BACHELORS OF SOCIAL WORK

Student Manual

2013-2014 Academic Year

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~ BSW Advisors Handbook, page 1 ~
# Academic Calendar 2013-2014

<table>
<thead>
<tr>
<th>FALL SEMESTER 2013</th>
<th>DAY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Classwork begins @ 8:00 a.m.</td>
<td>Monday</td>
<td>August 19</td>
</tr>
<tr>
<td>Labor Day Holiday (no classes)</td>
<td>Monday</td>
<td>September 02</td>
</tr>
<tr>
<td>Thanksgiving recess begins @ close of day*</td>
<td>Saturday</td>
<td>November 23</td>
</tr>
<tr>
<td>Classwork resumes @ 8:00 a.m.</td>
<td>Monday</td>
<td>December 02</td>
</tr>
<tr>
<td>Classwork ends @ close of day*</td>
<td>Thursday</td>
<td>December 05</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Friday</td>
<td>December 06</td>
</tr>
<tr>
<td>Final examinations begin</td>
<td>Monday</td>
<td>December 09</td>
</tr>
<tr>
<td>Fall semester closes @ 5:30 p.m.</td>
<td>Friday</td>
<td>December 13</td>
</tr>
<tr>
<td>Commencement</td>
<td>Friday/ Saturday</td>
<td>December 13 &amp; 14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER 2014</th>
<th>DAY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Martin Luther King Holiday (no classes)</td>
<td>Monday</td>
<td>January 20</td>
</tr>
<tr>
<td>Classwork begins @ 8:00 a.m.</td>
<td>Tuesday</td>
<td>January 21</td>
</tr>
<tr>
<td>Spring Recess begins @ close of day*</td>
<td>Saturday</td>
<td>March 22</td>
</tr>
<tr>
<td>Classwork resumes @ 8:00 a.m.</td>
<td>Monday</td>
<td>March 31</td>
</tr>
<tr>
<td>Classwork ends @ close of day*</td>
<td>Thursday</td>
<td>May 08</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Friday</td>
<td>May 09</td>
</tr>
<tr>
<td>Final examinations begin</td>
<td>Monday</td>
<td>May 12</td>
</tr>
<tr>
<td>Spring semester closes @ 5:30 p.m.</td>
<td>Friday</td>
<td>May 16</td>
</tr>
<tr>
<td>Commencement</td>
<td>Friday, Saturday, Sunday</td>
<td>May 16, 17 &amp; 18</td>
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</tbody>
</table>

*Close of day is defined as including late afternoon and evening classes.
THE PROFESSIONAL BSW PROGRAM

BSW Program Mission Statement

The mission of the MU BSW program is to prepare students for generalist practice within the context of professional values and ethics.

A generalist social worker has the knowledge, skills, values and self-awareness to assist individuals, groups, families, organizations and communities in achieving personal and social change. At Mizzou, those skills in systematic problem solving and the awareness of the influence of individual differences are grounded in our mission of leadership for social and economic justice and provide a foundation for all activities within a generalist social work practice framework.

Liberal Arts Foundations Courses

The BSW Professional Program is based on a broad liberal arts foundation that covers seven areas.

Course Work Key Code

- BSW pre-requisite. Completed prior to the beginning of the Professional BSW coursework.
- Graduation requirement to be completed at any time.
- Professional BSW coursework. Admitted by application. Course work must be taken in sequence.
- English 1000
- Philosophy (1000, 1100 or 1200 recommended)
- Communication 1200
- Math 1100A, 1120, College Algebra or higher level math course.
- Biology 1010
- Anthropology (any)
- Economics (micro or macro)
- History AND Political Science (one must satisfy constitution requirement; other may be at any point)
- Sociology 1000
- Psychology 1000
- Social Work 2220 (if not completed prior, must take with 1st semester Professional Program Social Work courses)

MU General Education Distribution of Content

Students who entered college fall of 2005 and after must take two upper-level (2000+) General Education approved courses; each representing a different Area of Distribution. BSW students are required to take upper-level courses in the social/ behavioral sciences. Therefore, the second upper-level course must come from Humanities or Biological, Physical or Mathematical Sciences. This requirement is met through taking SW 4310 (Social Statistics).
**English Exposition and Argumentation - 3 hours**

- **English 1000 - Grade must be in the “C” range or better**
  
  This course is expository prose, which stresses writing as a process involving critical reading and thinking skills, should be taken during freshman year.

**Writing Intensive Classes - 6 hours**

After completing English 1000, two more courses in the student's program must be designated "Writing Intensive" by the University. They are listed in each semester's schedule of offered classes by the designation "WI." These classes may be used to satisfy other requirement areas such as humanities, social science, etc., and are generally not "extra" hours. Currently there are four foundation social work classes that are writing intensive; therefore, as these courses are required for BSW students, no additional WI courses are necessary for social work students.

**Humanities - 9 hours**

- **Philosophy (1000,1100 or 1200 is recommended) - Grade must be in the “C” range or better**
- **Communication 1200 - Grade must be in the “C” range or better**
- **Three more hours of humanities. NOTE: one course must be at the 2000 level or higher in two approved Distribution of Content areas (in Humanities or Biological, Physical and Mathematical Science and/ or Behavioral and Social Science).**

  Humanities include philosophy, peace studies, art and music history and appreciation, classical studies, foreign civilization, literature in English or other languages, and religious studies courses. Applied art and music performance courses do not count toward the humanities requirement. A list of approved humanities courses can be found on the MU General Education website at: [http://generaleducation.missouri.edu/requirements/](http://generaleducation.missouri.edu/requirements/) click on Distribution of Content List.

  BSW students who take SW 4310 Social Statistics will meet the General Education Distribution of Content upper-level (2000+) requirement in mathematical science and can choose a lower-level humanities course from the list above. Students who do not take SW 4310 must take an upper level humanities credit.

**College Algebra and Math Reasoning Proficiency (MRP) - 6 hours**

- **Math 1100, College Algebra or higher level math course. - Grade must be in the “C” range or better**

  Students with a Math ACT score of 28 (effective 8/09) or higher are exempt from Math 1100. Such students should be encouraged to take the Proctored ALEKS Exam to receive free college credit for Math 1100. For more information, see [http://mathplacement.missouri.edu](http://mathplacement.missouri.edu).

- **Approved Statistics Course: After completing Math 1110 or 1120, all students must take an approved statistics course that counts as the Math Reasoning Proficiency Requirement. SW 4310 - Social Statistics is the recommended course for social work students.**
(Statistics 1200, 1300 and ECP 4170 are also approved for social work students at MU and may be taken in lieu of SW 4310. Students who take a lower level stat course will need to insure that they take a 2000 level or higher course in another approved distribution of content area - Humanities or Biological, Physical or Mathematical Science.) – **Grade must be in the “C” range or better**

### Biological, Physical and Mathematical Science - 9 hours

- Biology 1010 or another human biology course. – **Grade must be in the “C” range or better**
- Lab science, at least one of the science courses must have a corresponding lab.
- Biological, physical, or mathematical science course: All freshmen who began college in 1996 or later must have nine hours of science (biological, physical, or mathematical) including two different areas of science. A list of approved science courses can be found on the MU General Education website at: [http://generaleducation.missouri.edu/requirements/](http://generaleducation.missouri.edu/requirements/) click on Distribution of Content List. An approved statistics course counts as mathematical science for social work students.

BSW students who take Biology 1010 (lecture, 3 hrs.), Biology 1020(lab, 2 hrs.) and Social Work 4310 (Social Statistics, 4 hrs.) will complete the 9-hour science requirement without needed any additional courses. BSW students who take these courses will meet the General Education Distribution of Content upper-level requirement (2000+) in a course outside the major area (and can take a lower-level humanities class).

### Social Science - 12 or more hours

- Economics (macro or micro) Approved Courses at MU: Ag. Econ 1041, 1042, 2070, Econ 1014, 1015, 1111, 1051 – **Grade must be in the “C” range or better**
- Anthropology (student’s choice)
- History *
- Political Science *

* Either the history or political science course must meet the state mandated American History or Government Requirement and must be completed prior to beginning professional BSW coursework. (Acceptable courses are: Political Science 1100, 1700 or 2100 or History 1100, 1200, 1400, 2400, 2210, 4000, 4420 or 4230. The other course is the student’s choice.)

### Behavioral Science - 15 hours

- Sociology 1000 or Rural Sociology 1000 – **Grade must be in the “C” range or better**
- Psychology 1000 – **Grade must be in the “C” range or better**
- Personality Theory (Social Work 3320 or Psychology 4310)
- Social Psychology (Sociology 3310 or Psychology 2310)
- Human Behavior and the Environment (Social Work 2220 - Writing Intensive, except in the Summer Session. Recommend taking in sophomore year.)
Cultural Diversity - 6 hours

Two courses must be taken that reflect the cultural diversity of our society. SW 2000, Explorations in Social & Economic Justice is strongly preferred as a diversity elective. Courses are often selected from certain offerings in Social Work, Black Studies, Women’s Studies, Sociology, Anthropology, Peace Studies, English, Foreign Civilizations, Religious Studies and Human Development and Family Studies. A list of courses that count as cultural diversity credit can be found below or on the BSW Student BlackBoard site. These courses are selected in consultation with an advisor. Some examples include:

- ANTHRO 1350, 1300, 2030, 3700
- BLACK STUDIES (any)
- CHINSE 2310
- ESC PS 3085, 4087
- ENGLISH 2400, 2180, 2770, 3420, 3180, 4420, 4480, 4120, 4181, 4400, 4770
- FRENCH 2310
- GERMAN 2310, 2320, 2470, 2480
- HIST 1410, 1520, 1580, 1610, 1800, 1810, 1830, 1820, 2400, 2200, 2210, 2310, 3320, 3450, 4220
- H D FS 2300, 4300, 4670
- ITAL 2310
- JAPNESE 2310, 2320
- KOREAN 2310, 2320
- PEA ST 1150, 2410
- PSYCH 4815, 4825
- REL ST (any)
- RURAL SOC 1150
- RUSS 2310, 2320, 2330, 2540, 2550
- SOCIAL WORK 2000, 4360, 4380, 4455
- SOCIOL 1360, 2200, 2230, 2210, 2310, 3320, 3450, 4220
- SPAN 2310, 2330, 3400, 3420, 3430
- SO ASIAN ST 1152, 2100, 3200, 3240, 3245, 4300
- SW 2000
- THEATRE 4240
- WOMEN & GENDER ST (any except 1100)

New courses are developed on a regular basis; be sure to check with your advisor.

Electives

120 Credit hours are required to graduate with the BSW degree. In addition to the above liberal arts requirements and the 46 hour social work core, students select electives to reach the total credit hour requirement. The following social work electives are strongly recommended:

- SW 1110 Introduction to the Social Work Major
- SW 1115 Social Welfare and Social Work

Please note that no more than four hours may be taken from "skills" type courses to count toward the required 120 hours. More skill classes may be taken but will be in excess of the 120 hours. Examples of skills courses are P.E., applied art and music performance classes, computer skills, self-defense and first aid. Repeated courses may only be counted once toward the 120 credit hour requirements.
GENERAL EDUCATION PREREQUISITES

The following list gives the prerequisites for certain liberal arts courses. Since the curriculum emphasizes a well planned educational experience, preparing entry-level generalist practitioners, students must follow the prerequisites in planning their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Grades must be in “C” range or better</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing intensive</td>
<td>English 1000</td>
<td></td>
</tr>
<tr>
<td>Statistics (Math Reasoning Proficiency)</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>Theories of Personality SW 3320</td>
<td>Psychology 1000</td>
<td></td>
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<tr>
<td>Psychology 2310</td>
<td>Sociology 1000</td>
<td></td>
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<tr>
<td>Social Psychology - Soc. 3310</td>
<td>Sociology 1000 or Rural Sociology 1000</td>
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</table>

BSW PROFESSIONAL PROGRAM CORE COURSES - 46 HOURS

Admission to the BSW Professional Program is by application and is determined on a competitive basis. Students who have completed at least 45 hours by the application deadline, February 1st and who will complete a minimum of 55 hours prior to the beginning of the first semester of the professional program are eligible to apply for admission. A minimum 2.5 GPA is required. May 15th is the rolling deadline. Application requirements and forms can be found on the SSW website at http://ssw.missouri.edu/bswapp.shtml.

Course Work Key Code

¢ BSW pre-requisite. Completed prior to the beginning of the Professional BSW coursework.
£ Graduation requirement to be completed at any time.
± Professional BSW coursework. Admitted by application only. Course work must be taken in sequence.

Pre-Professional Course

± SW 2220 - Human Behavior and the Environment (WI) (3)
  if not completed prior, must take with first semester professional program social work courses

First Semester - fall

± SW 4710 - Social Justice and Social Policy I (3)
± SW 4730 - Introduction to Social Work Practice (3)
± SW 4740 - Introduction to Community and Organizational Processes (4)
± SW 4750 - Interaction Skills Workshop (3)
± SW Field of Practice Elective (3)
  (Course options are listed on the next page or on BlackBoard. Can be taken later, if necessary.)

Second Semester - spring

± SW 4310 – Social Statistics (if not already completed) (4)
± SW 4711 - Social Justice and Social Policy II (3)
± SW 4720 - Variations in Human Behavior (3)
± SW 4760 - Theory and Practice of Social Group Work (3)
± SW 4951 – Introduction to Research for Social Work Practice (WI) (3)

**Third Semester - fall**

± SW 4770 - Strategies of Direct Practice (WI) (3)
± SW 4952 - Research Methods for SW (WI) (3)
± SW 4970 - Senior Professional Seminar (3)
± SW 4971 - Undergraduate Field Practicum (6)

**Field of Practice Elective Options**

- SW 4330 Addiction Treatment and Prevention
- SW 4360 Working with Minority Youth
- SW 4370 Delinquency, Corrections & Social Treatment
- SW 4380 Social Work Practice with Minorities
- SW 4390 Helping Strategies with Children and Adolescents
- SW 4395 Death, Grief & Loss
- SW 4400 Domestic Violence
- SW 4410 Law & Social Work Practice
- SW 4430 Latino/a Immigrants and Receiving Communities
- SW 4450 Introduction to Child Welfare

**Senior Portfolio**

All BSW seniors will complete an ePortfolio as the major assignment/capstone project in SW 4970 Senior Seminar. Students are encouraged to begin collecting artifacts for this project at the beginning of their BSW coursework. Items such as syllabi, writing assignments, projects, awards, certificates, etc., may be included as evidence of a student's professional growth and accomplishment.

**Undergraduate Field Practicum**

SW 4971 Undergraduate Field Practicum (6 credit hours) is supervised social work practice in a school-approved agency, providing a full range of interventive experiences. Practicums use experiential learning as the primary educational method of instruction. Field practicums are designed to offer the student opportunities in social work agencies with progressive levels of complexity. Organization of field practicum provides the context for the school’s unique contributions to social work education through its development of field experiences particularly related to social welfare needs and resources in the state of Missouri.

Field education is an integral component of social work education anchored in the mission, goals and educational level of the program. It occurs in settings that reinforce students' identification with the purposes, values and ethics of the profession; fosters the integration of empirical and practice-based
knowledge; and promotes the development of professional competence. Field education is systematically
designed, supervised, coordinated and evaluated on the basis of criteria by which students demonstrate
the achievement of program objectives.

Undergraduate field, SW 4971, is held during the fall semester three (3) days a week for six (6) credit
hours. Students are expected to work three (3) days or twenty-four (24) hours a week for a total of four
hundred (400) hours for the semester. Time spent in the field practicum is usually arranged around the
8:00 a.m. to 5:00 p.m. workday basis for three (3) days per week. There will be variations depending on
the needs of the agency program and clientele.

Students will plan for the senior fall field practicum experience during the spring semester of the junior
year. Field faculty will meet with each student to discuss specific details of the practicum experience. SW
4971 officially begins one full week prior to the beginning of the fall semester in August. A thorough
orientation to field expectations is required by our program and on site agency orientation takes place
this week before classes begin. Attendance at these orientations is mandatory.

**GRADUATION REQUIREMENTS**

University Policy requires that a student must have both a cumulative GPA of 2.00 and a minimum of 120
hours in order to graduate.

- A BSW student must complete a minimum of 120 semester hours of acceptable college work (these
  hours must include all liberal arts general education requirements, BSW professional program course work and
  necessary electives).
- Thirty (30) of the last thirty-six (36) hours must be in residence on MU campus. (See also: Transfer
  Courses)
- BSW students must have a cumulative MU GPA of 2.5 to be recommended for the bachelor of social
  work degree.

A student in the BSW Program must maintain a minimum cumulative GPA of 2.5 in order to enroll in the
third semester (fall) social work core courses and/ or graduate with a BSW degree. Students must achieve
a grade of “C+” or above in all required social work (BSW core—not 2220, or 3320) courses. A student
may earn no more than two (2) C+ grades in BSW core courses before entry into the third BSW semester
and Field. Students who fail to attain a grade of C+ or higher will be required to have a special advising
to determine if that student is able to continue in the program. More than two grades of C+ or below will
result in dismissal from the program.

Students who fail to meet any of these requirements will be placed on Social Work probation and must
meet in a Special Advising session to determine criteria for the removal of probation status. Removal of
Social Work probation is determined on an individual basis and could result in the delay or prevention of
graduation with the BSW degree.

**GRADUATION CHECK/APPLICATION FOR GRADUATION**

The Student Services Coordinator completes an official graduation check for each 2nd-semester BSW
student in February and each 3rd-semester BSW student in September to track progress toward
graduation. Students are required to meet with their advisor each semester to gain registration codes for
the following semester. Students will also review their graduation check and plan of study and ensure they are on-track for their anticipated graduation date. ADVISORS WILL BE INFORMED OF ANY CONCERNS THAT ARISE FROM GRADUATION CHECKS.

BSW seniors will complete an Anticipated Graduation Form in SW 4770 to indicate the semester they intend to finish requirements and graduate with their BSW degree. No further application for graduation is necessary for BSW students.

**BSW Professional Program Core Courses Prerequisites**

The following list gives the prerequisites for Professional Program courses. Since the curriculum emphasizes a well-planned educational experience preparing entry-level generalist practitioners, students must follow the sequenced coursework in planning their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>SW 2220 Human Behavior in the Social Environment</td>
<td>English 1000</td>
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<tr>
<td>SW 4310 Social Statistics</td>
<td>College Algebra</td>
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<tr>
<td>SW 4710 Social Justice and Social Policy</td>
<td>Liberal Arts coursework</td>
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<tr>
<td>SW 4720 Variations in Human Behavior</td>
<td>SW 2220 Human Behavior and the Environment</td>
</tr>
<tr>
<td>SW 4730 Introduction to Social Work Practice</td>
<td>Liberal Arts coursework</td>
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<tr>
<td>SW 4740 Introduction to Comm. and Org. Proc.</td>
<td>Liberal Arts coursework</td>
</tr>
<tr>
<td>SW 4750 Interaction Skills Workshop</td>
<td>Liberal Arts coursework</td>
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<tr>
<td>SW 4760 Theory and Practice of Social Group</td>
<td>SW 4730</td>
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<td>SW 4740</td>
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<td>SW 4750</td>
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<tr>
<td>SW 4770 Strategies of Direct Practice</td>
<td>SW 4730</td>
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<td>SW 4750</td>
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<td>SW 4760</td>
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<td>SW 4951 Introduction to Research for SW Practice</td>
<td>SW 4710</td>
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<td>SW 4711</td>
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<td>SW 4730</td>
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<td>SW 4970 Senior Professional Seminar</td>
<td>SW 4710</td>
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<td>SW 4711</td>
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<td>SW 4760</td>
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<td>SW 4770</td>
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<tr>
<td>SW 4971 Undergraduate Field Practicum</td>
<td>All BSW Professional Program courses must be completed with a C+ or above and a cum GPA of 2.5; exceptions are SW 4770 and SW 4970 which are taken concurrently.</td>
</tr>
<tr>
<td>SW4952 Research Methods in Social Work</td>
<td>SW 4951</td>
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</tbody>
</table>
COURSE DESCRIPTIONS

1110 Introduction to the SW Major – 1 hour
Students examine the breadth and depth of the social work and other human service professions; learn of career possibilities in their interest area; and develop an educational plan to reach their goal. Prerequisite: freshman, or sophomore standing.

1115 Social Welfare and Social Work - 3 hours
Introduction to the field of social welfare and the various populations served by social welfare. This is a service learning class.

2000 Exploration in Social and Economic Justice - 3 hours
Explores issues of fairness and equality in economic, political and social systems, and applies social justice principles to major social problems.

2101 Topics in Social Work-1 - 3 hours
Special and emerging topics in social work and social welfare. Subject, content and credit varies, depending on available faculty and student interest. For undergraduate students and graduate students outside the School. Prerequisite: consent required.

2220 Human Behavior and the Environment - 3 hours (WI)
Selected theories of human behavior and development in the context of social, economic, political and natural environment. Prerequisites: Social Work 1115, Sociology 1000 and Psychology 1000 and sophomore standing.

3101 Topics in Social Work - 3 hours
Special and emerging topics in social work and social welfare. Subject, content and credit vary depending on available faculty and student interest. For undergraduate students. Prerequisite: consent required.

3350 Problems in Social Work - 3 hours
Research and independent study projects offered on a tutorial basis to undergraduate social work students. Prerequisite: consent required.

3320 Understanding Personality in Social Context - 3 hours
This course introduces students to some of the major theories of personality and the research methods used to test these theories. Attention is given to comparative analysis of specific theories on particular problems or issues relevant to social work practice such as child abuse, ethnic background, parenting, life transitions, etc.

4960 Special Readings - 1-3 hours
Extensive readings in selected area or intensive reading in a special field. Prerequisite: consent required.

4310 Social Statistics – 4 hours
Descriptive, analytic techniques applied to qualitative and quantitative social data. Prerequisite: sophomore standing. Math Reasoning Proficiency Course.

4710 Social Justice and Social Policy - 3 hours
Based on the concepts of human need and social justice, an historical and analytical approach to social welfare policies and programs. Prerequisite: SW 1115 or junior standing in social work or instructor's consent.

4711 Social Justice and Social Policy II – 3 hours

4720 Variations of Human Behavior - 3 hours
Basic concepts and principles regarding psychological/social dynamics of deviance; implications for social welfare policy and social interventions. Prerequisites: junior standing and departmental consent required. SW 2220
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites/Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>4730</td>
<td>Introduction to Social Work Practice - 3 hours</td>
<td>Introductory, generalist practice theory course promoting student's understanding of professional social work practice as holistic, identifiable, unique configuration of knowledge, values and skills. Prerequisite: junior standing in social work.</td>
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<tr>
<td>4740</td>
<td>Introduction to Community and Organizational Processes - 4 hours</td>
<td>Introduction to contextual framework of macro social work practice, with particular emphasis on community and organization as social systems. Prerequisites: 1115 and junior standing in social work.</td>
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</tr>
<tr>
<td>4750</td>
<td>Interaction Skills Workshop - 3 hours</td>
<td>Interaction skills for generalist practice at individual, group and community levels. Group communication and social influence theories address generic and unique aspects of interaction across systems. Uses laboratory instruction. Prerequisite: Junior standing in Social Work.</td>
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<tr>
<td>4760</td>
<td>Theory and Practice of Social Group Work - 3 hours</td>
<td>Focuses on small group dynamics and models of group work practice suitable in all social work fields. Emphasizes practice theory and skills. Prerequisites: junior standing in social work.</td>
<td></td>
</tr>
<tr>
<td>4770</td>
<td>Strategies of Direct Practice - 3 hours (WI)</td>
<td>Various theories/strategies of direct practice with individuals and families are examined within the parameters of professional social work values and ethics, and with sensitivity to human diversity and to social and economic justice. Prerequisites: SW 4730 Introduction SW Practice and senior standing in social work. Co-requisite: 4971.</td>
<td></td>
</tr>
<tr>
<td>4951</td>
<td>Research for Social Work Practice - 3 hours (WI)</td>
<td>Introduces social work research and its relevance to practice, emphasizing the School of Social Work's social justice mission. Prerequisites: junior standing in social work; consent required.</td>
<td></td>
</tr>
<tr>
<td>4952</td>
<td>Research Methods for Social Work - 3 hours (WI)</td>
<td>Survey of research methods germane to the development of the knowledge base of social work practice. Prerequisites: junior standing in social work; consent required.</td>
<td></td>
</tr>
<tr>
<td>4970</td>
<td>Senior Professional Seminar - 3 hours</td>
<td>Integrative professional practice seminar for BSW students, focusing on the principles of generalist social work practice and its application to direct practice in diverse fields, career planning and responsibilities. Co-requisites: SW 4770 and 4971.</td>
<td></td>
</tr>
<tr>
<td>4971</td>
<td>Undergraduate Field Practicum - 6 hours</td>
<td>Supervised social work practice in a school-approved agency focusing on development of direct practice skills. Fall semester, three days a week. S/U graded only. Prerequisites: senior standing in social work. SW 2220, 4710, 4720, 4740, 4750, 4730, 4760, and 4952 and consent required. Co-requisites: SW 4770 and 4970.</td>
<td></td>
</tr>
<tr>
<td>4330</td>
<td>Alcoholism Treatment and Prevention - 3 hours</td>
<td>Provides knowledge generic to social work and other disciplines involved in alcoholism treatment. Integrated approach to problems of alcoholism and development of self-awareness are emphasized. Didactic and experiential methods employed. Prerequisites: senior or graduate standing; consent required.</td>
<td></td>
</tr>
<tr>
<td>4320</td>
<td>Rural Human Services - 3 hours</td>
<td>A study of the effect of rural and small community environments on the planning and delivery of social and health services. Emphasis on policy and program analyses relevant to rural issues and concerns. Prerequisites: Junior or Senior standing required.</td>
<td></td>
</tr>
<tr>
<td>4360</td>
<td>Working with Minority Youth - 3 hours</td>
<td>Develops awareness and understanding of social, psychological and cognitive realities influencing the behavior of minority youth. Content draws upon theories, research and practice skills relevant to understanding and counseling minority youth. Junior or senior standing required.</td>
<td></td>
</tr>
<tr>
<td>4450</td>
<td>Introduction to Child Welfare Practice and Services - 3 hours</td>
<td>Explores the field of public child welfare services including family preservation and child protection services, legal issues and the role of professional social workers. Prerequisites: Social Work 1115, Sociology 1000, and Psychology 1000 or BSW Professional Program status or consent.</td>
<td></td>
</tr>
<tr>
<td>4370</td>
<td>Delinquency, Corrections and Social Treatment - 3 hours</td>
<td>Focuses on problems and causative factors in developing and maintaining delinquent and criminal behavior and</td>
<td></td>
</tr>
</tbody>
</table>

~ BSW Advisors Handbook, page 13 ~
attitudes addressing critical and comparative understanding of social change strategies employed in this field. Prerequisites: Social Work 1115, Sociology 1000, and Psychology 1000 or BSW Professional Program status or consent.

4380 Social Work Practice with Minorities (Afro-American Emphasis) - 3 hours
Provides students with an appreciation of the black experience in the United States on a knowledge and feeling level. Prerequisite: consent required.

4390 Helping Strategies with Children and Adolescents - 3 hours
Theory and practice of work with children and adolescents. Practice with a focus on youth in transition, protective services and permanency planning, and special needs populations. Prerequisites: senior or graduate standing with consent of instructor or social work senior or graduate standing.

4400 Social Work and the Law – 3 hours
Legal processes relevant to social work practice and court procedures and study of decisions affecting social work across micro and macro practice. Prerequisite: junior standing.
## SAMPLE BSW FOUR-YEAR PROGRAM OF STUDY

### Freshman Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>¢ English 1000 (3)</td>
<td>¢ Communications 1200 (3)</td>
</tr>
<tr>
<td>¢ Biology 1010 (3)</td>
<td>¢ Math 1120 (or higher) (3)</td>
</tr>
<tr>
<td>£ Biology 1020 (lab) (2)</td>
<td>¢ Sociology 1000 (3)</td>
</tr>
<tr>
<td>¢ Psychology 1000 (3)</td>
<td>¢ Anthropology (any) (3)</td>
</tr>
<tr>
<td>¢ History (Constitution) (3)</td>
<td>£ SW 1115 (Elective) (3)</td>
</tr>
<tr>
<td>£ SW 1110 (Elective) (1)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
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<tr>
<td>15</td>
<td>15</td>
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</tbody>
</table>

### Sophomore Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>± SW 2220 Human Behav &amp; Environ. (WI) (3)</td>
<td>¢ Philosophy (any) (3)</td>
</tr>
<tr>
<td>£ Social Psychology (3)</td>
<td>¢ Economics (3)</td>
</tr>
<tr>
<td>£ Elective (3)</td>
<td>£ Humanities-2000+ level (3)</td>
</tr>
<tr>
<td>£ Cultural Diversity Elective (SW 2000) (3)</td>
<td>£ SW 3320 (3)</td>
</tr>
<tr>
<td>£ Elective (3)</td>
<td>£ Political Science (any) (3)</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
</tr>
<tr>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

If all requirements have been fulfilled, apply to BSW your Sophomore Year by February 15. If accepted, begin BSW Core Courses in Fall Semester of Junior Year.

### Junior Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>± SW 4740 Intro to Community &amp; Org. (4)</td>
<td>± SW 4711 Social Justice &amp; Policy II (3)</td>
</tr>
<tr>
<td>± SW 4710 Social Justice &amp; Social Policy (3)</td>
<td>± SW 4720 Variations in Human Behavior (3)</td>
</tr>
<tr>
<td>± SW 4730 Intro to Social Work Practice (3)</td>
<td>± SW 4310 Social Statistics (4)</td>
</tr>
<tr>
<td>± SW 4750 Interaction Skills Workshop (3)</td>
<td>± SW 4760 Social Group Work (3)</td>
</tr>
<tr>
<td>± SW Field of Practice (FoP) Elective (3)</td>
<td>± SW 4951 Research Methods for SW I (3)</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
</tr>
<tr>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

### Senior Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>± SW 4770 Strategies of Direct Practice (WI) (3)</td>
<td>£ Cultural Diversity Elective (Soc 2000) (3)</td>
</tr>
<tr>
<td>± SW 4952 Research Methods for SW II (3)</td>
<td>o Electives (5)</td>
</tr>
<tr>
<td>± (WI)</td>
<td>£ Electives (or MSW Dual Enrollment) (6)</td>
</tr>
<tr>
<td>± SW 4971 Undergrad. Field Practicum (6)</td>
<td></td>
</tr>
<tr>
<td>± SW 4970 Senior Professional Seminar (3)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>Total Hours</strong></td>
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<tr>
<td>15</td>
<td>14</td>
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</tbody>
</table>

Total Hours to graduate: 120

This sample program of study allows for graduation within 4 years with no summer session courses. Individual schedules may vary. Please note that when a course number is not referenced, more than one course will fulfill the requirement. Consult the MU Schedule of Courses and your Academic Advisor for guidance.
BSW DEGREE REQUIREMENTS SHEET

School of Social Work
University of Missouri

BSW Degree Requirements Sheet

Student Name ___________________________ Student Number ___________________________

Sem/Yr. Admitted to MU _______ SSW _______ BSW _______ SW Advisor _______

- Must be completed prior to the beginning of the first semester of the BSW Professional Program.
- Minimum grade must be in the "C" range.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem/Yr.</th>
<th>Grade</th>
<th>Credits Earned</th>
<th>Initial /Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (3 hrs.)</td>
<td></td>
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<tr>
<td>■ English 1000 (3)</td>
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<tr>
<td>Sub-total</td>
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<tr>
<td>COLLEGE ALGEBRA (3 hrs.)</td>
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<tr>
<td>■ Math 1100 (3)</td>
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<tr>
<td>Sub-total</td>
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<tr>
<td>QHM/HUMANITIES (9 hrs.)</td>
<td></td>
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<tr>
<td>■ Philosophy (3) 1000, 1100, 1200 recommended</td>
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<tr>
<td>■ Communication 1200 (3)</td>
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<tr>
<td>Sub-total</td>
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</tr>
<tr>
<td>QMU Gen. Ed. Distribution of Content Requirement – One course in either Humanities OR Biological/Physical/ Mathematical Sciences (0-9) must be at the 2000 level or higher. Met with: ______________________ (Course 0)</td>
<td></td>
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</tr>
<tr>
<td>BIOLOGICAL/PHYSICAL/MATHEMATICAL SCIENCE (9 hrs.) Choose from approved list on MU Gen. Ed. website</td>
<td></td>
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<tr>
<td>■ Biology 1010 (Human)</td>
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<tr>
<td>Lab science</td>
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<tr>
<td>Physical or Mathematical Science (Statistics)</td>
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<tr>
<td>Sub-total</td>
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</tr>
<tr>
<td>SOCIAL SCIENCE (12 hrs.)</td>
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<tr>
<td>■ Anthropology (3)</td>
<td></td>
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<tr>
<td>■ Economics (Micro or Macro) (3)</td>
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<tr>
<td>■ History or Political Science* (3)</td>
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<tr>
<td>Political Science or History (3)</td>
<td></td>
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<tr>
<td>*One of the following must be taken to meet State Law Constitution Requirement: History 1100,1200,1400, 2440, 2210 or Political Science 1100,1700,2100.</td>
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<tr>
<td>Sub-total</td>
<td></td>
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</tr>
<tr>
<td>CULTURAL, ETHNIC &amp; RACIAL DIVERSITY (6 hrs.) (consult with advisor) (Sec. 2200 &amp; SW 2000, 4256,4390,4455 rec.) Approved list on Blackboard</td>
<td></td>
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<tr>
<td>Sub-total</td>
<td></td>
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</tr>
<tr>
<td>BEHAVIORAL SCIENCE (15 hrs.)</td>
<td></td>
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</tr>
<tr>
<td>■ Sociology or Rural Sociology 1000 (3)</td>
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<tr>
<td>■ Psychology 1000 (3)</td>
<td></td>
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<tr>
<td>Theories of Personality (Social Work 3320) (3)</td>
<td></td>
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<tr>
<td>Social Psychology (Sec 3310 or Psych 2310) (3)</td>
<td></td>
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</tr>
<tr>
<td>■ Social Work 2222 (3) (WI); prerequisite for SW 4720.</td>
<td></td>
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</tr>
<tr>
<td>Sub-total Gen. Ed. Sub-Total 57 credit hrs.</td>
<td></td>
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</tbody>
</table>

Admission to the Professional BSW Program is competitive & requires a 2.5 cum GPA on 55-60 cr. hrs. and completion of prerequisite courses. Application is made during sophomore year with an application deadline of May 15. Admission is granted junior year; fall semester only.

ADVISOR NOTES:
### BSW Professional Program (Core + SW 2220 + SW 4310 = 50 cr. hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem/Yr.</th>
<th>Grade</th>
<th>Credits Earned</th>
<th>Initial Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦♦ SW 4710: Social Justice &amp; Social Policy (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4730: Intro to Social Work Practice (3)</td>
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</tr>
<tr>
<td>♦♦ SW 4740: Intro to Community &amp; Org (1)</td>
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<tr>
<td>♦♦ SW 4750: Interaction Skills Workshop (3)</td>
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</tr>
<tr>
<td>♦♦ SW 4310: Social Statistics (4) (MRP)</td>
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<td></td>
</tr>
<tr>
<td>♦♦ SW 4720: Variations in Human Behavior (3)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>♦♦ SW 4770: Strategies of Direct Practice (3) taken with SW 4970 &amp; SW 4971</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>♦♦ SW 4951: Research Methods for Social Work (3)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>♦♦ SW 4970: Senior Professional Seminar (3) taken with SW 4970 &amp; 4971</td>
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</tr>
<tr>
<td>♦♦ SW 4971: Undergraduate Field Practicum (6) taken with SW 4970 &amp; 4971</td>
<td></td>
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</tr>
</tbody>
</table>

Enrollment in SW 4770, 4951, 4970 & 4971 requires a 2.5 cum GPA

♦♦ SW Field of Practice Elective (3) FALL or WINTER

BSW Core subtotal 43 hrs.

### Electives (SW 1115 strongly recommended)

(Electives + General Education + BSW Core courses must total 120 hrs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem/Yr.</th>
<th>Grade</th>
<th>Credits Earned</th>
<th>Initial Date</th>
</tr>
</thead>
</table>

Sub-total 20 hrs.

Grand Total 120 cr. hrs.

WI = writing intensive  CP=computer proficiency

1. SW 2220 and SW 4951 satisfy two required writing intensive courses.
2. SW 4951 satisfies the computer and information proficiency requirement.
3. Only 4 credits in "skill" courses such as PE, voice, piano, art, IDS 1100 etc. count toward the 120 hours.
4. Students must take College Algebra or equivalent prior to Statistics if Statistics is to count as their Math Reasoning Proficiency (MRP) credit.
5. No credit hours are given for Math 0110. No credit hours are given for life experience.
6. Pass/Fail: Only 1 course per semester can be taken S/U; can affect Honors. Consult Undergraduate Catalog for details.

### Progress Toward Graduation

1st Check (during 2nd BSW semester):

2nd Check (during 3rd BSW semester):

Projected Graduation Date:

~ BSW Advisors Handbook, page 17 ~
ACADEMIC ADVISING

Academic advising as defined by the 1993 Provost’s Task Force on Undergraduate Advisement:

Academic advising is an ongoing, active process involving student, advisor, and institution, the primary goal of which is to assist students in the development and accomplishment of meaningful educational plans that are compatible with their life goals.

To be successful, academic advising must incorporate three distinct types of advising:

- Developmental advising to enable the student to derive the greatest possible benefits from his or her university experience. Developmental advising aims to help the student solve whatever problems stand between the individual and academic success.
- Career advising to provide information and advice about career options and opportunities.
- Curricular and programmatic advising to assist the student in selecting courses, planning programs of study, and meeting existing requirements.

ADVISING IN THE SCHOOL OF SOCIAL WORK

All students majoring in social work are assigned to a faculty academic advisor within the School. A list of new advisees is sent to each advisor at the beginning of each semester. Students are expected to contact their advisor for an advising appointment prior to Registration each semester and as the need arises. If at all possible, students retain the same advisor throughout their enrollment in the program. However, the student may request a change in advisor through a request to the Director of Undergraduate Studies. Following consultation with the advisor and the student, a decision is made which will be in the best interests of the student’s learning.

It is suggested that advisors meet with each advisee at least once each semester to ensure satisfactory progress toward graduation.

Individual advisors will be notified when special circumstances arise for an advisee (failing midterm grade; withdrawal from course; etc.).

Undergraduate faculty advisors meet once each month and invite a student representative to attend. These meetings will serve to update advisors to new MU or SSW policies and procedures that will affect student advising. The meeting will also be a forum to discuss program effectiveness and develop recommendations for program changes.

Purpose

1) Provide each student with access to a faculty member who is familiar with the total educational program and who can assist the student in obtaining the best and most from his/her education.
2) Provide a relationship system through which the School can communicate with students, and carry out administrative functions related to student matriculation (e.g. registration and notification and clarification of program changes).
**Undergraduate Advisors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Benner, Kalea</td>
<td>710 Clark Hall</td>
<td>884-9605</td>
<td><a href="mailto:bennerk@missouri.edu">bennerk@missouri.edu</a></td>
</tr>
<tr>
<td>Dr. Fitch, Dale</td>
<td>703 Clark Hall</td>
<td>884-7405</td>
<td><a href="mailto:fitchd@missouri.edu">fitchd@missouri.edu</a></td>
</tr>
<tr>
<td>Ms. Freelin, Tammy</td>
<td>722 Clark Hall</td>
<td>882-1656</td>
<td><a href="mailto:freelint@missouri.edu">freelint@missouri.edu</a></td>
</tr>
<tr>
<td>Dr. Peters, Clark</td>
<td>719 Clark Hall</td>
<td>884-1411</td>
<td><a href="mailto:peterscm@missouri.edu">peterscm@missouri.edu</a></td>
</tr>
<tr>
<td>Ms. Wood, Christine</td>
<td>711 Clark Hall</td>
<td>882-6206</td>
<td><a href="mailto:woodscm@missouri.edu">woodscm@missouri.edu</a></td>
</tr>
<tr>
<td>Dr. Yoon, Dong</td>
<td>701 Clark Hall</td>
<td>882-0916</td>
<td><a href="mailto:yoond@missouri.edu">yoond@missouri.edu</a></td>
</tr>
<tr>
<td>Dr. Yu, Mансoo</td>
<td>720 Clark Hall</td>
<td>882-4363</td>
<td><a href="mailto:yuma@missouri.edu">yuma@missouri.edu</a></td>
</tr>
</tbody>
</table>

**Contacting Advisors**

Students are encouraged to see their academic advisors at least once each semester. Faculty office hours are posted and students are welcome to drop in. However, to ensure the advisor is available, appointments are strongly recommended. The Director of Undergraduate Studies and the Student Services Coordinator may be contacted to respond to advising needs when the assigned advisor is unavailable.

Students must see their advisor to obtain registration material each semester. Please see the above list for contact information; students may contact advisors via phone or e-mail.

**Faculty Advisor Responsibilities**

1) Faculty advisors have primary responsibility for helping students make maximum use of learning opportunities and, in general, advancing the student’s best interests. Specifically, the advisor:
   a) Makes available a schedule of office hours (both to the students and the secretaries). Notifies students about the use of phone, email or sign-up sheets to schedule appointments.
   b) Meets with students regarding any change in their course of study or status, and signs forms which require an advisor’s signature. These may include add/drop, withdrawals, etc.
   c) Helps the student plan his/ her program of study.
   d) Helps the student identify learning strengths or concerns and plans with the student to develop the means by which to enhance his/ her learning.
   e) Consults with students about academic preparation for career planning goals, including field placement ideas or suggestions, graduate school interests, etc.
   f) Prepares responses to requests for references for the school’s official educational evaluation of students for whom s/ he is the designated faculty advisor.
   g) Serves as chair when a Special Advisement is held, is responsible for a written report of the discussion and suggestions made, and shares the recommendations with the student.
   h) Provides the student with information and/ or referrals if personal issues affect academic performance. With the student’s permission the advisor may notify appropriate faculty or staff.

When the student’s advisor is not available in his/ her office, the student should make an effort to reach the advisor by phone to make an appointment. The Undergraduate Academic Evaluator in 724 Clark may be able to assist the student in locating the advisor. An interim measure would be to see the Student Services Coordinator or the Director of Undergraduate Studies.
REGISTRATION ADVISING

Social work students are required to meet with their advisor each semester in order to discuss their course plans for the upcoming semester.

Approximately a week prior to Early Registration for the next semester, students should begin scheduling time with their advisors. Prior to a scheduled appointment with a student, the advisor will obtain the student file from the designated location in the undergraduate academic evaluator’s office.

Discussion with the student might include previous course performance, course selection for upcoming semesters, GPA, graduation requirements, a possible minor, preparation to apply to the BSW Professional Program, career goals, etc. At the meeting, completed course grades should be recorded on the Degree Requirements Sheet complete with the date and advisor initials.

After the meeting, the student will proceed to the academic evaluator for any necessary BSW course permission numbers. Please note that the permissions numbers will not be given over the telephone. After each meeting with the student, the advisor should make notes on the File Notes page in the student file, including comments about progress toward graduation and anticipated graduation date.

STUDENT RESPONSIBILITIES

Students have the primary responsibility for:

1) Knowing who their advisor is and how s/he may be reached.
2) Scheduling appointments, each semester prior to early Registration, by the method chosen by the advisor, i.e., by telephoning for appointment or by sign-up sheet.
3) Notifying the School of Social Work and Admissions of any change in address or telephone number both local and permanent. This notification should occur within one week of the change.
4) Notify the advisor of personal issues, i.e., illness, death in family, that are affecting academic performance and seek assistance in maintaining good academic standing.

ACADEMIC AND CURRICULAR RESOURCES

The following resources are important in assisting social work students in planning their course of study:

1) Student file (located in the undergraduate academic evaluator’s office)
2) Degree Requirements Sheet (yellow; legal-sized attached inside student file; will contain notes as to credits taken including transfer credits and courses remaining)
3) Academic Advising Profile/ Unofficial transcript (can be viewed or printed from myZou)
4) myZou: myzou.missouri.edu
5) BSW Student Manual
6) BSW BlackBoard site
7) BSW website: http:// ssw.missouri.edu/ bsw.shtml
8) MU – Advising website: www.advising.missouri.edu
9) Student Services Coordinator – Tammy Freelin
10) Student Services Support – Kathleen Claxton-Rogers

~ BSW Advisors Handbook, page 20 ~
ACADEMIC PROCEDURES, RULES AND REGULATIONS

ACADEMIC INTEGRITY

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. **WHEN IN DOUBT ABOUT PLAGIARISM, PARAPHRASING, QUOTING OR COLLABORATION, CONSULT THE COURSE INSTRUCTOR.**

Academic Integrity is expected of all students in a university community. A charge of academic dishonesty is serious and can have serious consequences if guilt is established. In all cases of academic dishonesty, the faculty member makes an academic judgment about the student’s grade on that work and in that course and reports all incidents to the provost for disciplinary action. Discipline ranges from a warning to expulsion from the University. In addition, the instructor may award a failing grade in the assignment, a failing grade in the course, or may adjust the grade as deemed appropriate.

Notice of violations and action(s) taken will be handled in accordance with section 6.01 of the collected Rules and Regulations of the University as published in the M Book.

ACADEMIC STANDING

A student whose term and cumulative grade point averages are 2.0 or higher is in Good Standing. (Note: The word “term” in these Regulations applies to semester, summer session, and intersession.) A student in Good Standing whose term or cum grade point average falls below 2.0 is placed on scholastic probation. Any beginning student admitted to the University of Missouri who does not meet the minimum entrance standards as specified in Article II, Admissions, Advanced Standing, and clarification will enter in Scholastic Probation. A student on Scholastic Probation must establish a 2.0 cumulative grade point average with two successive terms; otherwise, he/ she is ineligible to re-enroll. A student whose term grade point average falls below 1.0 is ineligible to enroll for a period of one year; s/he may apply to be re-admitted by writing a letter to the HES Status and Appeals Committee.

ADD/DROP

Students may drop a course during the first five (5) weeks each spring or fall semester without any notation on their transcript. During those first five weeks, if the student does not have registration holds they may add/drop through myZou. No class may be added after the first week of classes, other than Problems, Special Readings, or Research with instructor approval. If a course is dropped after the fifth (5) week and before the last six weeks of classes, the course grade will be either a “W” (withdraw passing) or F (failing). Students who wish to add or drop late must obtain a form from the undergraduate academic evaluator. After obtaining the advisor’s signature and Dean’s stamp, students should take the form to 130 Jesse Hall to process. Students may drop a class no later than six weeks prior to the last scheduled day of classes.
ADDRESS CHANGES

Students can easily change their address and telephone information using myZou.

AMERICANS WITH DISABILITIES ACT (ADA)

The University of Missouri complies with the Americans with Disabilities Act and other applicable laws and regulations. If you have a disability and need accommodations in connection with registration or advisement, please contact Disability Services, http://disabilityservices.missouri.edu, S5 Memorial Union, Voice (573) 882-4696, TTY (573) 882-8054, as soon as possible so that necessary arrangements can be made. If you need this information in an alternative format (Braille, large print, audio tapes or computer disk) Disability Services can provide assistance.

To request academic accommodations (for example, a note taker or extended time on an exam), students must register with Disability Services, http://disabilityservices.missouri.edu, S5 Memorial Union, 583-882-4696. It is the campus office responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements. For other MU resources for students with disabilities, click on "Disability Resources" on the MU homepage.

ATTENDANCE EXPECTATIONS

The University expects students to attend all scheduled course sessions. An instructor may establish their own attendance standards and will determine whether a student will be permitted to make up work missed as a result of an absence. There are no “dean's excuses” or “official absences”. Students may be dropped from a course due to excessive absences. The instructor's policy on absences shall be provided, preferably in writing, to students at the beginning of the course. Whether a student should be dropped from a course due to a number of absences remains the prerogative of the instructor.

Students are expected to attend all classes in the BSW Professional Program. Unexcused absences in classes and fieldwork reflect poor organization and unprofessional behavior, and will adversely affect your grade and subsequent success in the program.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) is a national program of credit-by-examination that offers students the opportunity to earn college credit for achievement acquired through previous study, personal experience, adult learning, and other sources. CLEP provides general examinations and subject examinations; however, credit may be awarded for CLEP subject exams only. CLEP general exams are not considered. Credit must be applicable in a student’s program of study.

It is important that students check with the Student Services Coordinator or the MU Testing Office, testingservices@mmissouri.edu, on the types of courses and number of credits that can be applied towards their program of study PRIOR to making an appointment and completing the CLEP exam. Only students who have fewer than 90 semester hours of college credit are eligible to take CLEP exams. Go to
http://admissions.missouri.edu/howtoapply/freshman/earnedCredit/collegeLevelExamination.php for the University of Missouri’s policies. Students can retake the same CLEP test after 6 months.

**Course Repeat Policy for Undergraduates**

The course repeat policy will not automatically be applied to a student’s GPA. After completing the second attempt of a course, a student must submit a request for GPA Adjustment form to the Office of the University Registrar-Records Department, 126 Jesse Hall.

1) **GPA calculations for repeated courses.** When a grade received in an initial attempt, for an undergraduate course at University of Missouri, is a “C-“, “D+“, “D“, “D-“, “F, or “WF“, the grade will be replaced in the calculation of the GPA by the grade received in any second attempt of the same course at the University of Missouri (unless the repeat grade is an “I” or “W”). All grades received in second and subsequent attempts will be included in GPA calculations. No more than 15 semester hours will be dropped from the calculation of the student’s GPA. All attempts of a given course will appear on the official transcript with the grade(s) earned. The transcript will have an explanation that the GPA is calculated using all grades earned in a course except the initial attempt when a course has been repeated. This policy is effective with course work where the initial enrollment and completion of the course was Fall Semester 2000 and thereafter.

2) **Grading system of repeated courses.** Any course being repeated may not be taken on an S/U basis.

3) **Limitations:**
   a) Applicability of policy. The policy is applicable to undergraduate students only.
   b) This policy does not imply a guarantee that openings will be available in course(s) if and when students wish to retake them, and instructors will not ordinarily know whether a student is enrolled in a course for the second time. When a course is repeated all applicable fees apply.

4) **Degree credit for repeated courses.** Degree credit may be earned only once for a particular course unless a department or division has, in other policies, allowed for multiple-credit from that course.

5) **Impact of repeated courses.**
   a) Students are strongly encouraged to visit with an adviser to determine whether course re-enrollment is advisable (certain department or divisional policies may be important in this connection).
   b) Further, students should be aware that repeating a course may have an impact on financial aid, insurance, entrance to professional schools, participation in athletics, immigration status, and other non-academic matters.
   c) The academic status of a student in a given semester will not change as a result of repeating a course.

6) **Evaluation of policy.** The Registrar’s office will monitor this new policy, and will report back to Faculty Council and appropriate advisers and administrators by the end of summer, 2005.

**Clarifying Comments:**

Grades of C or greater may not be replaced under the Course Repeat Policy because these grades are considered acceptable work and would not prevent a student from graduating from MU.

Students may not apply the course repeat policy to courses once they have graduated. This also applies to students who are seeking a second undergraduate degree.

~ BSW Advisors Handbook, page 23 ~
For the purposes of this policy, an undergraduate course is any course an undergraduate student attempts for undergraduate credit regardless of the course level. A student may not apply the course repeat policy to a course repeated as an undergraduate student for graduate credit.

If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the course repeat policy may apply.

If the initial course is a cross-listed course, a student may apply the course repeat policy if the student subsequently completes the cross-listed course offered by the alternate department.

Students cannot replace the grade earned from a course at the University of Missouri with a grade earned in an equivalent course at another University of Missouri campus or other college or university.

Courses for which a "W", or a grade of "I", are assigned are not considered attempts since no final grade has been recorded.

Questions may be directed to the Office of the University Registrar, Records, 126 Jesse Hall, (573)882-4249

DUAL DEGREE

The Undergraduate School of Social Work and the Department of Human Development and Family Studies (HDFS) in the College of Human Environmental Sciences offer a dual degree in Social Work and Human Development and Family Studies. All requirements in both programs must be completed in full. The graduate will receive both the Bachelor of Social Work and Bachelor of Science in Human Development and Family Studies degrees. Other degrees may co-occur as well; students should plan with the other department to ensure graduation requirements are met for that second degree. This degree plan will not be an option effective Fall 2013

ENROLLMENT - FULL-TIME

Students are normally expected to enroll in a minimum of 12 credit hours each semester. This is considered full-time enrollment. Student may have fewer than 12 credit hours as long as 12 hours are not a provision of their re-enrollment. It should be noted that financial aid, scholarship recipients, honor roll recognition, and insurance coverage usually stipulate at least 12 credit hours. If students drop below 12 credit hours, they need to talk with their financial aid advisor in 11 Jesse Hall regarding the implications of that decision.

GRADE CRITERION

University Policy requires that a student must have both a cumulative GPA of 2.00 and a minimum of 120 hours in order to graduate.

The BSW program requires a minimum cumulative GPA of 2.5 in order to enroll in the third semester (fall) social work core courses and/ or graduate with a BSW degree. A student must achieve a grade of C+ or above in all required social work courses. A student may earn no more than two (2) C+ grades in BSW Core courses before entry into the third BSW semester/ Field. Students who fail to meet these
requirements will be placed on Social Work Probation and must meet in a special advising session to determine criteria for the removal of probation status.

**Grading System**

(See also Faculty Handbook: Grades & Credits section) The purpose of grading is to provide a framework in which the faculty can report evaluation of student performance and achievement. The grades of S, U, and W are not incorporated in the grade point average. Grades calculated in the grade point average are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
</tbody>
</table>

**Grading - S/U**

Students may change from one grading system to the other during the first ten (10) days of classes in the Fall/Winter semesters or the equivalent thereof in a shorter session. Students cannot enroll in more than one course per semester on an S/U basis, excluding courses offered only on an S/U basis. S/U grading can affect honors eligibility for certain students. Beginning students and students on Scholastic Probation are not eligible to enroll in courses on an S/U basis. S is recorded for A+/-, B+/-, or C+/- academic performance and a “U” is recorded for D+/- or F performance. Consult the Undergraduate Catalog for more detailed information. **NOTE: Students may not elect to take Professional BSW courses on an S/U basis.**

**Grades - Incomplete**

A grade of “I” (Incomplete) is given only in unusual circumstances and at the discretion of the instructor. The student must develop, together with the instructor, a plan for completion of the course within a designated time period. Note that a grade of “I” must be replaced by the date specified by the instructor, but no later than the end of one calendar year. Incompletes older than one year will be removed and recorded as a grade of “F” automatically by the university registrar’s office. Students should be aware that grades of “I” may prevent their ability to take subsequent required courses and thereby delay graduation. Note also that a student with three or more outstanding incompletes may not register for additional academic or practicum courses.

**Graduate (MSW) Advanced Standing Information**

A student who satisfactorily completes the BSW may be eligible to apply to the graduate program at MU, as well as other accredited graduate social work programs, as an advanced standing student.

The Advanced Standing MSW at MU is a 39-hour degree (compared to the regular 60-hour degree). Students may begin the program in either the summer semester (June) or the winter semester (January).
Advanced standing students complete 3 semesters of course work with the final semester consisting of a full-time field practicum.

The advanced standing early application deadlines are January 15th for summer admission and September 15th for spring admission. For further information, please make an appointment to talk with the Director of Graduate Studies or the Student Services Coordinator.

**HONORS COLLEGE / HONORS COURSES**

To be eligible to enroll in Honors College courses or Honors Sections of regularly offered courses, students must file an application with the Honors College. Students are not allowed to enroll in honors courses without being admitted as Honors Eligible. Freshmen must complete an application prior to enrollment. To qualify, students must rank in the top 10% of their class and score a 28 or higher on the ACT exam. Other students may petition to the Honors College if they have 30 college credit hours and a 3.5 cumulative grade point average. An application is required and must be completed prior to early registration to enroll in honors courses for the current semester. After acceptance in the Honors College, students are required to maintain a cumulative GPA of at least a 3.0. S/U grading can affect honors eligibility for certain students.

**HONORS - LATIN**

Latin Honors are calculated on the University of Missouri overall grade point average upon graduation including the last semester. Students are not allowed to take any courses (by grading option) pass/fail during their last 30 credit hours to be eligible for Latin Honors.

- **Cum Laude** = 3.5 – 3.69
- **Magna Cum Laude** = 3.7 – 3.89
- **Summa Cum Laude** = 3.9 – 4.0

**HONOR ROLL – DEAN’S LIST**

Students completing twelve (12) or more graded hours during any semester with both a term and cumulative GPA of 3.0 or above are listed on the Dean’s Honor Roll. BSW students are not eligible for Dean’s Honor Roll while taking SW 4971 Field Practicum, as it is graded on an S/U basis.

**INDEPENDENT STUDY, SPECIAL READINGS OR CORRESPONDENCE COURSES**

Faculty and advisors may elect to supervise an individual student in a Social Work Problems (3350) or Special Readings (4960) course. The instructor and student should complete a Learning Plan form, secure all the necessary signatures and place a copy of the form in the student’s file.

**Mizzou Online**

Mizzou Online at the University of Missouri offers a limited selection of coursework that may be used to fulfill specific graduation requirements. Students in the College of HES may be enrolled simultaneously in independent study as well as courses at MU. The credit will count toward residency as well as figure in...
the MU GPA. No more than 30 hours of independent study or correspondence courses may be counted toward graduation. Students should check with their advisor to be certain the credits will be accepted toward degree requirements.

**Life or Work Experience Policy**

In accordance with CSWE accreditation standards, the MU SSW cannot grant social work course credit for life or work experience at the BSW (or MSW) level.

**Minors and Certificates**

MU offers minors though numerous departments. BSW students are not required to earn a minor, but may choose any minor they might desire. Generally, minors are a way to group electives required to graduate. Students should contact the department offering the minor for course requirements and paperwork. Students should provide a copy of the minor application form for their social work file. Minors are not listed on the diploma, but are included on the MU transcripts.

<table>
<thead>
<tr>
<th>Aerospace Studies</th>
<th>Film Studies</th>
<th>Nutritional Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afro-Romance Literatures in Translation</td>
<td>Financial Literacy</td>
<td>Peace Studies</td>
</tr>
<tr>
<td>Agricultural Economics</td>
<td>Forestry</td>
<td>Personal Financial Management Services</td>
</tr>
<tr>
<td>Agricultural Education</td>
<td>French</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Agricultural Leadership</td>
<td>General Honors (Certificate)</td>
<td>Physics</td>
</tr>
<tr>
<td>Agricultural System Management</td>
<td>Geographic Information Sciences</td>
<td>Plant Sciences</td>
</tr>
<tr>
<td>Animal Sciences</td>
<td>Geographical Information Systems (Certificate)</td>
<td>Political Sciences</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Geography</td>
<td>Psychology</td>
</tr>
<tr>
<td>Architectural Studies</td>
<td>Geological Sciences</td>
<td>Radioenvironmental Sciences</td>
</tr>
<tr>
<td>Art</td>
<td>German</td>
<td>Religious Studies</td>
</tr>
<tr>
<td>Art History and Archeology</td>
<td>History</td>
<td>Romance Literatures in Translation</td>
</tr>
<tr>
<td>Astronomy</td>
<td>Hotel and Restaurant Management</td>
<td>Rural Sociology</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Human Development and Family Studies</td>
<td>Russian</td>
</tr>
<tr>
<td>Black Studies</td>
<td>International Agriculture</td>
<td>Russian Area Studies</td>
</tr>
<tr>
<td>Business</td>
<td>Italian Area Studies</td>
<td>Social Justice</td>
</tr>
<tr>
<td>Canadian Studies</td>
<td>Journalism</td>
<td>Sociology</td>
</tr>
<tr>
<td>Captive Wildlife Management</td>
<td>Latin American Studies</td>
<td>Soil and Atmospheric Sciences</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Leadership and Public Service</td>
<td>South Asian Studies</td>
</tr>
<tr>
<td>Classics</td>
<td>Linguistics</td>
<td>Spanish</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Mathematics</td>
<td>Statistics</td>
</tr>
<tr>
<td>East Asian Studies</td>
<td>Military Science</td>
<td>Sustainable Agriculture</td>
</tr>
<tr>
<td>Economics</td>
<td>Multicultural Studies (Certificate)</td>
<td>Textile and Apparel Management</td>
</tr>
<tr>
<td>Engineering</td>
<td>Music</td>
<td>Theatre</td>
</tr>
<tr>
<td>English</td>
<td>Natural Resources</td>
<td>Women's and Gender Studies</td>
</tr>
<tr>
<td>English Writing</td>
<td>Naval Science</td>
<td>Youth Services</td>
</tr>
</tbody>
</table>
FINANCIAL LITERACY FOR HELPING PROFESSIONALS MINOR

Social work clients include families who may have low incomes and struggle to meet their financial needs regardless of income. These families may have problems with their credit history or lack of experience with mainstream financial institutions and the language they speak. It is easy for someone who lives in or near poverty to fall prey to unscrupulous lenders, who take advantage of unstable situations. This program will prepare social workers to help clients avoid predatory lending practices, as well as access programs designed to supplement income for the impoverished. Education on available resources, in addition to engaging in dialogue and identifying accessibility with families, will be emphasized.

The School of Social Work, in collaboration with the Department of Personal Financial Planning in the College of Human Environmental Sciences at MU, has developed a minor in our undergraduate BSW program that will prepare students to work with vulnerable clients who are in need of financial counseling and education.

Coursework includes course in personal and family finance, financial counseling, community agencies, and exploration in social and economic justice. In addition, students would have the option to take social statistics, macroeconomics, tax planning, and social justice and social policy. Successful completion of coursework allows students to sit for the Accredited Financial Counselor Exam.

The non-academic certificate and training program include a financial simulation activity and related coursework. Target audiences include practicing professionals who work with clients struggling with financial problems due to lack of education or poor decision-making skills.

This minor is available to students regardless of academic major. A student must complete the application minor information and submit to Student Service Coordinator in Clark Hall for approval. The student must be graduating from a distinct discipline to be eligible for the minor. The minor will be added to the student’s myZou record upon completion to be given simultaneously with the degree.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Department</th>
<th>Semester Course Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>2183</td>
<td>Personal &amp; Family Finance</td>
<td>Personal Financial Planning</td>
<td>Fall/Spring/Summer-On-line Format</td>
</tr>
<tr>
<td>3282</td>
<td>Financial Counseling</td>
<td>Personal Financial Planning</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>4188</td>
<td>Community Agencies &amp; Volunteerism, VITA</td>
<td>Personal Financial Planning</td>
<td>Spring (will need to attend workshop in order to certify for IRS compliance)</td>
</tr>
<tr>
<td>4450</td>
<td>School of Social Work</td>
<td>Interaction Skills for Practice</td>
<td>Fall</td>
</tr>
<tr>
<td>2000 (or 4710)</td>
<td>School of Social Work</td>
<td>Exploration in Social &amp; Economic Justice</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>4710 (or 2000)</td>
<td>School of Social Work</td>
<td>Social Justice &amp; Social Policy</td>
<td>Fall/Online Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

Application for the Financial Literacy for Helping Professionals minor (RTF)

SOCIAL JUSTICE MINOR: HTTP://SSW.MISSOURI.EDU/MINOR.SHTML

The Social Justice minor is designed to give non-social work majors the opportunity to develop knowledge and understanding about social justice in the person-environment context. Social Justice involves the idea that in a perfect world all citizens would have identical social benefits, rights, protections, and opportunities regardless of their backgrounds and membership in diverse groups. Recognizing that the world is not perfect, the primary goals for the minor in social justice are to enhance sensitivity to vulnerable and at-risk populations, to provide opportunity for critical review of social policies and the allocation of societal resources; to stimulate interest in advocacy and the planned change.
process. Further, students who complete the Social Justice minor will have the opportunity to take part in experiential or Service Learning that will enhance their general knowledge about social work as a profession.

In accordance with RSMO 337.600 regarding title protection, students who complete the Social Justice minor are not considered professional social workers and may not refer to themselves as BSW level social workers upon graduation.

A minimum of 15 hours, comprised of the courses below, is required to complete the Social Justice minor. Note that a maximum of 6 credits hours from transfer institutions may be granted toward the Social Justice minor.

**Required Courses (9 hours)**
- SW 1115 Social Welfare and Social Work
- SW 2220 Human Behavior and the Social Environment
- SW 2000 Social and Economic Justice or SW 4710 Social Justice and Social Policy

**Social Work Electives (6 hours)**
Choose from available SW Field of Practice Electives (see pg. 10)

To earn the MU Multicultural Certificate, students are required to complete a cohesive program of 15 credit hours from a list of approved courses. Approved courses for the certificate critically evaluate and examine issues such as gender, race, ethnicity, religion, region, sexuality, and class inequality, globally and in the United States. Many of the approved courses for the certificate are already requirements for the BSW degree (Anthropology, SW 200, Sociology 2200, SW 4710) making the Multicultural Certificate fairly easy to earn for BSW students. Students should complete the Multicultural Certificate form and obtain the required signatures to complete the application process.

**Probation & Dismissal**

To be full-time and in good standing, a student must maintain a minimum of twelve (12) hours and a cumulative and term grade point average (GPA) of 2.0. A student who receives below a 2.0 for the semester or whose cumulative GPA is below a 2.0 is placed on Scholastic Probation.

If the GPA for the second consecutive semester is also below a 2.0, the student is placed on Continued Probation. When a student earns below a 2.0 for three consecutive semesters, or below a 1.0 in one semester, that student is declared ineligible to enroll in HES. That status is effective for one year. The student may then appeal to re-enroll. Students who are allowed to re-enroll must return to Good Standing and earn a minimum Term GPA of 2.0. Following readmission, students who fail to earn a Term or Cum GPA of 2.0 may be declared Ineligible to Enroll at MU and this status is considered permanent.

**Registration**

An essential part of the academic success is planning course work to explore and meet academic goals. One part of the advising process is registration for classes. After being advised, students can register through their myZou account at or after their scheduled appointment time. (myzou.missouri.edu).
Students should:

- Know specific dates for registration. Early registration occurs in October and March. Watch MU e-mail for a message from the Registrar with details, including their scheduled registration appointment times and any holds on their account.
- Make an appointment to see their faculty advisor.
- Use the Undergraduate Course Catalog, BSW student handbook, BSW Blackboard site, or checklists to develop a list of possible courses and to work out a tentative schedule.
- Use myZou to check course availability.
- Meet with their faculty advisor to discuss class choices and questions, and receive any needed permission number for BSW classes.
- Remove advising, new student or Dean’s holds in 724 Clark Hall.
- Register for classes in myZou at their assigned day and time.

## Registering through myZou

MU Students register through myZou at myZou.missouri.edu. Students will need permission numbers necessary for any BSW Professional Courses in order to register for classes.

### Registration Holds

Registration holds are locks placed on the computer system that prohibit a student from being able to register or modify an existing schedule. Holds are entered by different offices for different reasons. Listed below are the various registration holds and the office students should contact if that hold applies to them.

All new HES students and freshman will have an automatic HES advising hold for their first semester. To remove the hold, students must meet with their advisor. After this meeting, the Academic Evaluator or Student Services Coordinator can remove the hold.

Certain students may have Holds on registration, which restrict their registration for new courses. Students may check myZou for the type of hold they have (Financial, Immunization, etc.) and for instructions on what to do to remove the hold. The Undergraduate Academic Evaluator or Student Services Coordinator will be able to assist in removing the hold to allow the student to register.

<table>
<thead>
<tr>
<th>Reg. Form Code</th>
<th>Definition</th>
<th>Office Authorized to Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD</td>
<td>Academic Hold</td>
<td>Provost's Office, 111 Jesse Hall</td>
</tr>
<tr>
<td>ADMIN</td>
<td>Admin. Hold</td>
<td>Admissions Office, 230 Jesse Hall</td>
</tr>
<tr>
<td>ADVISING</td>
<td>See Advisor</td>
<td>Academic Advising Unit</td>
</tr>
<tr>
<td>CASHIERS</td>
<td>Account Hold</td>
<td>Cashiers Office, 15 Jesse Hall</td>
</tr>
<tr>
<td>DEAN</td>
<td>Dean's Manual Hold</td>
<td>Academic Advising Unit</td>
</tr>
<tr>
<td>GRAD EXAM</td>
<td>Graduate Exam Required</td>
<td>Graduate School, 210 Jesse Hall</td>
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<tr>
<td>GRAD PLAN</td>
<td>Graduation Plan Hold</td>
<td>Academic Advising Unit</td>
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<tr>
<td>IMMUNIZATION</td>
<td>Measles Immunization</td>
<td>Student Health Center</td>
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<tr>
<td>NEW STUDENT</td>
<td>New Student Hold</td>
<td>Academic Advising Unit</td>
</tr>
<tr>
<td>PROBATION</td>
<td>Probation Hold</td>
<td>Academic Advising Unit</td>
</tr>
<tr>
<td>SSVCS</td>
<td>Student Services</td>
<td>Student Life, A02 Brady Commons</td>
</tr>
</tbody>
</table>
REGISTRATION PERMISSION NUMBERS

Some MU courses are restricted to certain types of students. Such courses require Permission numbers to enroll. All Professional BSW courses are restricted to students admitted to the Professional BSW Program. Students can obtain BSW permission numbers from the Undergraduate Academic Evaluator after being advised. Numbers cannot be given out over the phone. Permission numbers for courses outside of social work should be obtained from the department offering the course.

REQUIRED WORK IN RESIDENCE

Students seeking the BSW degree must complete 30 of their last 36 hours in residence on the MU Campus during their senior year.

STUDY ABROAD

The MU International Center offers an endless array of study abroad opportunities. Social Work students who wish to study abroad should be advised that courses in the BSW Professional Program are only offered on the MU campus. Therefore, students typically study abroad in their freshman or sophomore years before they start the BSW Professional Program or in their senior year after completing the BSW courses. Students may also choose to study abroad in a summer semester which is less likely to interfere with required BSW coursework. Students who plan to apply to the BSW Professional Program while abroad should carefully consider how to turn in their application packet prior to the application deadline.

Upon deciding to study abroad, students must consult with an advisor to choose applicable courses at the foreign institution. Advisors must sign the Request for Academic Approval to study abroad form (provided by the student) and indicate how each course at the foreign institution will count toward the BSW degree requirements.

International Center/Study Abroad Office, N 52 Memorial Union: 882-6007, www.missouri.edu/~icweb

TRANSFER COURSES

Students are limited to sixty-four (64) hours from a two-year institution. Students are encouraged to check the MU Transfer Course Equivalency website at: http://registrar.missouri.edu/policies/transfer-credit.php to determine how general education courses taken at other institutions will transfer to MU. Unusual course transfer equivalency issues are referred to Brenda Selman, MU Registrar.

Course equivalencies of social work courses taken at other universities will be determined by the Director of Undergraduate Studies or the Student Services Coordinator and may require course syllabi to make the final determination. In accordance with CSWE policy, the MU SSW will not require students to repeat coursework determined to be successfully completed elsewhere.

See also: Required Work in Residence
TRANSFER COURSE EQUIVALENCIES

MU accepts courses from other Missouri institutions and those outside of Missouri to count for credit. Students are urged to check with their advisor before selecting courses at another institution. MU course Equivalencies can be checked online at: transfercourses.missouri.edu. Unusual course transfer equivalency issues are referred to the MU Registrar. A maximum of 64 hours from a 2-year institution can be accepted at MU.

80% Rule:

On transfer equivalency, if student has met at least 80% of the course requirement in credit hours, the course requirement will be considered fully satisfied. For example, a student who has completed 4 credit hours (with lab) in biology at another institution will be considered to have satisfied the biology requirement (with lab), here at MU. Student will still be required to have a total of 120 hours to graduate.

TRANSFER OF DIVISION APPLICATIONS (CHANGE OF MAJOR FORM)

A Transfer of Division Application Form can be obtained from a student’s current department or the department they wish to transfer to. Forms may be completed at any time. However, there are certain dates during which the Registrar processes transfer applications. These dates are listed in the campus Schedule of Courses (see the Academic Calendar). If transfer applications are completed outside the published dates, the applications will be held by the Registrar until the next processing period.

TRANSFERRING INTO SOCIAL WORK

To transfer into the School of Social Work, a student must obtain a Transfer of Division Application. The application may be initiated in the School of Social Work or initiated in the student’s current department/college. The student should make an appointment with the Student Services Coordinator or the Director of Undergraduate Studies and submit the transfer application. The Student Services Coordinator or Director of Undergraduate Studies makes the transfer decision. The application is given to the Academic Evaluator who affixes the Dean’s stamp, and makes and retains a copy of the application. The transfer application is then sent to Registrar’s Office for processing.

If the transfer request is approved, a transcript review, School of Social Work Degree Requirement Form and individual plan of study are completed by the Student Services Coordinator or Director of Undergraduate Studies. Students receive a copy of their individual study plan and a file is established and retained in the Undergraduate Academic evaluator’s Office.

Transfer Students - Internal

Students with fewer than 55 hours and in good academic standing at MU may change their major to social work. Students who wish to change their major to social work, who have more than 55 hours and are in good standing at MU, must have a cumulative GPA of 2.5 or higher on all college work attempted.
Transfer Students - External

Students transferring into the University from another college or university must complete the University of Missouri Application for Undergraduate Admissions and submit transcripts from all colleges attended. The application should be marked to indicate social work as the intended major. Applications and transcripts are sent to Admissions, 130 Jesse Hall. Once processed by Admissions, the application is sent to the Student Services Coordinator or the Director of Undergraduate Studies for an acceptance decision. A copy of the application, reflecting the acceptance decision, is retained by the academic evaluator and the application is then sent back to Admissions.

If the application decision was to approve acceptance as a social work major, the Student Services Coordinator or Director of Undergraduate Studies will determine course equivalencies, complete a Degree Requirement form, and an individual study plan. A file is established and retained in the Undergraduate Academic evaluator’s Office.

Acceptance as a social work major is not and does not guarantee acceptance into the BSW Professional Program.

Students with more than 55 hours must have a GPA of 2.5 or higher on all college work attempted in order to be eligible for acceptance

Students are limited to sixty-four (64) hours from a two-year institution. Students must complete 30 of the last 36 hours in residence at MU to graduate from MU. Students with Associate of Arts degrees from Missouri community colleges are exempt from MU’s General Education requirements. A listing of MU’s General Education requirements can be found at the General Education website: generaleducation.missouri.edu.

Transferring out of Social Work

A student who is transferring out should contact the Student Services Coordinator for an exit interview. Following the interview, the student will see the Undergraduate Academic evaluator who will provide and complete the Transfer of Division Application on behalf of the student. The academic evaluator will advise the student of what she or he needs to do to complete the transfer process: i.e., obtain a copy of his/ her transcript, make copy of application for his or her files, submit application and transcript to the department/ college s/ he wishes to enter. When the former Dean’s sheet is returned from the Registrar, the academic evaluator will deactivate the student file and remove the student from the advisement list.

Undergraduate Catalog

It is recommended that students become thoroughly familiar with academic regulations outlined in this handbook as well as the MU Undergraduate Catalog and the M-Book. Special attention should be given to regulations and deadlines for adding and dropping courses.
WITHDRAWING FROM A COURSE

Students withdrawing from a course after the Drop deadline will receive a grade of W if they are passing at the time OR A GRADE OF F IF THEY ARE FAILING. Students who plan to withdraw must:

1) Inform the instructor of intent to withdraw.
2) Obtain the “Permission to Withdraw from a Course” form from the Undergraduate Academic Evaluator and present it to the instructor for signature.
3) Bring the form signed by the instructor to the Undergraduate Academic evaluator and complete a Late Registration Change form.
4) Get advisor’s signature and Dean’s stamp on the late registration change form.
5) Go to 130 Jesse Hall to complete withdrawal process.

WITHDRAWING FROM THE UNIVERSITY

Students who wish to withdraw from MU (and all currently enrolled in courses) must do so by the last day of the scheduled course work.

1) Obtain & complete a “Notice of Withdrawal” form from the Undergraduate Academic Evaluator. Have the form signed by the advisor and signed/ stamped by the Dean of Division.
2) A “Permission to Withdraw from a Course” form should be signed by the instructor of each class and indicated if the student is able to withdraw pass or withdraw fail. (see procedures for withdrawing from a course) These forms should be included with the student’s records. Students should be made aware that if s/he is failing at the time of withdrawal, a grade of F is figured into the GPA.
3) Students must complete the forms and submit by the Monday of the last week of classes.
UNDERGRADUATE MAJOR ASSESSMENT

ACAT

The University of Missouri requires all undergraduate degree programs and emphasis areas within each department to document performance progress of its majors. The School of Social Work, currently, administers the Area Concentration Achievement Test (ACAT) to assess student performance. The ACAT is a nationally formed examination covering core areas in social work education: Human Behavior in the Social Environment, Policy, Practice, and Research. The examination will be given as a pre-test prior to beginning the first semester of the professional program, and as a post-test late in the fourth (final) semester of the social work core.

CAAP

All students will participate in a nationally formed general education exam. (UNIVERSITY OF MISSOURI CURATORS, 1991) The exam selected by the MU Academic Assessment Committee is the CAAP exam. All students who have completed at least 75 semester credit hours are eligible but randomly chosen to complete the exam. The School will schedule the exam if social work students are requested to take it.
STUDENT MEMBERSHIPS AND ORGANIZATIONS

A BSW student has many opportunities to become actively involved in the School of Social Work, the College of Human Environmental Sciences and the Profession of Social Work.

NATIONAL ORGANIZATION OF SOCIAL WORKERS (NASW)

NASW, the National Organization of Social Workers, is a nationwide organization of more than 100,000 professional social workers. Membership includes a subscription to “Social Work and NASW News“, both publications of NASW, and provides opportunities to attend workshops and seminars relevant to social work. Students have an opportunity to participate in local activities. NASW has been, and is, instrumental in professionalizing social work and is actively involved in studying and making significant efforts in changing public social policy at all governmental levels. It is strongly recommended that students join NASW. Membership applications may be obtained in the School of Social Work. Visit http://www.nasw-mo.org/ for more information.

MISSOURI ASSOCIATION OF SOCIAL WORKERS (MASW)

The mission of MASW is to provide the leadership, research, education and advocacy to improve public policies and programs impacting the health and welfare of all people in Missouri. During the legislative session MASW identifies, analyzes and tracks social policy legislation being considered by the Missouri General Assembly. There are about 1700 bills introduced in any session. About 600 of those deal with social policy, but only 20-40 of them pass. In addition, to the new bills there is a second parallel legislative process, appropriations for existing programs and agencies. Since there are literally thousands of those, MASW tracks those on a selective basis. Contact www.masw.org for more information.

COUNCIL OF STUDENT SOCIAL WORKERS (CSSW)

The Council of Student Social Workers (CSSW) is an organization open to all students in the School. Activities are determined by the Council each academic year and may include community service programs, fundraising to support scholarships and attendance at professional meetings, as well as various special activities. Meetings and activities for the semester will be posted on the BSW-L listserv. For more information contact the Student Services Coordinator, the CSSW bulletin board outside of 703 Clark, or the website at ssw.missouri.edu/studentorgs.

CHRISTIAN SOCIAL WORKERS ASSOCIATION (CSWA)

MU CSWA supports the integration of Christian faith and professional social work education and practice in the lives of its members, influencing the profession and the church, promoting love and justice in social service and social reform. For more information see the website at ssw.missouri.edu/studentorgs.
Phi Alpha Honor Society

Phi Alpha is a national social work honorary. Membership is by invitation to students in the professional undergraduate and graduate social work programs. The highest honor that a student can receive in Social Work at MU is to be extended an invitation to join Phi Alpha Honor Society. Invitations to join the Chi Delta chapter of Phi Alpha are extended at the beginning of each semester to those students who attain excellence in social work education and in their cumulative academic history.

Eligibility requirements for undergraduate students include:

1) admitted by formal application into the Professional BSW Program
2) achieved junior standing
3) completed 9 hours in required social work courses
4) achieved a minimum cumulative GPA of 3.0
5) achieved a minimum GPA of 3.5 in social work courses

Chi Delta Phi Alpha members who maintain active membership (by service hours and participation in Chapter events) are eligible to receive and wear the distinguished Phi Alpha gold medallion at graduation. For more information, contact the Student Services Coordinator, the Phi Alpha bulletin board outside of 703 Clark Hall, or the website at ssw.missouri.edu/studentorgs.
SCHOLARSHIPS

The School of Social Work and the College of Human Environmental Sciences offer several scholarships to eligible social work students ranging from $20 to $3,500 a year. Scholarship application forms can be submitted each academic year and are to be filled out on-line at https://sfa.missouri.edu.

The application deadlines for all scholarships are as follows:

December 1 for entering Freshman
February 1 for continuing or transfer students.

It is highly recommended that all students applying for scholarships complete the Free Application for Federal Student Aid (FAFSA) to be eligible for any awards based on financial need. FAFSA forms may be obtained from the MU Financial Aid Office, 11 Jesse Hall.

Judith and Joseph Davenport Scholarship in Rural Social Work

This scholarship is awarded to upper class undergraduate students as well as graduate students majoring in social work. Recipients shall exhibit academic excellence and shall be motivated students. Preference is given to students from small towns or rural areas.

Rintha Mary Carter Social Work Scholarship Fund

Awarded to worthy students in the School of Social Work.

Helen Smith Burnam Memorial Scholarship in Social Work

Awarded to a junior or senior student enrolled in the professional social work program who maintains good academic standing.

Human Environmental Sciences scholarships

Various awards based on merit and/ or need made to social work and other HES students.

Other Sources of Scholarship and Financial Aid Information are listed below:

- MU Financial Aid Office: https://sfa.missouri.edu/
  11 Jesse Hall, Columbia, MO 65211
  (573) 882-7506 or (800) 255-6075 within Missouri and Illinois
  Free online scholarship searches: https://sfa.missouri.edu/free.html
- The National Association of Student Financial Aid Administrators: http://www.nasfaa.org
  Comprehensive website with a variety of information including family contribution calculators, scholarship resources, school Title IV listing, and much more
- United States Department of Education: http://www.ed.gov/offices/OSFAP/Students/
  Extensive web site with information regarding "FAFSA on the Web," Department publications, on-line guides and facts, information on programs and services.
SPECIAL ADVISEMENT

Purpose

Special advisement procedures are designated to provide extended advisory resources in the interest of enhancing the student’s learning opportunities and/or changing a student’s program.

Special advisement is advisory to the student and his/her faculty and will not relate to administrative decisions about student status. Special advisement is one of several possible resources of choice available to advisor and student to supplement or reinforce the regular services of the advisor. Special advisement should be considered by the advisor and student along with other available advisory supplements. Special advisement must be used prior to the scheduling of a Student Status Review, provided that in emergency or exceptional circumstances reported in writing by the advisor or the student, the Director may waive the requirements of Special Advisement prior to Student Status Review.

Initiation

The faculty advisor normally initiates Special Advisement but the student or a faculty member may also initiate it, upon written request to the advisor stating the situation that is believed to make special advisement desirable. Special Advisement procedures may be initiated whenever there are special academic interests and/or difficulties believed to require advisory services other than that available from the advisor.

Composition of Special Advisement Committees:

A special advisement committee shall include:

1) The student’s faculty advisor, who shall serve as chair, be responsible for a written report of the discussion and suggestions made and share the recommendations with the student;
2) Faculty member(s) concerned with the special interests and/or difficulties;
3) At the option of the student, an additional faculty member of the student’s choice.

Procedures for Special Advisement

The faculty advisor will arrange a meeting of the committee as soon as possible after the need arises or the request is made.

1) The student shall be provided opportunity to meet with the committee and participate in discussion when appropriate.
2) The advisor will have responsibility for assessing the suggestions and collaborating with the student and others on follow up actions.
STUDENT STATUS REVIEW

Preamble

The Student Status Review Committee is charged by the Faculty of the School of Social Work with the responsibility for the academic review of any student's academic performance and progress in the classroom and in the practicum setting which violate expectations of performance appropriate for a social work student.

Social work students are expected to establish and maintain professional relationships at all levels, both within and outside the classroom (with faculty, staff, and students; with individual clients, groups the community and others). This entails, among other things, adhering to standards of academic honesty; respecting self and others; and being able to communicate in ways that are non-exploitive of others. Moreover, social work students are expected to subscribe to and abide by the values and standards of the social work profession as exemplified in the national Association of Social Workers (NASW) Code of Ethics (see Appendix).

The student may appeal the Committee's decision to the Director of the School. Upon receipt of the Committee's decision and the minutes of the hearing, and/or an appeal from the student, the Director will act upon the matter and implement his/her decision. The Director will communicate this decision to the student and the Committee.

General Guidelines

The student status Review process may be initiated by:

1) The student
2) The student's faculty advisor
3) Any faculty member concerned about the student's status.

A faculty member who initiates the review and who serves on the Committee shall be temporarily replaced by his/her alternate to the Committee and shall not vote on the matter before the Committee.

Any one initiating the student status review process must make the request to the Chair of the Committee. The committee in the following circumstances will review student performance and behavior:

1) Student fails to correct deficits in his/her academic performance as stipulated in prior Special Advising agreements.
2) Faculty concern over attitudinal, behavioral or ethical considerations which questions the student's fitness for the profession of social work.

The committee will include in its deliberations all available information relating to student performance, including academic performance, attitudinal or ethical considerations, and personal circumstances which affect academic performance. The Committee may recommend one of the three actions on the basis of factual evidence:

~ BSW Advisors Handbook, page 40 ~
1) Dismissal from the School of Social Work
2) Academic probation
3) Proceed without probation

**Dismissal from School**

The Committee may recommend dismissal from the School for students whose academic classroom or practicum performance is judged to be unacceptable.

A student who fails to satisfy conditions of probation will be dismissed.

A student will be dismissed when his/her academic performance in the classroom or in the practicum setting is inconsistent with the spirit and the letter of the NASW Code of Ethics in situations in which ethical judgment is to be exercised and professional intervention or professional conduct is planned.

**Academic Probation**

Stipulations herein delineated reflect minimum standards of academic performance in professional social work courses which may exceed University rules and regulations on term and cumulative GPA.

1) **Criteria for academic probation.** (Such criteria are not intended to exhaust all ways a student might be placed on probation.)
   a) Any student may be placed on probation whose academic performance and/or professional development is judged to be inadequate, e.g. not consistently progressing toward completion of the degree.
   b) Any student failing a professional social work course shall be placed on probation.
   c) Any undergraduate whose GPA in professional social work courses falls below 2.0 shall be placed on probation.
   d) Any graduate student whose GPA falls below 3.0 shall be placed on probation.
   e) **Duration.** The duration of academic probation will be at the discretion of the Committee where there are no set rules and regulations. A student cannot graduate from the program while on probationary status.
   f) **Required student performance.** The Committee will delineate specific expectations for student performance while on probation. At the conclusion of the probationary period the Committee will review the student's performance and make one of the following decisions:
      i) Remove from probation
      ii) Continue probation
      iii) Dismiss from school. A recommendation to dismiss will require a simple majority of voting members of the Committee.

2) **Intervention.** Academic probation sets in motion interventions which are designed to maximize the opportunity for the student to learn. The committee may recommend interventions which would facilitate student performance. Examples might include referral to the Learning Laboratory; an additional field placement and/ or extended field placement; regular meetings with academic advisor; or medical or psychiatric evaluation, delay of Block Field Placement, etc.
Procedures

1) A written request for student status review with supporting material must be made to the Director of the Undergraduate Program. Such request must specify student performance and/or conduct that necessitate review of the student's status.

2) The Chair of the Committee will forward the request and supporting material to members of the Committee. The Committee will review the request and determine if the issues meet requisite conditions for student status review within two (2) weeks following receipt of the request. If the matter falls within the purview of the Committee, the Committee will set a date for the student status review. The notification to the student shall be in writing and shall specify the alleged deficiencies in performance and/or conduct; and the date, time, and location of the review. The notification shall be delivered to the student by registered mail, specifying receipt requested. The notification shall also be sent to the student's faculty advisor, and the Director of the School. The Student Status Review meeting will be set to convene at least two (2) weeks following written notification to the student. The two weeks notification provision may be waived at the request of the student or with the student's written approval, at the Committee's request.

3) The person initiating the request for a Student Status Review may request that such review be canceled or discontinued by submitting a written request to the Chair of the Committee giving reasons for the request. Upon receipt of the request for cancellation, the Chair of the Committee shall poll members to determine whether cancellation is appropriate. Such request shall be made as early as practical.

4) The person initiating the review must be present during the Student Status Review process.

5) A student shall have the right to present data which challenges the allegations necessitating this review.

6) A student may ask others to address the Committee on his/her behalf.

7) A student shall be able to question any one participating in the proceedings.

8) The procedure for Student Status Review Committee meeting include the following:
   a) Call to order
   b) Roll call of participants
      i) Verification of presence of Committee members
      ii) Verification of presence of student
      iii) Verification of presence of student's academic advisor
      iv) Verification of presence of student's invitees (if student has invited others to address Committee on his/ her behalf)
   c) Verification of due notice to student of his/ her academic difficulties.
   d) Disposition of procedural questions, if any.
   e) Hearing
      i) Statement of the circumstances necessitating this review
      ii) Statement by the student (if desired)
      iii) Presentation of School's evidence
      iv) Additional statement by the student (if desired)
      v) Presentation of student evidence
      vi) Statements of invitees speaking on student's behalf
      vii) Chair's written notification to student of the date and location where a copy of the minutes may be obtained.
f) Executive session to review facts to determine decision.

9) The Chair shall make the procedures for the meeting available to all participants.

10) Minutes of the Student Status Review proceedings shall be taken by the appointed secretary. The student will be advised in writing, during the student status review process of the date and location a copy of minutes may be obtained. It is the student's responsibility to obtain a copy of the minutes. Corrections to the minutes shall be made within six (6) working days from the date of the hearing. The student will be given a copy of the minutes to sign or delineate disagreement.

11) The Chair will notify the student in writing of the Committee's decision within two (2) weeks following the hearing. Notification shall be delivered to the student by registered mail, specifying receipt requested.

12) The Chair will submit signed minutes and the Committee's decision to the Director within two (2) weeks following the hearing.

13) Students may appeal the Committee's decision to the Director within two (2) weeks after receiving notification of the decision. The appeal shall be in writing.

14) The Director will act upon the committee's decision and/or the student's appeal and implement his/her disposition of the matter within two (2) weeks of receipt of the decision and/or the student's appeal.

THE STUDENT MAY APPEAL AN ADVERSE DECISION IN THE MANNER PRESCRIBED BY THE UNIVERSITY.
HES ACADEMIC STATUS AND APPEALS COMMITTEE

Appeals of any nature for the Academic Status and Appeals Committee are taken to 117 Gwynn. The Committee is comprised of one representative from each department and the School of Social Work. Meetings are usually held prior to the beginning of each semester or at other times as the need arise.

This committee hears appeals for admission, academic status, general education course substitution and other college-wide issues. Issues of the departmental admission appeal are handled by the Department Faculty.

Scholastic Penalties in HES

1) First semester freshmen and MU transfers:
   a) 0.00-0.99 term GPA: Automatic dismissal
      May petition Academic Status and Appeals committee for possible re-admission.
   b) 1.00-1.99 term GPA: Probation

2) All other undergraduates in the College of Human Environmental Sciences:
   a) A student whose term and cumulative grade point average is a 2.0 or high is in good standing. A student in good standing whose term GPA falls below 2.0 (but at least a 1.0 or above) is placed on scholastic probation.
   b) Students on scholastic probation will have two semester (as long as term GPA remains above 1.0) in which to attain good academic standing (2.0 minimum term and cumulative GPA) or be subject to dismissal. Students are eligible for removal from probation if their term and cum GPA is at least a 2.0.
   c) A student whose term GPA falls below 1.0 is subject to dismissal.
   d) The academic Status and Appeals committee may, in extenuating circumstances waive any of the foregoing regulations governing eligibility to re-enroll for an individual student.
   e) The College of Human Environmental Sciences requires a 2.0 minimum GPA in all UM courses attempted.

3) Further Provisions of the college of Human Environmental Sciences concerning students who have been dismissed:
   a) A student who has been judged in-eligible to re-enroll may be readmitted only upon the approval of the Academic Status and Appeals Committee, which usually expects the students to present evidence of acceptable academic work completed at other accredited institutions. In addition, the Academic Status and Appeals Committee expect dismissed students to present realistic goals before they are eligible for admission.
   b) The college examines the records of students who have been dismissed by other MU Schools and Colleges with great care before determining whether they may be admitted to the College of Human Environmental Sciences. We do honor the one year dismissal period prescribed by the students’ previous college but do help them in planning courses to take at other institutions until the period has passed.
   c) Students enrolled in schools and colleges other than HES are expected to have a cumulative and final term GPA (fall or spring) of at least 2.0 in order to be eligible to transfer into HES. However, student may be admitted on probation to HES when they have met three out of the following four conditions and have not been dismissed within the previous semester:

~ BSW Advisors Handbook, page 44 ~
i) grade of a “C” or better in English 1000
ii) grade of a “C” or better in College Algebra
iii) MU term GPA of a 2.0 or higher from the previous semester
iv) UM overall GPA of a 2.0 or higher.

d) Students who are eligible for re-enrollment in the college must remember that eligibility for reenrollment in the College does not mean or guarantee eligibility for acceptance in a department.
DISCRIMINATION GRIEVANCE PROCEDURES

(390.010 Adopted by the Board of Curators, Dec. 17, 1982) Note: A grievance concerning specific incidents filed under this discrimination grievance procedure shall not be processed on behalf of any student who elects to utilize another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

Definitions

1) **Complaints:** A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints shall be processed through informal procedures set forth in the discrimination grievance procedure.

2) **Grievances:** A grievance is the written allegation of discrimination, which is related to:
   a) Recruitment and admission to the institution
   b) Admission to and treatment while enrolled in an educational program
   c) Employment as a student employee on campus
   d) Other matters of significance relating to campus living or student life, including, but not limited to: assignment of roommates in residence halls; actions of fraternities and sororities; memberships in/ or admissions to clubs/ organizations, etc.

3) **Student:** A student is any person who has applied for admission or readmission, or who is currently enrolled, or who was a student of the University of Missouri at the time of the alleged discrimination.

4) **Persons with Disabilities:** For the purpose of this student discrimination grievance procedure, a "person with a disability" has been substituted for "handicapped individual" (Section 504, Rehabilitation act of 1973) and shall be defined as any person who:
   a) Has a physical or mental impairment which substantially limits one or more of such person's major life activities
   b) Has a record of such impairment
   c) Is regarded as having such an impairment.

Filing Informal Complaints

Students may, at any time within 35 calendar days of the date of the occurrence of the incident, informally discuss a complaint with the relevant supervising administrator (for example the administrative head of the department). Every reasonable effort should be made to resolve the matter informally at this administrative level. If a satisfactory resolution is not reached, the student may pursue the matter through each level of administrative jurisdiction up to and including the appropriate administrative officer.

A student with an informal complaint will be provided with copies of appropriate policies and procedures, and the Director Student Services and the Vice Provost for Minority Affairs and Faculty Development shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. Students may choose to have an advisor participate in any stage of the grievance procedure. If the complainant wished to discuss the incident with someone outside of the department, there are people in the following offices who can be contacted:
Director of Student Services, S102 Memorial Union, 882-3418;  
Access Office for Students with Disabilities, A048 Brady Commons, 882-4696;  
Minority Student Programs Office, A037 Brady Commons, 882-7152;  
Women's Center, 229 Brady Commons, 882-6621/6549; and  
Americans with Disabilities Act Coordinator, 130 Heinkel, 882-2603.

**Initiating a Grievance**

Regardless of its nature, any discrimination grievance is to be presented in writing and filed with the Director of Student Services, S102 Memorial Union. A grievance must be filed by a student within 60 calendar days of the act.
POLICY ON SEXUAL HARASSMENT

(330.060 Collected Rules and Regulations of the University, adopted March 18, 1993). This University of Missouri policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the University community.

Policy Statement:

It is the policy of the University of Missouri, in accord with providing a positive discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the University.

Definition:

Sexual harassment is defined for this policy as either:

1) Unwelcome sexual advances or requests for sexual activity by a University employee in a position of power or authority to a University employee or a member of the student body

2) Other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to a University employee or a member of the student body, when:
   a) Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions.
   b) The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed.
   c) The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment.

Non-Retaliation:

This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought an accusation of sexual harassment in bad faith.

Redress Procedures:

Members of the University community who believe they have been sexually harassed may seek redress, using the following options: Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus Affirmative Action/Equal Opportunity Officer. Initiate a complaint or grievance within the period of time prescribed by the applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures;" staff to Section 380.010, "Grievance Procedure for Administrative, Service and Support Staff;" and students to Section 390.010, "Discrimination Grievance Procedure for Students."
Discipline:

Upon receiving an accusation of sexual harassment against a member of the faculty, staff, or member of the student body, the University will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five-year limitation period from the date of occurrence for filing a charge that may lead to discipline.

An individual who makes an accusation of sexual harassment will be informed at the close of the investigation, whether or not disciplinary procedures will be initiated; and at the end of any disciplinary procedures, of the discipline imposed, if any.
Article VII

1) Credits

A student may not register for, and/or receive, more credit (semester hours) for a course than is shown as approved for the course in the Schedule of Courses.

MU routinely accepts credit only from regional accredited institutions. All other schools may apply to MU for the right to have their courses reviewed for acceptance. However, the admissions office would not actually perform a review until an individual student with credits from such a institution transfers to the Columbia campus.

MU will transcript all courses taken at regionally accredited institutions, and courses from nonaccredited institutions accepted under the review procedures described above, with the exception of remedial courses. Courses unlike anything offered at MU will be automatically coded on the transcript as "no credit awarded". All other courses would be transcripted as "miscellaneous electives". Individual academic units will decide whether to accept any of these courses as credit toward their degree(s).

2) The Grading System

The purpose of the grading system is to provide a framework in which the faculty can report evaluation of student performance and achievement. For undergraduates, all teachers are expected to use the grading scale approved by the faculty. This precludes any department or unit from opting to use a modification of the scale.

a) The undergraduate grading scale has fourteen grade categories. The grade categories (with associated grade points used to calculate the grade point average) are: A+(4.0), A(4.0), A-(3.7), B+(3.3), B(3.0), B-(2.7), C+(2.3), C(2.0), C-(1.7), D+(1.3), D(1.0), D-(0.7), F(0.0) and W (withdrawal).

This system is appropriate for those subjects and situations that allow discrimination in quality of achievement and performance. The S/ U grading system is more appropriate for students wishing to take elective courses in a subject matter field in which they will be competing with majors, for mastery learning situations, and for courses graded primarily on the basis of attendance. The grades of S, U and W are not incorporated in the grade.

The following definitions of each grade are intended to provide a standard for judgment, not a rule that can be applied mechanically; thus, while a grade of C in an undergraduate course indicates adequate work, a grade of C in a graduate course indicates work of less than adequate quality.

i) The grade of A is awarded for performance of outstanding quality.

ii) The grade of B is awarded for superior, but less than outstanding performance.

iii) The grade of C is awarded for adequate performance.
iv) NOTE: Only a limited number of C grades may be applied toward a graduate degree.
v) The grade of D is awarded for performance that marginally meets minimum standards. In most, but not all, cases a grade of D in a prerequisite undergraduate course is regarded as adequate for enrollment in the next higher course, whether it be the same or a related department. The grade of D is not awarded to graduate students.
vi) The grade of F indicates a level of performance that is unacceptable.
vii) The grade of W indicates that the student is not failing the course at the time of withdrawal.
viii) All regulations currently applicable on a course by course basis and currently tied to a specific letter grade would be interpreted to mean a specific letter grade range. Hence, if a student currently must achieve a “C” in one course in order to proceed to another course, under the plus-minus grading system, that student would have to achieve a grade in the “C range” which would include the grade of “C-“.
ix) All regulations currently tied to a specific grade average would be interpreted to mean the numerical average currently associated with that specific grade. Hence, the required “C average or better” on all courses would be interpreted as “2.00 average or better”.

b) The grading system (S/U). NOTE: Not applicable in the Schools of Law and Medicine.

To the extent authorized by this article, the S (Satisfactory) and U (Unsatisfactory) grading system may be used. The grade of S represents the grades A, B, and C, and the grade of U represents the grades of D and F. The grade of U is not applicable toward a degree in any school or college.

In most cases the instructor will report grades initially on the A to F grading system, even though a student has elected the S and U grading system. The conversion from one system to the other will be made in the Office of the Registrar. In appropriate cases, when a course is offered only on an S/ U grading basis, the instructor may report grades initially as S or U.

i) Satisfaction of degree requirements by S grades. Any degree recommending faculty may allow students to satisfy its degree requirements by authorizing students to elect the S/ U grading system for any available and otherwise acceptable courses, under such conditions and restrictions as the degree-recommending faculty may impose, provided, however, that in no case will more than twenty percent (20%) of the hours taken into account in determining the satisfaction of first baccalaureate degree requirements be hours passed under the S/ U grading system.

ii) Courses open to election on S/ U grading system. Departmental prerequisites. All courses taken for undergraduate credit will be deemed open to election on an S and U grading system unless specifically prohibited by a department, school, or college.

iii) Students ineligible to elect S/ U grading system. Other general restrictions. Beginning students and students on scholastic probation at the time of enrollment are not eligible to elect the S/ U grading system. No student may elect the S/ U grading system in more than one course in any semester or summer session. These restrictions do not apply to courses in which all students are graded on an S/ U basis.

The faculty of any School or College may adopt additional conditions and restrictions with respect to the election of the S/ U grading system by students in that School or College.
A student who elects to begin a course under the S/U grading system is to be graded under that system upon completion of the course. Conversely, a student who begins a course under the A, B, C, D, F system is to be graded under that system upon completion of the course. A student may not elect to change from one grading system to another after the first two weeks of classes in a regular session or the equivalent thereof in a shorter session.

iv) S/U grading system in special courses. If a course for not more than three semester hours of credit or a practicum course of any number of semester hours of credit is of a type in which satisfactory and unsatisfactory academic achievement of performance can be distinguished but the assignment of meaningful A to F grades is not feasible, a departmental faculty, or combination of departmental faculties, may offer the course on the basis that each student will be graded either S or U. Such credit may be used to satisfy degree requirements only as provided in subsection i. of this section.

c) Incomplete work (grade of I). (As amended Oct 21, 2004; Effective Fall Semester 2005) Whenever a student cannot be assigned a grade at the end of a course in which he/she has been enrolled because his/her work is for good reason incomplete, the instructor will postpone the grade of the student, reporting to the Registrar the fact that such student's grade is I. An I grade may be assigned only when (1) the completed portion of the student's work in the course is of passing quality, and (2) there is such evidence of hardship as to make it unjust to hold the student to the time limits previously fixed for the completion of his/her work.

Each department of the schools and colleges will maintain a card file record of I grades recorded in courses of that department. (Exemption: research courses and problems courses related to research assignments numbered 4950-4959 or 4995). This record, on a specially designated card completed by the instructor at the time the I grade is awarded, will include:

i) The name of the student;

ii) The course number, title, and semester hours of credit;

iii) Semester and year of enrollment;

iv) The signature of the instructor;

v) A brief statement of the reason for delaying the grade;

vi) An adequate guide for the removal of the I grade (with a suggested final grade in the event of the departure or extended absence of the instructor from the campus).

A copy of the card will accompany the grade report to the University Registrar's Office, which will in turn notify the appropriate dean. An undergraduate student who receives an "I" grade must complete the course requirements either (1) within one year from the date it was recorded (unless the course is numbered 4950-4959 or 4995), or (2) before the date of graduation (whichever comes first). When an incomplete is satisfactorily resolved, the faculty member responsible for the grade change will notify the Registrar of the revised grade. Otherwise, the Registrar will remove the "I" and record a grade of "F" in classes graded A-F or a grade of "U" in classes graded S/U. Any student planning to graduate with an unresolved "I" grade should be aware that translation to an "F" could drop the GPA below the requirements for graduation. As with any academic deficiency, the low GPA would delay the student's graduation until all requirements for graduation are met.

d) Assignment of grades for unenrolled students. No grade will be assigned to a student who ceases for any reason to be a member of a course prior to the beginning of the fifth week of a semester or
an equivalent period of time in a summer session. A student who officially withdraws from a
course after the beginning of the fifth week and who is doing failing work will be assigned the
grade F. If the quality of the student's work is not judged to be failing at the time of withdrawal,
the grade W will be assigned.

e) Reporting of previously incomplete, unassigned, or erroneous grades. Whenever it becomes
necessary to assign to a student a grade in a subject in which his/ her grade was Incomplete (I), or
to report the assignment of a previously unreported grade, or to correct a grade erroneously
reported, proper notification will be sent to the Registrar on a form provided for that purpose.

Note: Grade corrections must be processed within one year of the original reporting date.

Unassigned grades for undergraduate students: As amended May 19, 2005; effective Fall
Semester 2005. In situations when there is a failure to record a grade on the official grade sheet,
the Registrar will record a NR (not reported) and send a written notification of this action to the
faculty member and relevant department chair. The faculty member is responsible for submitting
a corrected entry. After 12 months NR will change to an F. Any student planning to graduate
with an unresolved “NR” grade should be aware that translation to an “F” could drop the GPA
below the requirements for graduation. As with any academic deficiency, the low GPA would
delay the student’s graduation until all requirements for graduation are met."

Unassigned grades for graduate and professional school students (Law, Medicine and Veterinary
Medicine): As amended October 2005; effective Fall Semester 2005. When grades are not reported
by the instructor, these “Blank Grades” will be recorded as “NR” (Not Reported). The NR
designation will remain on the student’s transcript until a letter grade is submitted. If a letter
grade is not submitted, the NR can remain on the student’s record indefinitely and will not
convert to an “F”.

f) Grade point averages, how determined -- grades excluded. In general, the grade point average
for any period is obtained by dividing the grade points earned by the total number of hours for
which the student was enrolled during that period. Grades of S, U, W, or I will not be included in
determining the grade point average. Since, for internal purposes, there are variations in
computing the grade point average among the several schools or colleges, the student should
check with the appropriate Dean’s Office to determine the system in effect for that division.

g) Course repeat policy.
i) GPA calculations for repeated courses. When the grade received in an initial attempt, for an
undergraduate course at University of Missouri, is a “C-”, “D+”, “D”, “D-”, “F” or “WF”, the
grade will be replaced in the calculation of the GPA by the grade received in any second
attempt of the same course at the University of Missouri (unless the repeat grade is "I" or
"W"). All grades received in second and subsequent attempts will be included in GPA
calculations. No more than 15 semester hours will be dropped from the calculations of the
student’s GPA. All attempts of a given course will appear on the official transcript with the
grade(s) earned. The transcript will have an explanation that the GPA is calculated using all
grades earned in a course except the initial attempt when a course has been repeated. This
policy is effective with course work where the initial enrollment and completion of the course was Fall Semester 2000 and thereafter.

ii) Grading system of repeated courses. Any course being repeated may not be taken on an S/U basis.

iii) Limitations.
   (1) Applicability of policy. The policy is applicable to undergraduate students only.
   (2) This policy does not imply a guarantee that openings will be available in course(s) if and when students wish to retake them, and instructors will not ordinarily know whether a student is enrolled in a course for the second time. When a course is repeated all applicable fees apply.

iv) Degree credit for repeated courses. Degree credit may be earned only once for a particular course unless a department or division has, in other policies, allowed for multiple-credit from that course.

v) Impact of repeated courses.
   (1) Students are strongly encouraged to visit with an adviser to determine whether course reenrollment is advisable (certain department or divisional policies may be important in this connection).
   (2) Further, students should be aware that repeating a course may have an impact on financial aid, insurance, entrance to professional schools, participation in athletics, immigration status, and other non-academic matters.
   (3) The academic status of a student in a given semester will not change as a result of repeating a course.

vi) Evaluation of policy. The Registrar's Office will monitor this new policy, and will report back to Faculty Council and appropriate advisers and administrators by the end of Summer 2005.

Clarifying Comments: Grades of C or greater may not be replaced under the Course Repeat Policy because these grades are considered acceptable work and would not prevent a student from graduating from MU. Students may not apply the course repeat policy to courses once they have graduated. This also applies to students who are seeking a second undergraduate degree. For the purposes of this policy, an undergraduate course is any course an undergraduate student attempts for undergraduate credit regardless of the course level. A student may not apply the course repeat policy to a course repeated as an undergraduate student for graduate credit. If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the course repeat policy may apply. If the initial course is a cross-listed course, a student may apply the course repeat policy if the student subsequently completes the cross-listed course offered by the alternate department. Students cannot replace the grade earned from the course at the University of Missouri with a grade earned in an equivalent course at another University of Missouri campus or other college or university. Courses for which a W or a grade of I are assigned are not considered attempts since no final grade has been recorded.

h) UM grade point average and grade point average of record. Effective Fall 1985, for each undergraduate student at the University there will be calculated two cumulative GPA's. One is the campus GPA which will be calculated by procedures defined at the campus. The second is the
University of Missouri GPA which will include all grades, credits, and honor points attempted at any University of Missouri campus, including all grades, credits and points for any course that is repeated. In computing the campus GPA the grade points assigned to students' transfer work are the grade points that would have been assigned if the courses had been taken on the campus calculating the GPA.

The campus GPA will be the GPA of record. The campus GPA and the UM GPA will be printed on the student's grade report each term and on the transcript. (6-27-01)

i) Courses offered only on S/ U grading system. Courses for credit in which the grade is determined primarily by attendance will be offered only on the S/ U grading system.

j) Review of student grades.
      (1) Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled.
      (2) The establishment of the criteria for graduates and the evaluation of student academic performance are the responsibilities of the instructor, subject to the appeal provisions provided herein.

   ii) Grounds for appeal of grades. Any appeal from a grade given to a student by an instructor must be based upon the following:
      (1) No grade may be appealed except the final course grade.
      (2) No grade may be appealed unless it is alleged that the grade is arbitrary and capricious as defined in subsection 3.
      (3) The following non-exclusive allegations would not be grounds for appeal under these provisions:
         (a) A challenge to the instructor's standards of academic performance;
         (b) A challenge with respect to the instructor's judgment of the substantive quality of the student's academic performance;
         (c) A challenge with respect to other purely judgmental determinations made by the instructor.
      (4) Any review under this section is an appeal of the decision by the instructor and is not to be considered a de novo review of the academic performance of the student. In no case shall the review involve a substitution of the instructor's judgment with respect to the substantive quality of the student's academic performance. No grade shall be changed based merely on judgmental matters.

   iii) Arbitrary and capricious grades. A grade may be considered arbitrary and capricious under these rules only if one of the following is shown:
      (1) The grade is assigned on some basis other than the performance in the course;
      (2) The grade was assigned by reference to more exacting or demanding standards than were applied to other students in the course, except that for undergraduates in 300 and 400 level courses, a different, but similarly uniform, grading standard may be applied than for graduate students in the course;
      (3) The grade was assigned by reference to a performance standard which substantially deviated from the performance standard previously announced by the instructor;
(4) The grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

iv) Procedures for appeal. If you believe you have been graded unfairly you should:

**STEP 1.** Discuss the grade, as well as the performance standards expected by the instructor, with the instructor prior to the end of the semester following the one in which the grade was assigned.

**STEP 2.** After unsuccessful resolution of the appeal under **STEP 1**, the student wishing to proceed further must file a written petition with the department chair (or with the Dean of the college or division if the instructor whose grade is being appealed is the department chair).

1. The written petition shall state:
   a. The course in which the grade was received;
   b. The instructor whose grade is being challenged;
   c. The semester in which the grade was received;
   d. Specific facts showing why the student considers the grade to be arbitrary and capricious;
   e. The relief sought;
   f. The signature, address and local phone of the student.

2. Upon receipt of the written petition, the department chair (or Dean of the college or division) shall within 10 days:
   a. Serve a copy of the petition upon the instructor whose grade is being appealed, and
   b. Acknowledge receipt of the petition in writing to the student at the address provided by the student.

3. The student may elect to provide an oral presentation to the authority considering the appeal in addition to the written petition description in section A. above.

4. The appeal shall be considered pursuant to the appeal guidelines established by the department, which guidelines shall be sent to the student with the acknowledgment letter.

5. The appeal shall be considered within 15 days after the date of the acknowledgment letter, unless the student consents to a longer time, after good cause has been shown.

6. The final determination of the department chair (or Dean of the college or division) shall be in writing. It shall state the grounds for the granting or denying of the relief requested by the student. The final determination shall be communicated to the student and the instructor within 10 days following final submission of any evidence to be considered.

v) Further review of grades.

1. There is no further direct right of appeal beyond the department under these rules. In their discretion, the Dean of the college or division (unless the original appeal was heard by the Dean), Provost, or Chancellor can grant further review of grades according to substantive guidelines established by them.

2. No such further review may be requested except to the next higher authority in the University. A request for review shall follow the order set forth in subsection 5a above.

3. Any request for review shall be by written petition.
   a. The written petition shall comply with the provisions of subsection 4 (STEP 2a) above.
(b) The petition shall state also: reviews already taken in the matter; the decisions in those reviews; why the last decision in that review was arbitrary or capricious.

(c) The petition shall be accompanied by copies of the determinations of each prior appeal or review.

(4) The Dean of the college or division, Provost, or Chancellor may deny the petition for review in his discretion on the basis of the petition and the written record of the previous appeals and reviews, or may grant the petition.

(5) If the petition for review is granted, the Dean of the college or division (unless the original review as heard by the Dean), Provost or Chancellor shall follow the procedural provisions contained within subsection 4 (STEP 2b, c, d, e) above.

vi) Faculty Advisory Committees.

(1) In any appeal or review proceeding under these provisions above the level of instructor, the party charged with deciding the appeal or review may appoint a faculty committee to hold a hearing and/or make recommendations and/or whether to grant a discretionary petition for review.

(2) Any faculty committee so appointed shall consist of both faculty inside and outside the department or college in which the course under review was conducted.

(3) The number of members of a faculty committee shall be in the discretion of the appointing authority, the exercise of which discretion shall not be considered under the standards of arbitrary and capricious contained herein.

(4) Whenever any faculty committee is appointed or whenever such committee makes findings or recommendations pursuant to these rules, the action of the faculty committee must be reviewed by the appointing authority and any decision made pursuant to these rules is to be considered the decision of the appointing authority and not the decision of the faculty committee.

k) The reporting of grades. At the close of each semester and summer session, the Registrar will provide each student with a report of his/her grades.
SAMPLE FORMS

INSTRUCTOR PERMISSION TO WITHDRAW - EXAMPLE

CLASS WITHDRAWAL
VERIFICATION OF GRADE
PLEASE PRINT

STUDENT NAME_________________________________________ STUDENT # ______________
SCHOOL OR COLLEGE AND MAJOR_____________________________
COURSE_________________________________ NUMBER ____________ Ref. # _________
SEMESTER________________________
INSTRUCTOR NAME________________________

I agree to give the above student, who is withdrawing from my class after the 26th day or the 5th week of the semester, a grade of W or F (Please circle one). (Note: An "F" IS calculated into the GPA; a "W" is not.) Classes meeting less than the standard 16 week will be pro-rated for an equivalent period of time.

_________________________ DATE ______________ INSTRUCTOR PHONE NUMBER _____________

INSTRUCTOR’S SIGNATURE

FOLLOW STEPS BELOW
1. Take this completed form to your instructor to get grade assigned.
2. Return to your ACADEMIC ADVISING UNIT to get the Dean’s approval on an add/drop form.
3. Process add/drop at 130 Jesse Hall the SAME DAY it is approved.
4. Keep this form for your records.
NOTICE OF WITHDRAWAL FROM THE UNIVERSITY – EXAMPLE

**UNIVERSITY WITHDRAWAL FORM**

1. For use to withdraw from the University, not an individual course.
2. **Do not use this form if you have completed or plan to complete any courses for this semester (including intersession, partial term or CDIS).** Please use the Course Withdrawal Form.
3. Form must include all signatures
4. This form must be processed in the Office of the University Registrar -- 130 Jesse Hall to be official. Filling this form with your Academic Advising Unit does not complete the process.
5. Forms must be turned in within 24 hours of date signed by Academic Advising Unit.
6. Faculty members will assign a grade of W or F, whichever is appropriate based upon performance at the time of withdrawal.

**Withdrawal from the University** Term/Year: Spring _____ Summer _____ Fall _____ *Note: Use one form per term.

Note: If you are enrolled in any Center for Distance & Independent Study Courses (CDIS) and would like to withdraw from the CDIS course as well, please specify the course below. List Part of Term (PT) Courses and indicate which part of the term they are, i.e. 1st 8 week, 2nd 8 week, Intersession (Int), etc. Please print.

<table>
<thead>
<tr>
<th>SESSION (Reg, PT, Int, CDIS)</th>
<th>COURSE NAME</th>
<th>SUBJECT AREA</th>
<th>CATALOG NUMBER</th>
<th>CLASS NUMBER</th>
<th>UNITS (Credit Hrs)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

________________________ is withdrawing from the University for the following reason as of the following date __________________.  

Reason: __________________

If you receive Financial Aid or live in University housing, please make sure you also contact these departments.

**Student Signature __________________ Date __________________

**Student must sign and date form before it can be processed.  

Print name of approving individual __________________

Approved Academic Advising Unit:  

(Dean’s Signature Stamp) __________________ Signature of approving individual __________________ Date __________________

University of Missouri - Columbia  
Office of University Registrar – Revised 6/6/2008
### Late Registration Change Form - Example

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
<th>Corequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 101</td>
<td>3</td>
<td>Calculus I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eng 201</td>
<td>4</td>
<td>Writing</td>
<td></td>
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<tr>
<td>Hist 101</td>
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**Use for Change of Grading Option Only**

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<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
<th>Corequisite</th>
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<tr>
<td>Econ 301</td>
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<td>Calculus II</td>
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<td>Psych 202</td>
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**Use for Change of Credit Hour**

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<tbody>
<tr>
<td>Chem 101</td>
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<tr>
<td>Phy 101</td>
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<td>Physics</td>
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<tr>
<td>Comp 101</td>
<td>3</td>
<td>Programming</td>
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**Use for Change of Portrait Only**

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<thead>
<tr>
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<th>Credit Hours</th>
<th>Prerequisites</th>
<th>Corequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 101</td>
<td>2</td>
<td>Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music 202</td>
<td>4</td>
<td>Music Theory</td>
<td></td>
<td></td>
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<tr>
<td>Dance 303</td>
<td>3</td>
<td>Dance History</td>
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**Use for Change of Time Only**

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<th>Prerequisites</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>Music 101</td>
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<td>Music Theory</td>
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<tr>
<td>Drama 202</td>
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<td>Acting</td>
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<td>Film 303</td>
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<td>Directing</td>
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**Use for Change of Instructor Only**

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<tbody>
<tr>
<td>English 101</td>
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<td>Grammar</td>
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<tr>
<td>Spanish 202</td>
<td>4</td>
<td>Language</td>
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<tr>
<td>French 303</td>
<td>3</td>
<td>Vocabulary</td>
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**Use for Change of Textbook Only**

<table>
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<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
<th>Corequisite</th>
<th>Notes</th>
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<tr>
<td>Math 101</td>
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<td>Calculus I</td>
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<td>Eng 201</td>
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<td>Hist 101</td>
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**Use for Change of Fee Only**

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<th>Prerequisites</th>
<th>Corequisite</th>
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</thead>
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<tr>
<td>Econ 301</td>
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<td>Psychology I</td>
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**Use for Change of Tuition Only**

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<th>Corequisite</th>
<th>Notes</th>
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<tbody>
<tr>
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<td>Phy 101</td>
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<td>Comp 101</td>
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<td>Programming</td>
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**Use for Change of Room Only**

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<th>Corequisite</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Art 101</td>
<td>2</td>
<td>Drawing</td>
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</tr>
<tr>
<td>Music 202</td>
<td>4</td>
<td>Music Theory</td>
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<td>Dance 303</td>
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<td>Dance History</td>
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**Use for Change of Instructor Only**

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<th>Corequisite</th>
<th>Notes</th>
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<tr>
<td>Music 101</td>
<td>2</td>
<td>Music Theory</td>
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<td>Drama 202</td>
<td>3</td>
<td>Acting</td>
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<td>Film 303</td>
<td>4</td>
<td>Directing</td>
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<tr>
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<th>Prerequisites</th>
<th>Corequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
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<td>Grammar</td>
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<td>Spanish 202</td>
<td>4</td>
<td>Language</td>
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<tr>
<td>French 303</td>
<td>3</td>
<td>Vocabulary</td>
<td></td>
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</tbody>
</table>
University of Missouri-Columbia
TRANSFER OF DIVISION APPLICATION
(to be used by currently enrolled students)

UNDERGRADUATE APPLICANTS
Unless you are otherwise instructed, present this request for approval to the dean of the college to which you are applying.

Name: ____________________________ Date: ___________ Student Number: ___________
(last) (first) (middle) Telephone: ________________________
Local Mailing Address: ____________________________ Telephone: ________________________
Permanent Address: ____________________________ Telephone: ________________________
MU Campus E-mail Address: ____________________________
Current School/College: ____________________________

New School/College to which you wish to apply:

New Academic Major:

Term in which change is to become effective:
____ Fall ____ Winter ____ Summer Year: 20____

Student’s Signature: ____________________________

NOTE: Deadlines for Transfer of Divisions forms are published in the Schedule of classes.

***Students, Do not write below this line***
Following Section to be Complete by Dean’s Office

I recommend that:
_____ The permit be issued
_____ The permit be issued, ON PROBATION
_____ The permit be held for current semester final grades
_____ The request be denied

New degree program ____________________________
Emphasis Area ____________________________
New degree sought ____________________________

(Dean of school/college to which you are transferring or, for graduate students)

If applicable.
GMAT ________ Cum GPA ____________
Last 60 HRS ________

Date ____________

Date ____________

INSTRUCTIONS FOR DISTRIBUTION OF FORMS: The student’s new division will distribute copies of this form as follows: White - Admissions Canary - Dean or DGS Blue - Former or Secondary Unit Pink - Student

~ BSW Advisors Handbook, page 61 ~
RELEASE OF INFORMATION - EXAMPLE

All New and Transfer Students to the School of Social Work

Release of Academic Information

The School of Social Work may release all data pertinent to my academic records to my parents.

Yes  No

Student's signature ___________________________ Date __________________

If you were listed as a dependent on the federal income tax form of your parent(s) for the preceding year, information concerning your academic record can be released upon request of your parent(s) (regardless of the option checked above). Proper verification must be provided before this request can be honored.

This release of academic information will remain in your records and be in effect during the time of your enrollment in the School of Social Work. However, you may revise your option for release of information at any time by contacting the School of Social Work.

Release of Public Information

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) grants students the right to prohibit the University from releasing "Public information" which, unlike all other information, may be released by the University without student consent. This Public Information consists of:

- Name
- Degrees and Awards received
- Address
- Enrollment status in past or present semester (full/ part-time)
- Telephone listing
- Most recent educational agency or institution attended
- Date and place of birth
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height of members of athletic teams

Interested people who might want and request this information include potential employers, banks, credit granting institutions, insurance companies, attorneys, parents and others. Students may prohibit the University from releasing this information without their consent by contacting the Registrar's Office in writing or in person to indicate this request. By prohibiting release, students will also eliminate the listing of their names in the student directory and from University of Missouri news releases pertaining to such items as dean's list, announcements of participation in activities, and announcement of honors including commencement.

Please sign below if you accept the release of public information.

Student's signature ___________________________ Date __________________
# SW3350 and SW 4960 Learning Plan - Example

<table>
<thead>
<tr>
<th>Student:</th>
<th>Semester:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td></td>
</tr>
<tr>
<td>Advisor:</td>
<td></td>
</tr>
</tbody>
</table>

**Indication Course:**
- SW 3350 Problems in Social Work  Credit Hours___
- SW 4960 Special Readings in Social Work  Credit Hours___

**Purpose and description of the project and/or readings:**

1. Purpose and description of the project and/or readings
2. Purpose and description of the project and/or readings
3. Purpose and description of the project and/or readings
4. Purpose and description of the project and/or readings
5. Purpose and description of the project and/or readings

**Rational for utilizing this mode of instruction rather than a regularly schedule university or school course:**

1. Rational for utilizing this mode of instruction rather than a regularly schedule university or school course
2. Rational for utilizing this mode of instruction rather than a regularly schedule university or school course
3. Rational for utilizing this mode of instruction rather than a regularly schedule university or school course
4. Rational for utilizing this mode of instruction rather than a regularly schedule university or school course
5. Rational for utilizing this mode of instruction rather than a regularly schedule university or school course

**What requirement is this course designed to fulfill:**

1. What requirement is this course designed to fulfill
2. What requirement is this course designed to fulfill
3. What requirement is this course designed to fulfill
4. What requirement is this course designed to fulfill
5. What requirement is this course designed to fulfill

**Specific tasks and expectations to be accomplished or met by the student and instructor with a calendar for completion (attach additional paper if necessary):**

1) Specific tasks and expectations to be accomplished or met by the student and instructor with a calendar for completion (attach additional paper if necessary)
2) Specific tasks and expectations to be accomplished or met by the student and instructor with a calendar for completion (attach additional paper if necessary)
3) Specific tasks and expectations to be accomplished or met by the student and instructor with a calendar for completion (attach additional paper if necessary)
4) Specific tasks and expectations to be accomplished or met by the student and instructor with a calendar for completion (attach additional paper if necessary)
5) Specific tasks and expectations to be accomplished or met by the student and instructor with a calendar for completion (attach additional paper if necessary)

**Student signature:** ___________________________  **Date:** ______

**Instructor signature:** ___________________________

**Advisor signature:** ___________________________

**Director of Undergraduate Studies signature:** ___________________________

Distribute one copy each to student, student file and instructor