending full-time. Students with GPA’s below 2.6 will need to provide a strong rationale for their acceptance and will be brought before the entire faculty for a decision.

- The Admissions Committee may assign stipulations for completion before or during the student’s entrance into the Program based upon the totality of the information provided in the Application for Admission. These stipulations are designed to enhance the student’s academic experience and maximize his or her success in the Program.

- BSW graduates not accepted into the Advanced Standing Program will be considered for the Foundation Program. These students will receive further review by the Admissions Committee. The Committee will decide which foundation courses may be waived on the basis of demonstrated mastery of content. Students will receive a letter that identifies any waiver of course requirements.

- English Proficiency
Graduates of schools outside the U.S. will be considered for admission to a Master of Social Work degree program at UMKC, subject to the following criteria:

- Completed a course of study at least the equivalent of a U.S. baccalaureate degree.

- Have above-average grades in previous college study.

- Are required to establish proof of adequate English proficiency as part of the UMKC admissions process. Applicants from countries in which English might be one of the official languages, but is not necessarily the first language of the majority of the population, must attain a minimum composite score of either 213 (CBT) or 80 (iBT) on the Test of English as a Foreign Language (TOEFL), or a score of 6.0 on the International English Language Testing System (IELTS) to be considered for admission. The results of the examination must be received in the UMKC International Student Affairs Office before the application deadline.

- Exceptions to this policy:
  - Non-native speakers who hold degrees or diplomas from post-secondary institutions in English-speaking countries [full list of countries], provided they have spent a minimum of two years in successful full-time study there and English was the medium of instruction.
  - International transfer students from other institutions in the United States or Canada who have spent a minimum of two years in successful full-time study.

- In addition to 1 through 3 above, international graduate students must satisfy any program-specific admission criteria. For instance, the Graduate Management Admission Test (GMAT) is required for applicants for graduate study toward the M.B.A. degree. Several programs require TOEFL scores that are well above the minimum stated previously. The Graduate Record Examination (GRE), including the appropriate Advanced Test, is either required or strongly recommended for all other international graduate applicants. International students planning to apply are directed to consult the appropriate degree program listing for additional criteria and medical requirements.

School of Graduate Studies

Graduate Study Application Procedure

Prospective students must apply to UMKC and the School of Graduate Studies by following the links posted at www.umkc.edu/admissions

Future students may contact the School of Social Work at 816-235-1025 to have an admission packet mailed to them, stop by the office at 5030 Cherry room 225 to pick up an admission packet, or download a copy of the admission packet.
Applicants must submit an official transcript from the school where their bachelor's degree was obtained. Unless the transcript of the degree-granting institution includes the complete record of undergraduate work taken at all other schools, an official transcript from each of the other institutions also must be supplied. In addition, applicants must submit an official transcript from each school where other coursework has been taken or degrees have been obtained after the bachelor's degree. All credentials submitted in support of the application for admission become UMKC property and will not be returned to students, nor will UMKC release copies of such credentials to a third party.

Letter of Acceptance

All students who have been admitted to the School of Social Work will receive a letter of acceptance, which designates any and all requirements of admission for that individual. Contact information is provided in the event that the newly admitted student has any questions about the provisions or stipulations of their admission. Letters of Acceptance are sent electronically. Every student should print and keep a copy of their letter of acceptance.

Acceptance is not complete until the receipt, via email, of the student’s intent to enter the program and that they have read and will abide by the NASW Code of Ethics.

Provisional Admission to the MSW Program

A prospective student who has a cumulative GPA below 3.0, but at least 2.6 (on a four-point scale) may be admitted provisionally to the MSW program for one academic year, but will be limited to a part-time schedule. Provisional students MUST attain a 3.0 GPA by the end of the first 12 hours of coursework in order 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.

Any admitted student, regardless of their cumulative GPA, may be required to complete any or all of the following stipulations:

- Regularly utilize the services of the writing studio located on the UMKC campus.
- Meet regularly with their assigned faculty advisor to proactively manage problematic situations and maintain academic standards.
- Enroll as a part-time student ONLY.
Re-Admission to the School of Social Work

Students who have not been continuously enrolled in the School of Social Work may have to reapply to both the University and to the School of Social Work.

After a lapse of three or more semesters, (one calendar year) inactive students must reapply to The School of Social Work by completing the full application packet and/or online enrollment process. 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 can discuss their absence and the resolution process in their admission essay(s). 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.

If a student has been absent for less than one calendar year, they may write a letter to the Chair of the Admissions committee requesting reinstatement. 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. In some cases, specific documentation may be required for re-evaluation and/or re-admission.

Personal Leave of Absence

Students may request a leave of absence by following the university procedures outlined in the UMKC Leave of Absence Policy. A portion of the stipulations of the leave of absence policy are listed below:

Students who are approved for a leave of absence will be allowed to register for classes during the “priority registration time period” for the next semester they return from their approved leave of absence period.

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” in order to be allowed to enroll and return to their previous academic program.

The deadline for applying for a leave of absence if the student has not been attending classes and is enrolled is no later than the fourth week of the semester. Students who need to apply for a leave of absence during a semester for which they have been attending will have until the last week of classes for the current term in accordance with the academic calendar.

The deadline for applying for a return from a leave of absence is 30 days prior to the first class date of the semester in which the student plans to enroll. Students who request a leave of absence that is not planned in advance due to a medical emergency or other extenuating circumstance beyond the control of the student will be reviewed on a case-by-case basis.
Academic program and graduation requirements may change during a student’s leave of absence. It is at the discretion of the college/school to define the program and graduation requirements once the student has been approved to return from a leave of absence. Some programs may approve students to return on a space available basis.

Eligibility requirements:
- Be a degree seeking student
- Be registered and enrolled in classes for the current term
- Be eligible to enroll and be in academic good standing, on probation, or on continuing probation with his or her academic unit
- Have submitted all outstanding high school or transfer transcripts if conditional admission was granted for the student to enroll for the previous semester
- Provide a personal statement and official documentation for why a leave of absence is being requested

Please note: a student who returns from a leave of absence will continue on the same academic standing that was in place at the time that the leave of absence began.

**Academic Advising**

All students are assigned an advisor upon admission to the School of Social Work. Advisors are full-time faculty members who also teach the social work curriculum and many also complete scholarly activities in their chosen areas of interest. They are available to meet with students during regularly scheduled office hours, by appointment, via e-mail and online. Each advisor sets their own preferred method of meeting with students: not all may be available online or in person.

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. Since some faculty members are on nine month appointments with UMKC, during the summer months, students may be initially advised by the School’s designated summer advisor with the expectation that the student contacts his or her assigned advisor in the fall semester.

Students may also request meetings with their advisors to discuss any or all of the following:
- Course selection
- Professional development and other pertinent professional development issues.
- Changes in student status (part-time/full time/leave of absence, etc.)
- Difficulties in coursework or life that are effecting the student’s academic experience
- Academic probation, provisional admission, grade appeals, pending academic or behavioral hearings
**Student Responsibilities**

The Plan of Study is a requirement for graduation as well as a source of guidance for the student during the MSW program. Each plan of study will be signed by the student and the assigned advisor to attest the completion of this integral collaboration. A copy of the Plan of Study is provided to the student and the original is maintained in the student file. **Any change in the Plan of Study must be made in consultation with the student’s advisor, and signed by both with a copy given to the student when the revised original is placed in the student’s file.** A copy of the Plan of Study is provided in the appendix.

**Advisor Responsibilities**

Advisors play a significant role in UMKC’s School of Social Work. Individual advisors are assigned to provide the student with many resources during their academic endeavors at UMKC:

- To provide students with the opportunity to develop an ongoing professional relationship with a nationally known scholar/ or accomplished social work practitioner
- To offer professional mentoring and career vision/ advice for all MSW students
- To advocate for students who may experience personal or professional difficulties during their tenure at UMKC.

**Change of Advisors**

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 should 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. It is professional courtesy to inform the current advisor of the desire to make a change in advising.

**Professional Mentoring**

All students are encouraged to seek professional mentoring during the course of attaining their MSW degree in the UMKC School of Social Work. Professional mentoring can be provided by any of the full-time or part-time faculty members. The purpose of professional mentoring is to provide the following:

- Information regarding professional development in the student’s chosen area of social work practice (aging, mental health, substance abuse, etc.) or with the students’ chosen population (families, children, prison inmates, etc.)
o Assist students to ascertain their chosen area of practice or population
o To plan future career shifts such as moving into leadership roles, or changing to work with different populations in the future
o To assist in determining a future vision for students who may not have done so
o Any other pertinent professional development issues

New Student Orientation

All students are required to participate new student orientation in the beginning of their academic tenure in the School of Social Work. The New Student Orientation is mandated in the Letter of Acceptance and is an integral facet of each incoming student’s experience at UMKC. 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. Students are responsible for prioritizing the New Student Orientation into their schedule.

Curriculum Overview

The curriculum of the School of Social Work is designed to provide the opportunities and experiences for successful graduates to develop professional knowledge, values, attitudes, skills, and competencies necessary for autonomous advanced generalist social work practice.

The UMKC School of Social Work offers a two-year, 60 credit hour program of professional education leading to the Master of Social Work degree, with a concentration in advanced generalist social work practice. Three planned programs of study are available:

- Full-time, 15 hours per semester
- Part-time, 6-9 hours per semester
- Advanced standing (for students who have earned a BSW)

Part-time and full-time programs are equivalent in terms of course requirements, sequencing of courses, expected student outcomes, academic and professional practice expectations. Students must be aware of the sequential nature of the curriculum.

Many courses have prerequisites. If a student is unable to finish a course and either withdraws or takes an incomplete, they may need to wait out a semester, or a year, until that course is offered again. 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 that 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 out a semester, or a year, 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 above 3.0 as quickly as possible. They will be given two regular semesters (summers not included) to bring their GPA up and to remove the probationary status.

**Sample Plans of Study**

**Traditional Program**
- Requires 60 credits of coursework (12 credit hours of field practicum)
  - May be completed in 2 years of full-time attendance (15 credit hours each semester)
  - May be completed in 3 – 4 years (6 credit hours to 9 or 12 credit hours each semester)
- Students must maintain a minimum 3.0 overall GPA

**Full-Time Traditional Program**
Completed in two years

**Foundation Coursework**

**Fall (15 credit hours)**
- SOC-WK 5510 Foundation Field Practicum I
- SOC-WK 5532 Foundations of Social Work Practice I
- SOC-WK 5530 Human Behavior: Individuals in the Social Environment
- SOC-WK 5534 Social Welfare Programs and Policies
- SOC-WK 5536 Social Work Research Methods

**Spring (15 credit hours)**
- SOC-WK 5511 Foundation Field Practicum II
- SOC-WK 5533 Foundations of Social Work Practice II
- SOC-WK 5531 Human Behavior: Families, Groups, Organizations, and Communities
- SOC-WK 5565 Systemic Oppression & Social Justice Advocacy
- SOC-WK 5537 Quantitative Social Work Research Methods

**Concentration Coursework**

**Summer (Up to 6 credit hours)**
- Elective may be taken
- Elective may be taken
Fall (12-15 credit hours)

- SOC-WK 5512 Advanced Field Practicum I
- SOC-WK 5540 Advanced Social Work Practice I
- SOC-WK 5550 Program Evaluation and Management
- Elective
- Elective may be taken

Spring (12-15 credit hours)

- SOC-WK 5513 Advanced Field Practicum II
- SOC-WK 5541 Advanced Social Work Practice II
- SOC-WK 5579 Integration Seminar of Advanced Generalist Practice
- Elective
- Elective (if student has not yet completed all 4 required electives)

Part-Time Traditional Program

Completed in three years

Foundation Coursework

Fall (6-9 credit hours)

- SOC-WK 5530 Human Behavior: Individuals in the Social Environment
- SOC-WK 5534 Social Welfare Programs and Policies
- Elective may be taken

Spring (6-9 credit hours)

- SOC-WK 5531 Human Behavior: Families, Groups, Organizations, and Communities
- SOC-WK 5565 Systemic Oppression & Social Justice Advocacy
- Elective may be taken

Summer (Up to 6 credit hours)

- Elective may be taken
- Elective may be taken

Fall (9 credit hours)

- SOC-WK 5510 Foundation Field Practicum I
- SOC-WK 5532 Foundations of Social Work Practice I
- SOC-WK 5536 Social Work Research Methods

Spring (9 credit hours)

- SOC-WK 5511 Foundation Field Practicum II
- SOC-WK 5533 Foundations of Social Work Practice II
- SOC-WK 5537 Quantitative Social Work Research Methods

Concentration Year Coursework

Summer (Up to 6 credit hours)

- Elective may be taken
- Elective may be taken

Fall (9 credit hours)

- SOC-WK 5550 Program Evaluation and Management
- SOC-WK 5512 Advanced Field Practicum I
- SOC-WK 5540 Advanced Social Work Practice I
Part-Time Traditional Program
Completed in four years

Foundation Coursework
Fall (6 credit hours)
- SOC-WK 5530 Human Behavior: Individuals in the Social Environment
- SOC-WK 5534 Social Welfare Programs and Policies

Spring (6 credit hours)
- SOC-WK 5531 Human Behavior: Families, Groups, Organizations, and Communities
- SOC-WK 5565 Systemic Oppression & Social Justice Advocacy

Fall (9 credit hours)
- SOC-WK 5510 Foundation Field Practicum I
- SOC-WK 5532 Foundations of Social Work Practice I
- SOC-WK 5536 Social Work Research Methods

Spring (9 credit hours)
- SOC-WK 5511 Foundation Field Practicum II
- SOC-WK 5533 Foundations of Social Work Practice II
- SOC-WK 5537 Quantitative Social Work Research Methods

Concentration Coursework
Fall (6-9 credit hours)
- SOC-WK 5550 Program Evaluation and Management
- Elective
  - Elective may be taken

Spring (6-9 credit hours)
- Elective
  - Elective may be taken
  - Elective may be taken

Fall (6-9 credit hours)
- SOC-WK 5512 Advanced Field Practicum I
- SOC-WK 5540 Advanced Social Work Practice I
  - Elective may be taken

Spring (9 credit hours)
- SOC-WK 5513 Advanced Field Practicum II
- SOC-WK 5541 Advanced Social Work Practice II
- SOC-WK 5579 Integration Seminar of Advanced Generalist Practice

Spring (9 credit hours)
- SOC-WK 5579 Integration Seminar of Advanced Generalist Practice
**Advanced Standing Program**

- Requires 36 credits of coursework (6 credit hours of Field Practicum)
  - May be completed in 1 year of full-time attendance (15 credit hours each semester)
  - May be completed in 2 years (6 credit hours to 9 or 12 credit hours each semester)
- Students must maintain a minimum 3.0 overall GPA
- Students must have a BSW degree from a CSWE accredited college or university.

**Bridging Coursework**

*Summer (6 credit hours)*


**Concentration Year Coursework**

*Fall (15 credit hours)*

- SOC-WK 5512 Advanced Field Practicum I
- SOC-WK 5540 Advanced Social Work Practice I
- SOC-WK 5550 Program Evaluation and Management
- Elective
- Elective

*Spring (15 credit hours)*

- SOC-WK 5513 Advanced Field Practicum II
- SOC-WK 5541 Advanced Social Work Practice II
- SOC-WK 5579 Integrative Seminar of Advanced Generalist Practice
- Elective
- Elective

**Program Policies**

*Credit for Life or Previous Work Experience Policy*

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 Policy*

Transfer credit will only be considered for elective courses and select foundation level courses if the ones being considered for transfer were taken at a CSWE accredited MSW program. **The maximum credit hours a student can transfer is 12.** The transfer credits must meet the following criteria:
The coursework must be offered by an accredited school/university.
The coursework must be 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

Transfer credit will not be awarded for research and thesis/dissertation hours, travel experience or work/life experience. Foreign university transfer credit must meet the above criteria as attested by the registrar. Transfer of credit is only granted if the courses were taken 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 two months before the beginning of their first semester at UMKC. The School of Social Work will issue a decision in writing to the student within one (1) month of receiving the request and all the documentation. For courses completed concurrently with UMKC MSW coursework, students must submit the request for transfer credit before classes begin for a semester.

For CSWE-accredited MSW Programs in the UM System, University of Missouri-Columbia and University of Missouri-St. Louis Schools of Social Work only; the preceding regulations apply except that up to 28 credit hours may be transferred.

**Policy for Testing Out**

Students who believe they know the subject content of a Foundation level course (except SOC-WK 5510, 5511, 5532, and 5533) may apply a minimum of two (2) months before the beginning of that course to take a proficiency exam on the course material. A maximum of six (6) hours may be completed by this method. Students who successfully “test out” of a course must additional electives to complete the required 60 credit hours to graduate.

**Policy for Independent Study**

Students may choose to take an independent study of 1-3 credits in lieu of an elective in any semester of their advanced year 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.

Independent studies are not available to be taken to fulfill the requirements of a regularly scheduled elective or required course. No more than 3 credit hours of independent study may be applied toward the MSW degree.
In undertaking an independent study, both students and faculty should bear in mind the expectations that accompany the granting of credit for independent work. 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.

Procedures for Setting up an Independent Study

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. Next the student must develop a written proposal for the independent study that includes:
   • A descriptive title for the study
   • Description of the scope of the study
   • Time line for completion of the study
   • A set of measureable 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

   If a third party, such as a field instructor is involved, the third party must contribute to the independent study proposal development.

3. The academic advisor will bring the student’s request to the School of Social Work’s Curriculum Committee for discussion. The committee 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. This should be done two months before classes begin for a semester (Proposal due by November 1st for Spring Semester, March 1st for Summer Semester, and April 1st for Fall Semester).

4. If the Curriculum Committee does not approve the concept for an independent study, the academic advisor will inform the student, with recommendations from the committee.

5. If revisions to the proposal are necessary, the Curriculum Committee will return the proposal to the student with recommendations for change. The proposal must be brought back to the Curriculum Committee for approval and forwarded to the Program Director with their recommendation. This process must be completed one month before the beginning of the semester in question. If the student does not
meet the deadlines for submitting and revising the proposal in the timelines mentioned, the student may negotiate the independent study for a subsequent semester.

6. Upon approval by the Curriculum Committee, the proposal is forwarded to the Program Director, who can accept the proposal and permit registration for SW5590 Independent Study.

**Change of Course Section Policy**

Students may change course sections within the first 2 weeks of a fall or a spring semester; in the summer they must change within the first 2 class meetings. The Program Director and both of the Instructors of the course must approve change of sections. This change is also contingent upon the fire code policy and current class enrollment in the requested course section.

No course section requests will be considered after the first 2 weeks. The student must consider dropping the course and re-enrolling in a subsequent semester. The student must be cognizant of the UMKC tuition reimbursement/loss policy when they drop a course.

**Prerequisites and Co-requisites Policy**

The UMKC School of Social Work most recent reaffirmation documents require students to have certain coursework completed prior to or concurrently with other courses. All Practice courses (SOC-WK 5532, 5533, 5540, & 5541) require concurrent enrollment in Practicum (SOC-WK 5510, 5511, 5512, & 5513). Students who have completed their Foundation Coursework may enroll in elective courses regardless of status. See the Table of Courses below for other requirements.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-WK 5510</td>
<td>Foundation Field Practicum I</td>
<td>SOC-WK 5532</td>
<td>SOC-WK 5532</td>
</tr>
<tr>
<td>SOC-WK 5511</td>
<td>Foundation Field Practicum II</td>
<td>SOC-WK 5533</td>
<td>SOC-WK 5533</td>
</tr>
<tr>
<td>SOC-WK 5512</td>
<td>Advanced Field Practicum I</td>
<td>SOC-WK 5540</td>
<td>SOC-WK 5540</td>
</tr>
<tr>
<td>SOC-WK 5513</td>
<td>Advanced Field Practicum II</td>
<td>SOC-WK 5541</td>
<td>SOC-WK 5541</td>
</tr>
<tr>
<td>SOC-WK 5530</td>
<td>Hum. Behavior I: Individual In Soc. Env.</td>
<td></td>
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<tr>
<td>SOC-WK 5532</td>
<td>Foundations of SOC-WK Pract. I</td>
<td>SOC-WK 5510</td>
<td></td>
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<tr>
<td>SOC-WK 5533</td>
<td>Foundations of SOC-WK Practice II</td>
<td>SOC-WK 5511</td>
<td></td>
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<tr>
<td>SOC-WK 5534</td>
<td>Social Welfare Programs &amp; Policies</td>
<td></td>
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<tr>
<td>SOC-WK 5565</td>
<td>Systemic Oppression &amp; Social Justice Advocacy</td>
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<tr>
<td>SOC-WK 5536</td>
<td>SOC-WK Research Methods</td>
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<tr>
<td>SOC-WK 5537</td>
<td>Quantitative Social Work Research Methods</td>
<td>SOC-WK 5536</td>
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</tbody>
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Field Practicum Information, Standards, and Policies

Refer to the Field Manual posted on Sonya or contact the Field Office.

Grading Standards and Policies

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The highest grade</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Average Graduate Work</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>Minimum Acceptable Work</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>no credit</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>no credit</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>no credit</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>no credit</td>
<td>0.7</td>
</tr>
</tbody>
</table>
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

**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.

**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.

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 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 is provided to the Dean: no additional records are necessary or 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.

*College of Arts and Sciences, Grade Appeal Procedure*

**Incomplete Grades**

An instructor may give a grade of incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work within one calendar year to avoid an F (failure without credit). The instructor may specify a shorter completion period.

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.

This policy is exclusive of those courses that are considered directed individual studies;
internships; special topics; practicums; research and thesis; and research and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an "F" grade after one calendar year but will adhere to the completion period specified by the instructor.

Students with an incomplete, and who have completed all other coursework, must enroll in SOC-WK 5589 continuously until their incomplete is satisfied.

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**Policy on Repeated Graduate-Credit Courses**

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.

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**Retroactive Withdrawals**

Students are responsible for completing necessary paperwork within the School of Social Work and UMKC when course withdrawals are necessary. Once the deadline for withdrawal has passed students may not be allowed to withdraw and will be responsible for payment(s) for the course.

A student may petition for 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 course work and extenuating circumstances prevented submission of a regular withdrawal petition by the deadline on the Academic Calendar. In filing a Petition for Retroactive Withdrawal, withdrawal from all courses taken during the term in question is normally expected since 'extenuating circumstances' are not course-specific.

Petitions must be submitted to the School or College (academic unit) where the student’s current major is housed. Each academic unit will assemble a retroactive withdrawal committee that will make decisions on all retroactive withdrawal petitions. Approved retroactive withdrawal petitions which require a change of grade will follow standard change of grade procedures. A copy of the approved petition and supporting documentation should be attached to the grade change form when it is submitted to the Registration and Records office.
Students may be candidates for retroactive withdrawal if any of the following conditions are true:

- There was a documented administrative error that affected your enrollment in one or more courses.
- You have documentation of a serious illness that affected your ability to complete all of your coursework after the withdrawal date.
- You encountered documented extreme and unusual circumstances, which a) were beyond your control, b) occurred after the withdrawal date, and c) could not have been addressed during the term in which the course(s) was taken.

Students are not a candidate for retroactive withdrawal if any of the following conditions are true:

- You are applying because you are not satisfied with the grade you earned.
- You are applying because you neglected to formally withdraw from the course(s) in question.
- You were not aware of the withdrawal deadlines.
- You changed your major and are now working towards a major or degree which does not require this course.
- You assumed non-academic activities which restricted your time for academic pursuit.
- You were ill or you suffered stress as the result of an accident, death, family crisis, or other crisis early enough in the semester to have withdrawn during the semester.
- You have already received a UMKC degree for which the course(s) in question were applied towards degree requirements and/or your UM GPA.

If any of the above is found to be true in your case, your request for retroactive withdrawal will be denied.

UMKC Catalog

Requirements for Graduation

Program Plan of Study

Graduate education is intended to answer the personal needs of students and the special needs of society that are not satisfied through undergraduate training. Graduate degrees indicate that the holders have sufficiently mastered a program in a particular field to pursue creative projects in that specialty. The degrees are awarded for completion of a coherent program—formalized as the program or plan of study—designed to assure the mastery of specified knowledge and skills.
Students are required to meet specific minimal academic standards:

- Be in Good Academic Standing, which means the student will have obtained a cumulative Grade Point Average (GPA) of 3.0 or higher.
  - (Practicum courses are credit/no credit courses and do not count towards GPA)
- 5000 level courses require a minimum of a C (2.0) to count towards graduation
- In keeping with the policy set forth by the UMKC School of Graduate Studies, eighty percent of credits for the MSW degree must be at the level of a B (3.0) or above (the 80% rule)
  - Advanced Standing Students must score a B or higher in 8 of 10 of their Graded courses
  - Traditional Program Students must score a B or higher in 9 of 12 of their Graded courses
  - Note: BOTH the 3.0 GPA requirement AND the 80% rule must be met.

**Application for Graduation**

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.

An approved program/plan of study must be on file with the registrar at the time the student makes application to graduate. The filing of applications for graduation initiates degree checks in the Registrar's Office.

The application for graduation also places the candidates' names in the commencement program. 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.

The registrar will certify degree completion if students' academic records (transcripts) show that they have completed all of the requirements listed on the approved program/plan of study.

**Continuous Enrollment**

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.

Graduate Continuous Enrollment Policy

Academic and Professional Standards

Student Rights

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.

- In cases of automatic termination of enrollment for failure to meet retention standards, the student’s right to attend classes ends automatically at the end of the semester in which standards for retention were not met.

- 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.

Facility Responsibilities

Faculty and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

Faculty should demonstrate the following:
- Create in the classroom or practicum supervisory relations with students that stimulate and encourage students to learn creatively and independently;
• Familiarize themselves with policies that affect their graduate students;
• Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations;
• Evaluate student progress and performance in regular and informative ways consistent with the practice of the field;
• Help students develop writing, verbal, and quantitative skills in accordance with the expectations of the discipline;
• Assist graduate students to develop grant writing skills, where appropriate;
• Create an ethos of collegiality so that learning takes place within a community of scholars;
• Counsel students on employment opportunities; and
• Document concerns regarding student conduct or academic performance and ensure the paperwork is appropriately filed.

Procedures for Monitoring Academic Performance

Student Responsibilities

Students are responsible for 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.

• All students are expected to know the criteria for assessment in each course as outlined in the syllabus or other communication from the instructor.

• All students are expected to seek help, clarification, and feedback from their instructors in a proactive manner.

• Students are responsible for ascertaining instructors’ classroom policies and grading criteria (e.g., policies on attendance and/or participation, late assignments, make-up assignments, or other pertinent issues).

• Students are responsible for reading the policies and procedures as outlined in the Student Handbook of the School of Social Work and UMKC policies as outlined on the website in the UMKC catalog. Advisors are available to assist with clarification or explanation if students are unable to understand such policies or procedures.

• Students who perceive that they are in academic jeopardy should initiate meetings with their instructors to discuss their situation and develop a realistic, concrete plan for addressing the problem. For example; a student who says they “will do better” or “try harder” has not stated in measureable terms what they may need to change. To state that “they will attend every subsequent class session on time and stay for the duration of the class,” or that “they will spend one additional hour each evening completing academic coursework,” or state they “will complete papers in time to have a peer, the instructor, or the writing center provide feedback and assistance”
have created measureable plans that are likely to lead to improved academic performance.

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.

Program Director Responsibilities

The School of Social Work’s Program Director will review the grades of students at the end of each semester. The Program Director will be identify students who have:

- Fallen below a 3.0 semester GPA
- Fallen below a 3.0 cumulative GPA
- Attained a grade of incomplete in any course
- Attained a grade of C- or less in any course (including a WF= withdrawal failing)

The Program Director will notify the student and their advisor, in writing, of any of the above factors impacting their plan of study and progression through the MSW program.

Advisor Responsibilities

The advisor will consult with the student to enhance the student’s understanding of University and the School of Social Work policies. The advisor will provide support to ensure students enroll in the appropriate courses according to their Plan of Study.

The advisor will also assist the student to create a measureable remediation plan that will ameliorate the academic, professional practice, or personal concerns that are impeding the student’s’ performance. The advisor will provide a written copy of the remediation plan to the student and place a copy in the student’s file.

Requirements for Retention in the MSW Program

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 emotional or physical health indicates that the student may not successfully complete the program or may jeopardize the well-being of others including faculty and staff, clients and their families, and agency personnel.

Academic Standards for Retention in the UMKC School of Social Work

Students are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on file in the UMKC Registration and Records Office. This information is also available online to all students through Pathway.
All students must meet the following standards in order to remain in academic good standing in the MSW program:

- All graduate students must maintain a 3.0 (B) overall grade-point average in all coursework
- Only courses with a grade of 2.0 (C) or above can be applied toward completion of the MSW degree
  - If a student earns less than a 2.0 in a course that is a prerequisite for another course in their Plan of Study, they must re-take the first course (earning at least a 2.0 (C) before progressing on in their coursework.

**Academic Probation Policy**

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, he/she will not be allowed to continue in the MSW program.  

**Plagiarism or Other Academic Dishonesty**

If a student engages in academic dishonesty, possible penalties include the following, which may be imposed by the instructor or arrived at through an academic or professional misconduct hearing at the MSW Program level or at the University Level:

- The student will receive a grade of “F” for the assignment with no opportunity to re-write the assignment/test/project
- A report of the incident is placed in the student’s permanent file

Regardless of the consequences imposed by the instructor or Chair of the School of Social Work, all allegations of plagiarism are reported to the Associate Dean of Arts & Sciences.

**Note:** If students do not accept any of the above penalties, they may request a hearing before the Dean of the College of Arts & Sciences.
Professional Practice Standards for Retention

In addition to providing an academic degree, the UMKC MSW Program prepares students for professional social work practice. Therefore, an MSW degree is an indicator to the public and to the professional social work community that the person to whom it was awarded has demonstrated fitness to effectively provide advanced professional social work services.

Furthermore, the professional actions and decisions of social workers have an impact on the lives of vulnerable persons and persons in precarious life situations. Because social work is a demanding profession that has potential to do harm as well as good to vulnerable people, 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.

Standards of Student Conduct

The Code of Student Conduct clearly identifies student conduct which can be sanctioned or disciplined. In addition, 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.

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 is found in Section 200.010 of the University of Missouri Collected Rules and Regulations (CRR). These expectations have been established in order 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.

A. Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, the University may take appropriate action, including, but not limited to the imposition of sanctions under Sections 200.020 and 600.030 of the Collected Rules and Regulations against students and student organizations for conduct occurring in other settings, including off campus, in order to protect the physical safety of students, faculty, staff, and visitors or if there
are effects of the conduct that interfere with or limit students' ability to participate in or benefit from the University's educational programs and activities.

B. A **student organization** is a recognized student organization which has received official approval in accordance with Section 250.010 of the Collected Rules and Regulations. To determine whether a student organization is responsible for conduct outlined in Section 200.010.C, all circumstances will be considered, including but not limited to whether:
   
a. The student organization approved, condoned, allowed, encouraged, assisted or promoted such conduct;
   
b. The prohibited behavior in question was committed by one or more student organization officers or a significant number of student organization members;
   
c. Student organization resources, such as funds, listservs, message boards or organization locations, are used for the prohibited conduct; and/or
   
d. A policy or official practice of the student organization resulted in the prohibited conduct.

C. **Conduct** for which students and student organizations, when applicable, are subject to sanctions falls into the following categories:
   
a. **Academic dishonesty**, including but not limited to cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. 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 Primary Administrative Officer.
   
b. 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.
   
c. 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.
   
d. 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.

D. **Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.**
E. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

F. Physical abuse or other conduct which threatens or endangers the health or safety of any person.

G. Stalking another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for one’s safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

H. Violation of the University’s Equal Employment/Education Opportunity and Nondiscrimination Policy located at Section 600.010 of the Collected Rules and Regulations.

I. Violation of the University’s Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy located at Section 600.020 of the Collected Rules and Regulations.

J. Threatening or Intimidating Behaviors, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property or implied threats or acts that cause a reasonable fear of harm in another.

K. Participating in attempted or actual taking of, damage to, or possession without permission of property of the University or of a member of the University community or a campus visitor.

L. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

M. Violation of University policies, rules or regulations, or of campus regulations including, but not limited to, those governing residence in the University-provided housing, or the use of University facilities, or student organizations, or the time, place or manner of public expression.

N. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

O. Disruptive conduct. Conduct that creates a substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus.

P. Failure to comply with directions of University officials acting in the performance of their duties.

Q. The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.

R. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition
for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy.

S. Misuse of computing resources in accordance with University policy, including but not limited to:
   a. Actual or attempted theft or other abuse;
   b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
   c. Unauthorized transfer of a file;
   d. Unauthorized use of another individual's identification and password;
   e. Use of computing facilities to interfere with the work of another student, faculty member, or University official;
   f. Use of computing facilities to interfere with normal operation of the University computing system; and
   g. Knowingly causing a computer virus to become installed in a computer system or file.

Ethical and Behavioral Standards

All students and faculty members of the UMKC School of Social Work are required to adhere to all aspects of the National Association of Social Workers (NASW) Code of Ethics. Students must demonstrate continued adherence to social work values and ethical standards. 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 behavioral standards of the NASW Code of Ethics may also be subject to sanctions from the School of Social Work, the NASW, and/or the Division of Professional Registration in Missouri or the Kansas Behavioral Sciences Regulatory Board.

Student Responsibilities for Professional Practice Standards

Students are responsible for monitoring their own behavior to ensure compliance with the standards set forth by the UMKC Standards of Student Conduct and the NASW Code of Ethics. Students are obligated to maintain the professional practice standards required in their field placement site, and to assist in the creation of policies at the placement agencies which will enhance the professional standards in such settings.

Students have a responsibility to confront behavior of their peers that does not meet the UMKC Standards of Student Conduct or the NASW Code of Ethics, or behavior that negatively affects the learning environment for one or all peers, interferes with their rights as students, or is self-destructive or threatening to others. When students observe or experience inappropriate behavior of a peer and believe that confronting and
attempting to resolve such behavior would result in significant damage, they should
discuss the matter with their advisor or other faculty member. The faculty member may
attempt mediation with all persons, or may confront the issue without involving the
student who reported it.

Faculty & Staff Responsibilities for Professional Practice Standards

If a faculty or staff perceives a professional practice that does not conform to the UMKC
Standards of Student Conduct and/ or NASW Ethical Standards outlined above, or
behavior that negatively affects the learning environment for one or all peers, interferes
with the rights of students, or is self-destructive or threatening to others, he or she
should immediately notify the student and develop a realistic, concrete plan for
ameliorating the problem.

If a faculty member or staff member observes or experiences inappropriate behavior of
a student and believes that confronting or attempting to resolve such behavior would
result in significant damage, they should discuss the matter with the Program Director.
If the matter in question has occurred in a field practicum setting, the field instructor and
faculty field liaison will inform the student and discuss corrective actions.

The faculty or staff should document the contact, including the date, a description of the
behavior(s) of concern, and potential remedies that were discussed. A copy of the
documentation is distributed to the student, the student’s advisor, and the Program
Director. The student may write a response, which will be distributed to the advisor, the
faculty member, and the Program Director.

Process for Remediation

Although the School of Social Work is invested in the personal success of every student
in the program, there may be circumstances that warrant sanctions for students who fail
to meet the academic or professional practice standards outlined on the preceding
pages.

Informal Remediation

Through meeting with their advisor, or another School of Social Work Faculty or Staff if
more appropriate for the situation, a student can be assisted to create a remediation
plan that addresses the holistic needs of the student and gives him/her the strongest
opportunity to succeed in the MSW Program. The remediation plan is a specific,
measurable plan for ameliorating the core causes of the students’ academic or
professional practice challenge(s).
Procedures for Informal Remediation

School of Social Work Faculty or Staff may contact the student or their advisor to communicate a concern regarding the student’s academic or professional performance in classes or practicum sites. Such concerns may include any of the academic or professional practice guidelines listed in the preceding pages. The School of Social Work Faculty or Staff may also contact an advisor to report that a remediation plan previously developed by the student does not appear to be successful.

The goal of this informal process is to develop an academic and/or professional practice remediation plan that will restore the student to compliance with required academic and professional practice standards. All those who assisted in the development of the remediation plan sign they are in agreement with the plan, document the date of the meeting, provide a copy of the plan to the student, and place a copy in the students’ file. It is the student’s responsibility to implement the remediation plan within the stipulated timeframe and communicate their progress.

Additionally, the Program Director may inform students that they are out of compliance with academic or professional practice standards. The Program Director may direct the student to:

- Review the appropriate section of the Student handbook
- Meet with their advisor and/or instructor to discuss the standards that are not met, and the student’s options to remedy the situation.
- Meet with the Field Office to correct non-compliance in field practicum settings
- Other remediation/action as appropriate for the situation

The remediation plan is behaviorally specific, time-limited, measurable plan for ameliorating the core causes of the students’ academic or professional practice challenge(s). The plan must also identify specific consequences of unsuccessful achievement of established goals. Any issue that cannot be resolved informally may be referred to the Program Director for “formal remediation.”

Formal Procedures for Remediation

Most situations that necessitate a remediation plan will be resolved through the informal procedures described above. However, in instances where a remediation plan has not been followed by the student, or additional academic or professional practice challenges have surfaced, the next step is a formal procedure for remediation delineated as academic or professional consultation.

Academic or Professional Consultation

The Program Director will appoint an individual faculty member to chair a meeting with the student and the whole faculty minus the Director. An academic or professional practice consultation is not a hearing or judicial process. It is a decision-making or
problem solving process of the faculty regarding the status of students whose academic or professional success is in jeopardy.

The Director will notify the student in writing five (5) working days prior to the academic or professional practice performance consultation. Both electronic media and registered US mail notification may be used. The letter of notification will state:

1. The specific issue(s) of concern and known attempts to remedy them
2. The student’s right to present extenuating circumstances to the faculty orally or in writing
3. The date, place, and time of the consultation, including a time when the student may present extenuating circumstances or proposed solutions.
4. The relevant section of the MSW Program Student Handbook, UMKC regulations, or NASW Code of Ethics.

A copy of this policy will accompany the notification.

The academic or professional practice performance consultation panel will comprise the faculty-as-a-whole, minus the Director, to whom the student may appeal the Panel’s recommendation. The Chair of the Panel will develop an agenda for the meeting, which may include input by individual faculty members who have direct experience with the problematic situation, oral or written input from others, such as field instructors, input from the student, legal information, and other information necessary to reach a decision.

After meeting with the student and reviewing all available information, the faculty will convene in a closed session to arrive at a resolution through consensus, compromise, and informal problem solving. If the faculty cannot reach consensus or compromise, a decision will be adopted by vote, following *Robert’s Rules of Order*.

The Panel recommends to the Director whether and under what conditions a student may continue in the program. A written report of the Panel’s recommendation will be sent to the Director within two business days of the Panel’s meeting.

The Director (or his or her designee) will meet with the student as soon as possible after the meeting of the Panel to inform the student of the recommendation. If the student or the other parties are unable to attend a meeting within five working days following the meeting of the Review Panel, the Director will communicate the recommendation in a letter sent by registered mail within seven working days of the decision.

**Appeal of Academic or Professional Consultation Decision**

The student may submit a written request for an appeal of the decision within five (5) days of the postmark of the letter or five (5) days from the date of the meeting with the Director. If the student does not appeal the decision, the Director will formally accept the Review Panel’s recommendation and convey this to the student. If the student
submits the request for appeal, the Director will hear the appeal within ten (10) working
days of receiving the request. The Director may consult with the faculty prior to making
his/her decision. The director may choose to:

1. Uphold the panel’s recommendation or
2. Arrive at an alternative decision.

The Director’s decision, which will be conveyed to the student within five (5) working
days of the appeal, will be final.

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<th>Appeal Procedure</th>
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<td>The Panel sends its written recommendation to the Program Director</td>
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<td>The Program Director meets with the student to review the recommendation or sends the recommendation by registered mail if they are unable to meet</td>
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<td>Student submits a written appeal of the Review Panel’s recommendation to the Program Director</td>
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<td>Director hears the appeal</td>
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**Criteria for Automatic Dismissal, Non-Retention or Denial of Permission to Re-Enroll**

The School of Social Work reserves the right to terminate a student from the MSW Program if academic performance, ethical or professional behavior, or emotional or physical health indicates that the student may not successfully complete the program or may jeopardize the well-being of others, including faculty, clients served, and/or agency personnel. The following section identifies the academic and professional practice standards that can result in dismissal, non-retention, or denial of permission to re-enroll from the MSW Program. A decision to terminate a student from the Social Work Program is based on one or more of the following criteria:
Academic Standards

- For students who have been admitted to the program with provisional status - failure to achieve both a 3.0 overall GPA and a 3.0 GPA each semester
- Receipt of 2 grades of "F" either concurrently or cumulatively
- Receipt of one grade of "F" and two grades of "C" either concurrently or cumulatively
- Receipt of three grades of "C" in one semester
- Failure to meet the conditions for remediation that resulted from an academic consultation
- For students who have been placed on academic probation for one semester because their GPA has fallen below 3.0, failure to achieve a cumulative GPA of 3.0 by the end of the probationary semester or to maintain a GPA of at least 3.0 on a four point scale the semester following the probationary semester

An academic consultation is not required to deny enrollment to students who have not met academic standards

Professional Practice Standards

- Conduct in violation of the UMKC standards of student conduct
- Conduct in violation of the NASW Code of Ethics
- Endangerment of, threats against, or harm to clients, students, instructors, staff, or others in the practicum agency or on campus (Additionally, UMKC and Kansas City police departments may be notified).
- Sexual harassment
- Censure by the NASW or state professional licensing agency
- Repeated or serious interference with the teaching or learning process
- Violation of client, classroom, or agency confidentiality
- Non-prescription use, possession, or distribution of controlled substances in the classroom or practicum agency (Additionally, UMKC and Kansas City police departments may be notified).
- Illegal possession of weapons or ammunition (Additionally, UMKC and Kansas City police departments may be notified).
School of Social Work Readmission Policy

Students who have not been continuously enrolled in the School of Social Work may have to reapply to both the University and to the School of Social Work.

After a lapse of three or more semesters, (one calendar year) inactive students must re-apply to The School of Social Work by completing the full application packet or online enrollment process. 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 can discuss their absence and the resolution process in their admission essay(s). If any circumstance of non-compliance with academic or professional practice standards has occurred, the student must be very specific about his or her plan to restore compliance with and remain in compliance with these standards.

If a student has been absent for less than one calendar year, he or she may write a letter to the Chair of the Admissions committee requesting reinstatement. The student must be able to demonstrate that the circumstances that contributed to his or her absence have been resolved or have changed substantially in order to obtain re-admission. In some cases, specific documentation may be required for re-evaluation.

Readmission Policy

Graduate students in good standing who have not enrolled for only one semester may re-enroll without applying for readmission. Graduate students are considered inactive after a lapse of two or more regular semesters of enrollment. Inactive graduate students who want to continue must follow the same admission procedures as those required for new applicants. After a lapse of three or more semesters, graduate students will re-enter under requirements in effect at the time of readmission.

Ineligibility Following Academic Probation

Graduate social work students who are ineligible to enroll for academic or professional reasons may present a petition for re-enrollment to be reviewed by the Program Director. A written recommendation approving or denying the petition will be sent to the student and forwarded to the appropriate administrative levels of the College of Arts & Sciences. The approval or denial action may include:

- Approval for further graduate study in the MSW Program but on a restricted probation basis (as defined in a written contract).
- Approval for further graduate study in the MSW Program in a different student classification (such as part-time) and on a restricted basis (as defined in a written contract).
- Denial for further study in the MSW Program.
Graduate Ineligibility Policies

Ineligibility Due to Unsatisfactory Progress or Performance

When a department or school, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory, that department, school or committee may recommend to the dean or director of the academic unit in which the student's degree is housed that the student be reclassified or declared ineligible for further study. The dean or director reviews the recommendation and conveys a decision to the respective faculty group and the student.

Students who have been declared ineligible due to unsatisfactory progress or performance may appeal such decisions to the Dean of the School of Graduate Studies, as designee of the Chancellor. Such appeals must be made in writing within 14 consecutive days after receipt of the notification to the student of the decision.

The decision of the graduate dean or provost, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:

1. The student
2. The graduate faculty review group(s)
3. The academic dean or director
4. The registrar
Student Organizations

Masters of Social Work Student Organization (MSWSO)

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/experiences to enhance their social work career. Throughout the academic year, the organization sponsors events such as a licensing information seminar, social gatherings, licensing exam preparation courses, and other events. 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 e-mail. To contact the MSWSO directly: umkcmswso@umkc.edu.

Nu Lambda Chapter of Phi Alpha Honor Society

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. To apply, students should complete Appendix C in the Student Handbook, attach an unofficial transcript, and submit these materials along with their membership fee to the School of Social Work office.

Certificates & Medallions will be awarded at the annual initiation ceremony scheduled in the spring semester.
Student Leadership and Contribution

Student Representatives to School of Social Work Committees

Student representatives are encouraged to serve 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.

The following committees are typically active during the academic year:

- Curriculum Committee
- Field Advisory Board
- Marketing & Retention
- Ad Hoc committees appointed by the Director

Evaluation of the Social Work Program

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) in an effort to assist the faculty and staff members to improve the UMKC MSW Program.
**Resources**

**Academic Honesty**
The UMKC Policies and Procedures at the Graduate and Professional level state the following: “The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the university. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards.” An online tutorial regarding plagiarism and the use of citations is available at [http://library.acadiau.ca/tutorials/plagiarism/](http://library.acadiau.ca/tutorials/plagiarism/).

The School of Social Work is adamant that MSW students adhere to the NASW *Code of Ethics* and learn with honesty and integrity. All UMKC professors have access to software that is designed to detect plagiarism.

**APA Formatting**
All written work must conform to APA Standards for professional writing. Any assignment completed as part of coursework must use these standards. The *Publication Manual of the American Psychological Association, 6th Edition* is an excellent reference. Resources to assist student in the proper use of APA formatting style can be found at any/all of the following:

- [http://www.umkc.edu/writingstudio/](http://www.umkc.edu/writingstudio/)
- [http://www.umkc.edu/writingstudio/writing-resources/apa.cfm](http://www.umkc.edu/writingstudio/writing-resources/apa.cfm)
- [https://owl.english.purdue.edu/owl/section/2/10/](https://owl.english.purdue.edu/owl/section/2/10/)

**Canvas**
Canvas is a learning management system that provides a course site where instructors can place documents, videos, podcasts, and many other types of files. More importantly, Canvas provides a rich online learning environment where instructors and students can interact with each other synchronously or asynchronously through discussion board forums, synchronous online classroom spaces, blogs, wikis, etc.

Canvas course sites are automatically created for every course listed in Pathway each semester. 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://Canvas.umkc.edu](http://Canvas.umkc.edu) in the address bar of their browser.

Students who want additional Canvas information or help should visit these web sites or contact the Call Center:
- **Canvas Online Support Site** Access UMKC specific step-by-step directions and video tutorials for student tasks.
- **Canvas Student's Manual** View the student’s manual produced by Canvas, Inc.

**Call Center for Help**
**Phone:** 816.235.2000  
**Email:** callcenter@umkc.edu  
**Location:** 302 Fine Arts Building, Volker Campus  
**Hours:** M-F 7:00am-6:00pm

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**Disabilities and Students with Special Needs**

Students in need of assistance or accommodations for any type of disability should contact the Office of Services for Students with Disabilities at 816-235-5696 or at disability@umkc.edu. The Office of Services for Students with Disabilities is able to serve any UMKC student with “a diagnosed disability that substantially limits them in one or more major life areas.” The Office encourages students to schedule an individual appointment to determine how the office can best meet their needs. Students must have a documented disability and be registered with the Office of Services for Students with Disabilities in order to receive class or program-related accommodations.

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

UMKC conforms to federal regulations known as the Family Educational Rights and Privacy Act, or FERPA. The purpose of FERPA is to provide rights to students and their families with regard to access and privacy of academic records. FERPA guarantees students at the postsecondary level the right to inspect and view their academic records. It also prohibits UMKC from releasing information from a student’s record to any third party unless the student authorizes the release.

- The Family Educational Rights and Privacy Act (FERPA) is also known as the Buckley Amendment. It is a compilation of federal regulations passed by Congress in 1974.
- The purpose of FERPA is to provide rights to students and their families with regard to access and privacy of academic records.
- FERPA guarantees students at the postsecondary level the right to inspect and view their academic records. It also prohibits UMKC from releasing information from a student’s record to any third party unless the student authorizes the release.
- However, the regulations which may be found in 34 CFR Part 99, outline several exceptions to the general rules stated above.
- For details on the UMKC implementation of FERPA, please refer to the UM System Collected Rules and Regulations: Records Management: Student Records.
What records are covered by FERPA?

- All personally identifiable records except those that remain in the sole possession of the maker of the record, such as an instructor’s grade book, are covered by FERPA.
- **EXCEPTION:** UMKC will release directory information to third parties without the permission of the student.
- **EXCEPTION:** Parents of dependent students as defined in the IRS Code of 1974 Section 152 are given the same rights to access as those given the student. UMKC requires a copy of the most recent federal income tax return to prove dependent status.
- **EXCEPTION:** Employees of the UM-System who have an educational need to know student information in order to perform their duties as an employee may have access to student records.

What is directory information?

- Directory information includes:
  - name,
  - local and permanent address,
  - local and permanent telephone numbers,
  - email address,
  - major field of study,
  - the full-time or part-time enrollment status of students,
  - level,
  - dates of attendance,
  - degrees and awards received,
  - the most recent previous educational agency or institution attended by the student, and
  - Participation in officially recognized activities and sports.

- FERPA gives students the right to restrict directory information. Students who want to restrict directory information should complete the form and submit it to the Registration and Records Office.
  - Directory Information Restriction Form (PDF)
  - Updating your Privacy Settings via Pathway (PDF)

- If a student has restricted directory information, UMKC will not disclose any information regarding that student to third parties without a signed, written release from the student (unless the release is authorized by one of the exceptions as outlined in FERPA).

[http://www.umkc.edu/registrar/records/ferpa_students.asp](http://www.umkc.edu/registrar/records/ferpa_students.asp)
Financial Aid

Graduate students may receive financial aid in the form of loans, grants, and scholarships. Depending on external funding, a limited number of graduate research assistants (GRAs) may be available through the School of Social Work. Research assistants work closely with an assigned professor on current research projects. Assistantships provide a monthly stipend and a tuition waiver, and require 20 hours/week work commitment. Full-time status for graduate education is considered 9 credit hours: part time is 5 hours. For more information, contact the Financial Aid office at:

5115 Oak St.
101 Admin Center
Kansas City, MO 64111
816-235-1154

Intellectual Pluralism

The University of Missouri-Kansas City and the School of Social Work respects the views and perspectives of all participants in the learning environment. As such, the School of Social Work welcomes intellectual pluralism and the free exchange of ideas in a non-confrontational environment.

Students who believe they have been treated unfairly on the basis of your personal beliefs or affiliations should contact the UMKC HelpLine or submit the online complaint form.

E-Mail System

An important communication tool is the campus e-mail system. UMKC provides each student with an email address and account. The School of Social Work maintains an e-mail listserv for all graduate social work students, faculty members and staff and often communicates to students through this service. Official announcements from the Department are sent via email from the following address: gswp@listserv.umkc.edu. Students should plan to check their UMKC e-mail regularly for program- and course-related announcements from administrative staff and faculty. Most of these announcements will NOT be provided in any other manner. Students are responsible for assuring their email spam or junk folders do not block these official announcements.

In addition, the Registrar, library, parking control and many other vital university departments communicate via UMKC e-mail; students must remain vigilant of all communication that may be received via this resource.

E-mail/ Electronic Information Policy

University Inspection of Personal Electronic Information -- All information technology resources, including computer networks, equipment and connected resources, provided by the University of Missouri are the property of the University. The
University values the principles of academic freedom and privacy and does not condone casual inspection of the information contained within or transmitted via these resources. However, electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources;
2. There is a suspicion of misconduct under University policies, or suspicion of violation of Federal or State laws;
3. It is necessary to comply with or verify compliance with Federal or State law including e-discovery procedures; or
4. If it will serve a legitimate business need of the University.

Acceptable Use Guidelines

**Responsibilities of Users of University Computer Resources:**

1. Respect the intellectual property rights of authors, contributors, and publishers in all media.
2. Protect user ID, password, and system from unauthorized use.
3. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.
4. Adhere to other University and campus policies, including the Collected Rules and Regulations of the University of Missouri, and, if applicable, the University Business Policy Manual, Human Resources Manual, and policies established for a specific resource.
5. Adhere to data access policies of the University or those established by law.
6. Use University computer resources in a manner that is compliant with University policies and state and federal law.

**Prohibited Uses of University Computer Resources:**

1. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks (employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources.)
2. Uses that interfere with the proper functioning of the University's information technology resources.
3. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
4. Attempting to gain or gaining unauthorized access to the computer system, or files of another.
5. Use of University computer resources to infringe the intellectual property rights of
others.
6. Use of University computer resources for personal profit, except as permitted under the University's conflict of interest policy.

Mail Folder
Mail folders for each student are located in the front office at 5030 Cherry Street room #225. This is an important vehicle of communication and provides a convenient means to return papers to students. Students are encouraged to check their personal mail folder regularly.

Miller Nichols Library
The UMKC Library Staff are extremely helpful and students should readily contact the staff if they encounter library-related problems.

The Social Work Program’s reference librarian is Fu Zhou. Fu can be contacted at 816-235-1541.

Miller Nichols Library
- Service Desk (816) 235-1526 - email
- Music/Media (816) 235-1679 - email
- LaBudde Special Collections: (816) 235-1532 - email
- Marr Sound Archives: (816) 235-2798 - email

800 East 51st Street (Mailing address: 5100 Rockhill Road)
Kansas City, Missouri 64110

UMKC Writing Studio
A significant amount of writing is required in MSW courses. As graduate students, faculty expect students to demonstrate competent writing skills, which includes submitting organized, clearly written work that directly addresses the content requirements of course assignments. Students who need assistance with improving their writing skills are encouraged to contact the UMKC Writing Center, located at In Miller Nichols Library and the Atterbury Student Success Center (phone: 816-235-1146). Writing Center staff can provide varying levels of support for students, from initially organizing ideas to polishing a finished product. More information regarding the Writing Center can be found at http://cas.umkc.edu/writingcenter/index.htm
Writer’s Hotline 816-235-2244

The Writer’s Hotline is a free community service offered by the English Department and the Writing Center. Staff members help with questions concerning grammar, punctuation, spelling, and usage. The writer’s hotline is in service whenever the Writing Center is open.
**Online Resources**

**UMKC Information Services**

**Faculty:** Faculty support is provided by Instructional Technology Services.

- **Hours:** 7 AM - 6 PM, Monday-Friday
- **Phone:** 816-235-6700
- **Email:** its@umkc.edu

**Students:** Student support is provided by the Call Center.

- **Hours:** 7 AM - 7 PM, Monday-Thursday; 7 AM - 5 PM Friday
- **Phone:** 816-235-2000
- **Email:** callcenter@umkc.edu

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**Violence Prevention and Response**

The UMKC Women's Center serves as a victim advocate to assist students, faculty, and staff in understanding various resources, policies and procedures related to violence and safety at UMKC. Women's Center staff is available to provide support and guidance for those experiencing sexual harassment or other forms of sexual violence.

As part of a violence prevention grant from the U.S. Department of Justice, UMKC is expected to provide all violence prevention education to all new incoming undergraduate students (first year and transfer). Students can complete this requirement by attending a face-to-face session or completing a Canvas course.

For additional information about the education program, contact:

Victim Services Adjudication Adviser
Phone: 816-235-1652
**Additional Policies**

**Student’s Right to Privacy (FERPA):**

UMKC conforms to federal regulations known as the Family Educational Rights and Privacy Act or FERPA. The purpose of FERPA is to provide rights to students and their families with regard to access and privacy of academic records. FERPA guarantees students at the postsecondary level the right to inspect and view their academic records. It also prohibits UMKC from releasing information from a student’s record to any third party unless the student authorizes the release.

**AIDS Policy:**

Faculty, staff, and students should be aware that discrimination on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age and handicap (to include AIDS), is prohibited by state law. All are expected to conduct university-related activities without such discrimination. Failure to fulfill these obligations may subject faculty, staff, and students to disciplinary action. Such action shall be taken in accordance with the following University of Missouri procedures: Rules of Procedure in Student Disciplinary Matters and the Dismissal for Cause Procedure.

Those who feel they may have been discriminated against may use the [Discrimination Grievance Procedure for Students](#) and [Academic Grievance Procedures](#).

This statement is based on the recommendations of the Missouri Human Rights Commission and is in accordance with the statements of professional responsibility and codes of ethics of the Association of American Medical Colleges, the American Medical Association, the American Dental Association, and the National League of Nursing.

**Nondiscrimination**

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.
Notice of Nondiscrimination and Title IX Compliance

UMKC including the School of Social Work do not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, in admissions, educational programs or activities and employment. The University complies with all federal and state laws and University of Missouri System policy regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the state of Missouri Human Rights Act Chapter 213 RSMO.

To ensure compliance with this policy, all University of Missouri prospective or enrolled students have available to them the Student Discrimination Grievance Procedure for resolving complaints and/or grievances regarding alleged discrimination related to recruitment, admission, treatment in an education program, student employment, or other matters relating to campus living or student life.

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance” -Title IX of the Education Amendments of 1972, and its implementing regulations at 34 C. F. R. Part 106.

Sex discrimination includes sexual harassment, assault, and/or violence.

Title IX is often thought of as the law that applies to athletic programs, Title IX is much broader than Athletics and applies to all programs at UMKC.

UMKC is dedicated to the safety and security of all our students, faculty, and staff. The Title IX Coordinator and Deputy Coordinators are trained to receive complaints of sexual harassment, sexual misconduct, sexual violence and sexual assault from students, faculty, or staff and will coordinate with each other, as well as Campus Police and other campus Administrators and Officials to ensure that any complaints are resolved in an appropriate manner. The office of Affirmative Action will provide the primary resource for the investigation of sexual harassment complaints and will coordinate with the Deputy Title IX Coordinators, Campus Police to handle complaints of sexual misconduct, sexual violence, and assault.

Any questions can be directed to the Title IX Coordinator: Mikah Thompson Title IX Coordinator and Director of Affirmative Action Administrative Center, room 212 Kansas City, MO 64110 816-235-6910 thompsonmikah@umkc.edu

The Discrimination Grievance Procedure for Students (390.010) can be found at http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010.
APPENDICES LIST

Appendix A
List of Course Numbers and Titles

Appendix B
Academic Loads

Appendix C
Membership Application: Nu Lambda Chapter of Phi Alpha Honor Society

Appendix D
Student Contact Information Form
The Student Contact Information Form may be used to officially notify the School of Social Work of any address, name, and phone or email changes for a student. Please note that address and name changes must also be reported to the UMKC Registration Office.

Appendix E
Emergency Information Form
An Emergency Contact Information Form should be completed by students who want emergency contact information on file in the School of Social Work office.

Appendix F
Contract for Incomplete Assignment/Project in a Course

Appendix G
Planned Program of Study Form

Appendix H
Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards
APPENDIX A: List of Course Number and Titles

All courses are 3-credit hours

Advanced Standing Courses
(Open only to students with a BSW who have been accepted into the advanced standing program)


Foundation Courses
SOC-WK 5510: Foundation Field Practicum I
SOC-WK 5511: Foundation Field Practicum II
SOC-WK 5532: Foundations of Social Work Practice I
SOC-WK 5533: Foundations of Social Work Practice II
SOC-WK 5530: Human Behavior: Individuals in the Social Environment
SOC-WK 5531: Human Behavior: Families, Groups, Organizations, and Communities
SOC-WK 5534: Social Welfare Programs and Policies
SOC-WK 5565: Systemic Oppression & Social Justice Advocacy
SOC-WK 5536: Social Work Research Methods
SOC-WK 5537: Quantitative Social Work Research Methods

Advanced Courses
SOC-WK 5512: Advanced Field Practicum I
SOC-WK 5513: Advanced Field Practicum II
SOC-WK 5540: Advanced Social Work Practice I
SOC-WK 5541: Advanced Social Work Practice II
SOC-WK 5550: Program Evaluation and Management
SOC-WK 5579: Integration Seminar of Advanced Generalist Practice

Electives
The following list of electives from the School of Social Work and other departments on campus have been approved for inclusion in your plan of study. Most elective courses require completion of all foundation coursework. Courses Designated by: ∞ symbol requires the completion of all foundation courses.

SOC-WK 5542: Social Services with Older Adults
SOC-WK 5544: Families, Communities and Child Welfare
SOC-WK 5546: Mental Health and Substance Abuse in Social Work Practice
SOC-WK 5547: Grief and Loss in Social Work Practice
SOC-WK 5560: Psychopathology: A Competency Based Assessment Model in Social Work Practice
SOC-WK 5561: Social Work in Health Care
SOC-WK 5562: Family Organization and Development: Multi-systems Interventions
SOC-WK 5563: Life Span Issues in Developmental Disabilities
(Course taken with Institute for Human Development students and approved by the School of Social Work as meeting the knowledge, values, and skills content requirements of a masters-level social work elective course)
SOC-WK 5564: Advanced Group Interventions in Social Work
SOC-WK 5566: Family and Community Violence
SOC-WK 5567: Collaborative Strengths-Based Practice: Multi-Systems Interventions
SOC-WK 5568: School Social Work
SOC-WK 5569: Core Concepts of Child and Adolescent Trauma
SOC-WK 5575: Advanced Generalist Community Practice
SOC-WK 5577: Sexuality and Social Work Practice
SOC-WK 5580: Ethics and Social Work Practice
SOC-WK 5580: Immigration
SOC-WK 5590: Readings and Investigations in Social Work
PA 5526: Politics of Administration
(Course taken with Public Administration students and approved by the School of Social Work as meeting the knowledge, values, skills and content requirements of a masters level social work elective course)
PA 5548: Leadership for Public Service
(Course taken with Public Administration students and approved by the School of Social Work as meeting the knowledge, values, and skills content requirements of a masters level social work elective course).
LAW 8815S: Leadership in Disability Studies: Multidisciplinary Approach
(Course taken with Institute for Human Development students and approved by the School of Social Work as meeting the knowledge, values, and skills content requirements of a masters level social work elective course)

*Electives Not Preapproved by the School of Social Work*

Students may choose to take electives from other units on campus. The courses must be at the 5000 level or higher. The student must provide to their advisor a copy of the most recent syllabus from the course desired, acknowledgement from the instructor or department that the student will be able to attend the course, a letter requesting approval of the course. The letter must include your rationale for needing the course, how the course fits with a social work program, why you believe you cannot obtain such content in the social work curriculum, and any other non-schedule related reasons why you should be allowed to enroll in an outside elective. These requests must be completed and to your advisor by: October 15 for Spring requests, and March 15th for Fall/Summer requests. Advisors will review such requests with the Program Director and present a recommendation to the full faculty not later than the last regularly scheduled faculty meeting of the semester.
APPENDIX B: Academic Loads

Full-Time Academic Load Definition for Graduate Students

Graduate students enrolled in nine (9) or more credit hours during a regular semester or five (5) credit hours during a summer session are considered full-time students. All students registered for fewer than those specified totals are classified as part-time students. This designation of full time is for academic purposes only and does not apply to assessment of fees or degree program residency requirements.

Full-Time Academic Loads for Graduate Research Assistants (GRAs)

Full-time enrollment for students holding graduate research assistant appointments is six hours in a regular semester or three hours in a summer session. GRAs are expected to make normal progress toward their degrees and should enroll in a minimum of six hours per semester (three credits in the summer session). However, GRA appointees who have completed all required coursework for the degree and who are working full time on research need only enroll for the minimum of three credits.

Graduate students holding GRA appointments are automatically exempt from Social Security withholding tax as long as they are enrolled in at least six credit hours.

Restricted Academic Loads

The dean or faculty adviser might impose limitations on the size of the academic load for which graduate students can register. Generally, students on probation are required to restrict the academic program to a minimum part-time load until they have returned to good standing.

Interpretation of Full-Time and Half-Time Status of Graduate Students for Purposes of Certification to Lending/Funding Agencies

To be eligible for certification of full-time status as a graduate student by the Registrar’s Office, a student must meet at least one of the following conditions:

- Enrollment in nine (9) credit hours.
- Half-time (.5 FTE) GRA appointment and enrollment in six (6) or more credit hours.

To be eligible for certification of half-time status as a graduate student by the Registrar’s Office, a student must meet at least one of the following conditions:

- Enrollment in five (5) credit hours.
- Half-time (.5 FTE) GRA appointment and enrollment in three (3) credit hours.
Special Cases and Limitations on Registrar's Certification to Lending/Funding Agencies

Work to satisfy an incomplete grade or grades from a previous term does not count toward certification for purposes of financial aid. Therefore, a class may be used only in status calculation for one term. Since the hours are used in status calculation during the original term of enrollment that is the only term that the hours may be counted.
APPENDIX C: MSW Program Application for Nu Lambda Chapter of Phi Alpha Honor Society Membership

To be eligible for membership in the Nu Lambda Chapter of the Phi Alpha Honor Society, a student must be in the last semester of the MSW program, with a GPA of 3.75 or greater. There is a fee for membership.

To apply for membership, submit this application (Appendix G) with an unofficial transcript to the School of Social Work office in January of your final semester.

The application deadline is ____________.

Name: ______________________________________

Name to appear on certificate & medallion (if different):
___________________________________________________________

☐ I have attached unofficial transcripts, showing a GPA of 3.75 or greater, as proof of my eligibility.

☐ I have included payment, in the amount of ____________ payable to UMKC for the Nu Lambda Chapter of Phi Alpha Honor Society Membership fee.

☐ I would like to help organize the Nu Lambda initiation ceremony held during hooding. (Should we make it part of the requirement)

I give my permission for other students to be aware of my eligibility for Phi Alpha Honor Society.

Signature (required)
APPENDIX D: Student Contact Information Form

Please complete this form and return it to the Social Work Office to change contact information currently on file.

NAME: ________________________________

Student ID Number: ________________________________

Day Time Phone Number: ________________________________

Home Phone Number: ________________________________

Cell Phone Number: ________________________________

New Home Address: ________________________________

Effective Date of: ________________________________
Address Change

Date Form Completed: ________________________________

Signature: ________________________________
APPENDIX E: Emergency Contact Information Form

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
APPENDIX F: Contract for Incomplete Assignment/Project in a Course

Contract for Incomplete Assignment/Project in a Course

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: __________
APPENDIX G: Master of Social Work Planned Program of Study
APPENDIX H: Council on Social Work Education, Educational Policy and Accreditation Standards

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate- and master’s-level social work programs. EPAS support academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging models of curriculum design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate.

The UMKC School of Social Work is accredited until June 2023.

For more information on the EPAS, please click here: