Bachelors of Social Work

Student Manual

2016-2017 Academic Year

Tammy Freelin, Director of Undergraduate Studies
Student Services Coordinator
Kathleen Claxton-Rogers, Student Services Specialist
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE PROFESSIONAL BSW PROGRAM</strong></td>
<td>5</td>
</tr>
<tr>
<td>BSW Program Mission Statement</td>
<td>5</td>
</tr>
<tr>
<td>Liberal Arts Foundations Courses</td>
<td>5</td>
</tr>
<tr>
<td>General Education Prerequisites</td>
<td>9</td>
</tr>
<tr>
<td>BSW Professional Program Core Courses - 47 Hours</td>
<td>9</td>
</tr>
<tr>
<td>BSW Professional Program Core Courses Prerequisites</td>
<td>10</td>
</tr>
<tr>
<td>Undergraduate Field Practicum</td>
<td>11</td>
</tr>
<tr>
<td>Senior Portfolio</td>
<td>12</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Graduation Check/ Application for Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>13</td>
</tr>
<tr>
<td>Sample BSW Four-Year Program of Study</td>
<td>16</td>
</tr>
<tr>
<td>Sample BSW Degree Requirements Sheet</td>
<td>167</td>
</tr>
<tr>
<td><strong>ACADEMIC ADVISING</strong></td>
<td>19</td>
</tr>
<tr>
<td>Advising in the School of Social Work</td>
<td>19</td>
</tr>
<tr>
<td>Undergraduate Advisors</td>
<td>20</td>
</tr>
<tr>
<td>Contacting Advisors</td>
<td>20</td>
</tr>
<tr>
<td>Faculty Advisor Responsibilities</td>
<td>20</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>21</td>
</tr>
<tr>
<td>Registration Advising</td>
<td>21</td>
</tr>
<tr>
<td>Academic and Curricular Resources</td>
<td>22</td>
</tr>
<tr>
<td><strong>ACADEMIC PROCEDURES, RULES AND REGULATIONS</strong></td>
<td>23</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>23</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>23</td>
</tr>
<tr>
<td>Add/Drop</td>
<td>23</td>
</tr>
<tr>
<td>Address Changes</td>
<td>24</td>
</tr>
<tr>
<td>Americans with Disabilities Act (ADA)</td>
<td>24</td>
</tr>
<tr>
<td>Attendance Expectations</td>
<td>24</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td>24</td>
</tr>
<tr>
<td>Course Repeat Policy for Undergraduates</td>
<td>25</td>
</tr>
<tr>
<td>Dual Enrollment – Graduate/Undergraduate Dual Enrollment</td>
<td>26</td>
</tr>
<tr>
<td>Enrollment – Full-Time</td>
<td>26</td>
</tr>
<tr>
<td>Grade Criterion – Minimum Grade Requirements</td>
<td>27</td>
</tr>
<tr>
<td>Grading System</td>
<td>27</td>
</tr>
<tr>
<td>Grading - S/U</td>
<td>27</td>
</tr>
<tr>
<td>Grades - Incomplete</td>
<td>27</td>
</tr>
<tr>
<td>Graduate (MSW) Advanced Standing Information</td>
<td>28</td>
</tr>
<tr>
<td>Honors College / Honors Courses</td>
<td>28</td>
</tr>
<tr>
<td>Honors - Latin</td>
<td>28</td>
</tr>
<tr>
<td>Honor Roll – Dean’s List</td>
<td>28</td>
</tr>
<tr>
<td>Departmental Honors - Social Work Honors</td>
<td>28</td>
</tr>
<tr>
<td>Independent Study, Special Readings or Correspondence Courses</td>
<td>29</td>
</tr>
</tbody>
</table>

~ BSW Student Handbook, page 2 ~
LIFE OR WORK EXPERIENCE POLICY ................................................................. 29
MINORS AND CERTIFICATES http://catalog.missouri.edu/degreesanddegreeprograms/ ........................................... 29
MINORS OFFERED IN THE SCHOOL OF SOCIAL WORK ................................................................. 29
MIZZOU ONLINE http://online.missouri.edu/ ......................................................................................... 31
MULTICULTURAL CERTIFICATE: http://multicultural.missouri.edu/index.shtml .................................................. 31
PROBATION & DISMISSAL .................................................................................. 31
REGISTRATION ................................................................................................. 32
REGISTRATION HOLDS .................................................................................. 33
REGISTRATION PERMISSION NUMBERS ......................................................................................... 33
REQUIRED WORK IN RESIDENCE ............................................................................... 33
SERVICE LEARNING - VOLUNTEERISM ....................................................................................... 33
STUDENT MEMBERSHIPS .................................................................................. 33
STUDY ABROAD ................................................................................................. 33
TRANSFER COURSES ........................................................................................ 34
TRANSFER COURSE EQUIVALENCIES ...................................................................................... 34
TRANSFER OF DIVISION APPLICATIONS (CHANGE OF MAJOR) .............................................. 34
TRANSFERRING OUT OF SOCIAL WORK ...................................................................................... 36
UNDERGRADUATE CATALOG .................................................................................. 36
WITHDRAWING FROM A COURSE .................................................................................. 36
WITHDRAWING FROM THE UNIVERSITY (DROPPING ALL COURSES) .................................................. 36

UNDERGRADUATE MAJOR ASSESSMENT ............................................................................... 37
ACAT ................................................................................................................. 37
CAAP ETS EXAM ............................................................................................... 37
SWEAP - SOCIAL WORK EDUCATION ASSESSMENT PROJECT ............................................................... 37

STUDENT MEMBERSHIPS AND ORGANIZATIONS ............................................................................... 38
NATIONAL ORGANIZATION OF SOCIAL WORKERS (NASW) .......................................................... 38
MISSOURI ASSOCIATION OF SOCIAL WORKERS (MASW) .......................................................... 38
COUNCIL OF STUDENT SOCIAL WORKERS (CSSW) ............................................................................ 38
CHRISTIAN SOCIAL WORKERS ASSOCIATION (CSWA) .......................................................... 38
PHI ALPHA HONOR SOCIETY .................................................................................. 39

SCHOLARSHIPS .................................................................................................. 40

SPECIAL ADVISEMENT ..................................................................................... 42

STUDENT STATUS REVIEW .................................................................................. 43

HES ACADEMIC STATUS AND APPEALS COMMITTEE .................................................................................. 47

DISCRIMINATION GRIEVANCE PROCEDURES .................................................................................. 48

POLICY ON SEXUAL HARASSMENT .................................................................................. 54

600.020 SEX DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT IN EDUCATION/EMPLOYMENT POLICY .................................................................................. 55

FACULTY HANDBOOK: CREDITS AND GRADES .................................................................................. 62

SAMPLE FORMS .................................................................................................. 69
  COURSE WITHDRAWAL GRADE VERIFICATION – EXAMPLE ............................................................................... 69
  COURSE WITHDRAWAL FORM DROPPING /WITHDRAW FROM A COURSE - EXAMPLE .................................................. 70

~ BSW Student Handbook, page 3 ~
# Academic Calendar 2016-2017

<table>
<thead>
<tr>
<th>FALL SEMESTER 2016</th>
<th>DAY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork begins @ 8:00 a.m.</td>
<td>Monday</td>
<td>August 22</td>
</tr>
<tr>
<td>Labor Day Holiday (no classes)</td>
<td>Monday</td>
<td>September 05</td>
</tr>
<tr>
<td>Thanksgiving recess begins @ close of day*</td>
<td>Saturday</td>
<td>November 19</td>
</tr>
<tr>
<td>Classwork resumes @ 8:00 a.m.</td>
<td>Monday</td>
<td>November 28</td>
</tr>
<tr>
<td>Classwork ends @ close of day*</td>
<td>Thursday</td>
<td>December 8</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Friday</td>
<td>December 9</td>
</tr>
<tr>
<td>Final examinations begin</td>
<td>Monday</td>
<td>December 12</td>
</tr>
<tr>
<td>Fall semester closes @ 5:30 p.m.</td>
<td>Friday</td>
<td>December 8</td>
</tr>
<tr>
<td>Commencement</td>
<td>Friday/Saturday</td>
<td>December 16 &amp; 17</td>
</tr>
<tr>
<td>SPRING SEMESTER 2017</td>
<td>DAY</td>
<td>DATE</td>
</tr>
<tr>
<td>Martin Luther King Holiday (no classes)</td>
<td>Monday</td>
<td>January 16</td>
</tr>
<tr>
<td>Classwork begins @ 8:00 a.m.</td>
<td>Tuesday</td>
<td>January 17</td>
</tr>
<tr>
<td>Spring Recess begins @ close of day*</td>
<td>Saturday</td>
<td>March 25</td>
</tr>
<tr>
<td>Classwork resumes @ 8:00 a.m.</td>
<td>Monday</td>
<td>April 3</td>
</tr>
<tr>
<td>Classwork ends @ close of day*</td>
<td>Thursday</td>
<td>May 04</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Friday</td>
<td>May 5</td>
</tr>
<tr>
<td>Final examinations begin</td>
<td>Monday</td>
<td>May 8</td>
</tr>
<tr>
<td>Spring semester closes @ 5:30 p.m.</td>
<td>Friday</td>
<td>May 12</td>
</tr>
<tr>
<td>Commencement</td>
<td>Friday, Saturday, Sunday</td>
<td>May 12, 13 &amp; 14</td>
</tr>
</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

<table>
<thead>
<tr>
<th>Course Work Key Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>■ BSW pre-requisite. Completed prior to the beginning of the Professional BSW coursework. “C” range grade or higher required.</td>
</tr>
<tr>
<td>□ Graduation requirement to be completed at any time.</td>
</tr>
<tr>
<td>◊ Professional BSW coursework. Admitted by application. Course work must be taken in sequence. “C+” grade or higher required.</td>
</tr>
</tbody>
</table>

The BSW Professional Program is based on a broad liberal arts foundation. The following liberal arts foundation courses are required pre-requisite courses for the Professional BSW Program.

■ English 1000
■ Philosophy (1000, 1100 or 1200 recommended)
■ Communication 1200
■ Math 1100, College Algebra or higher level math course
■ Biology 1010 or equivalent human biology
■ Anthropology (any) (Anthropology 1300, 1350, 2030 preferred)
■ Economics (micro or macro)
■ History OR Political Science (one class must satisfy constitution requirement before Professional BSW courses)
■ Sociology 1000
■ Psychology 1000
◊ Social Work 2220 (if not completed prior, must take with 1st semester Professional BSW 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 typically met through taking SW 4310 (Social Statistics) or an upper level humanities.

~ BSW Student Handbook, page 5 ~
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, students must take two more courses designated as "Writing Intensive" by the University. They are listed in each semester’s schedule of offered classes by the designation “WI” and designated on the transcript with “W”. These classes may be used to satisfy other requirement areas such as humanities, social science, etc., and are generally not "extra" hours. Currently, SW 2220 - Human Behavior & the Environment, SW 4951 – Introduction to Research for Social Work Practice, SW 4952 - Research Methods for Social Work, SW 4770 - Strategies of Direct Practice are all designated as WI courses. As these courses are all 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/courses/?category=HFA](http://generaleducation.missouri.edu/courses/?category=HFA).

*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 1100, all students must take an approved statistics course that counts as the Math Reasoning Proficiency Requirement. SW 4310 – Social

~ BSW Student Handbook, page 6 ~
Statistics is the recommended course for social work students. – *Grade must be in the “C” range or better*

(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

### 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: An approved statistics course counts as mathematical science for social work students.
  
  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/courses/](http://generaleducation.missouri.edu/courses/).

**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 needing 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, 1051 – *Grade must be in the “C” range or better*
- Anthropology (student’s choice; Anthropology 1300, 1350, 2030 preferred) *Grade must be in the “C” range or better*
- History * Grade must be in the “C” range or better
- Political Science * Grade must be in the “C” range or better

  * One History course and one Political Science course are both required for graduation. One course -- 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. (Approved courses are: History 1100, 1200, 1400, 2440, 2210, 4000, 4220, 4230 and Political Science 1100, 2100. The course in the other department 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 2320 or 4420)
- Social Psychology (Psychology 2310 or Sociology 3310)
diamond Human Behavior and the Environment (Social Work 2220 - Writing Intensive; Recommend during sophomore year; if not taken prior, must take with 1st semester Professional BSW courses.) – Grade must be “C+” or better

Exploration of Power, Privilege & Oppression (Cultural Diversity) - 6 hours

As of Fall 2016, all BSW students must take Social Work 2000 and one other course from the list, below, in order to meet graduation criteria. Courses are selected in conjunction with an advisor, from certain offerings in Anthropology, Black Studies, English, History, Human Development and Family Studies, Peace Studies, Psychology, Religious Studies, Social Work, Sociology, Theatre, Women's and Gender Studies. A list of courses that can count can be found below.

ANTHROPOLOGY 1350, 1300, 2030, 3700
BLACK STUDIES (any)
EDUCATIONAL, SCHOOL & COUNSELING PSYCHOLOGY 2000
ENGLISH 2400, 2180, 3080, 3420, 4420, 4480, 4120, 4181, 4400, 4770, 4840
HUMAN DEVELOPMENT & FAMILY STUDIES 2300, 4300, 4670
HISTORY 1410, 1800, 1810, 1830, 1820, 2400, 3200
PEACE STUDIES 1050
PSYCHOLOGY 4815, 4825
RELIGIOUS STUDIES (any)
SOCIAL WORK 2000 (required starting F16), 4360, 4380, 4455
SOCIOLOGY 1360, 2200, 2230, 2210, 2310, 3320, 3450, 4220
THEATRE 4240, 4840
WOMEN & GENDER STUDIES (any)

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

BSW PROFESSIONAL PROGRAM CORE COURSES - 47 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 15th, 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. Late deadline: May 15th. 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) Recommend during sophomore year, if not completed prior, must take with 1st semester professional BSW courses

First Semester - Fall

- SW 4710 - Social Justice and Social Policy I (3)
- SW 4730 - Introduction to Social Work Practice (SL) (3)
- SW 4740 - Introduction to Community and Organizational Processes (4)
- SW 4750 - Interaction Skills Workshop (3)
- SW Field of Practice Elective (3)
  (See list of course options; 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)

~ BSW Student Handbook, page 9 ~
Third Semester - Fall

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

Field of Practice Elective Options

- SW 4300 Women & Health Care
- SW 4320 Rural Human Services
- SW 4330 Addiction Treatment and Prevention
- SW 4350 Deaf Culture: A Social Work Perspective
- SW 4360 Working with Minority Youth
- SW 4370 Delinquency, Corrections & Social Treatment
- SW 4390 Helping Strategies with Children and Adolescents
- SW 4395 Death, Grief, & Loss
- SW 4400 Domestic Violence
- SW 4410 Law & Social Work Practice
- SW 4440 International Social Work Practices & Principles
- SW 4450 Professional Perspectives on Child Welfare Services in the 21st Century
- SW 4455 Latino/a Immigrants and Receiving Communities
- SW 4480 Helping Strategies with Older Persons

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 prerequisites in planning their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 2220 Human Behavior in the Social Environment</td>
<td>English 1000</td>
</tr>
<tr>
<td>SW 4310 Social Statistics</td>
<td>College Algebra</td>
</tr>
<tr>
<td>SW 4710 Social Justice and Social Policy</td>
<td>Liberal Arts coursework</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>SW 4760 Theory and Practice of Social Group</td>
<td>SW 4730, 4740, 4750</td>
</tr>
<tr>
<td>SW 4770 Strategies of Direct Practice</td>
<td>SW 4730, 4750, 4760,</td>
</tr>
<tr>
<td>SW 4951 Introduction to Research for SW Practice</td>
<td>SW 4710, 4711, 4730, statistics (or concurrent)</td>
</tr>
</tbody>
</table>
SW 4971 Undergraduate Field Practicum (6 credit hours) is supervised social work practice, practicum, in a school-approved agency, providing a full range of interventive experiences. Practica use experiential learning as the primary educational method of instruction. Field practicum 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. See also: http://ssw.missouri.edu/field_undergraduate.html

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 days a week for six credit hours. Students are expected to attend three days or 24 hours a week for a total of 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 days per week. There may be variations depending on the needs of the agency and clientele.

Students will plan for the senior fall field practicum experience during the spring semester of the junior year. The BSW Field Coordinator will meet 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 required by our program and on site agency orientation takes place this week before classes begin. Attendance at these orientations is mandatory.

Please note: If you have criminal history, including misdemeanor or felony, your practicum placement will be affected. Please know this is a risk you assume and your choices of practicum placements may be severely limited. This means there might not be a placement available or the placement(s) you desire may not be an option. The Field Education Office attempts placements for all students but cannot change agency policy regarding acceptance of students with a criminal history. The date and type of offense both figure heavily into placement options (the more recent the offense the less likelihood of acceptance by agencies). The student must be aware that he/she will need to accept the placement available regardless of student preference or career plans or the student may have to delay practicum until an accepting agency is available.

In addition, please be aware that, depending on the offense, your ability to become licensed may also be affected. For additional information regarding licensure you can contact the Missouri Division of Professional Registration at http://pr.mo.gov/socialworkers.asp or contact them by phone at (573) 751-0885.
**Senior Portfolio**

All BSW seniors will complete a senior e-Portfolio 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.

**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. In addition, a BSW student must adhere to the guidelines below:

- 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 courses. A student may earn no more than two 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 retake the content.

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. 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 the 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 the third semester of social work courses 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1110</td>
<td>Introduction to the SW Major – 1 hour</td>
<td>1 hour</td>
<td>Students examine their interest in social work and other human service professions; learn of career possibilities in their interest area; and develop and educational plan to reach their goal.</td>
</tr>
<tr>
<td>1115</td>
<td>Social Welfare and Social Work - 3 hours</td>
<td>3 hours</td>
<td>Introduction to the field of social welfare and the profession of social work. This is a service learning class.</td>
</tr>
<tr>
<td>2000</td>
<td>Exploration in Social and Economic Justice - 3 hours</td>
<td>3 hours</td>
<td>Explores issues of fairness and equality in economic, political and social systems, and applies social justice principles to major social problems.</td>
</tr>
<tr>
<td>2101</td>
<td>Topics in Social Work-1 -3 hours</td>
<td>3 hours</td>
<td>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 and graduate students outside the School. Prerequisite: consent required.</td>
</tr>
<tr>
<td>2220</td>
<td>Human Behavior and the Environment - 3 hours</td>
<td>3 hours</td>
<td>Selected theories of human behavior and development in the context of social, economic, political and natural environment. Prerequisites: English 1000 and sophomore standing.</td>
</tr>
<tr>
<td>3101</td>
<td>Topics in Social Work - 3 hours</td>
<td>3 hours</td>
<td>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.</td>
</tr>
<tr>
<td>3320</td>
<td>Understanding Personality in Social Context - 3 hours</td>
<td>3 hours</td>
<td>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.</td>
</tr>
<tr>
<td>3350</td>
<td>Problems in Social Work - 3 hours</td>
<td>3 hours</td>
<td>Research and independent study projects offered on a tutorial basis to undergraduate social work students. Prerequisite: consent required.</td>
</tr>
<tr>
<td>4101</td>
<td>Topics in Social Work – 1-6 hours</td>
<td>1-6 hours</td>
<td>Special and emerging topics in social work and social welfare. Subject, content and credit varies depending on available faculty and student interest. May be repeated for credit. Prerequisites: departmental consent required.</td>
</tr>
<tr>
<td>4310</td>
<td>Social Statistics – 4 hours</td>
<td>4 hours</td>
<td>Descriptive, analytic techniques applied to qualitative and quantitative social data. Prerequisite: sophomore standing. Math Reasoning Proficiency Course.</td>
</tr>
<tr>
<td>4320</td>
<td>Rural Human Services - 3 hours</td>
<td>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>
</tr>
<tr>
<td>4330</td>
<td>Addiction Treatment and Prevention - 3 hours</td>
<td>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>
</tr>
<tr>
<td>4350</td>
<td>Deaf Culture: A Social Work Perspective – 3 hours</td>
<td>3 hours</td>
<td>An introduction to the deaf community as a linguistic and cultural minority. Examines the complexities of Deaf culture from a historical and contemporary perspective. Addresses cultural identity, communication, education, social services, civil rights and advocacy.</td>
</tr>
<tr>
<td>4360</td>
<td>Working with Minority Youth - 3 hours</td>
<td>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>
</tr>
</tbody>
</table>
4370  Delinquency, Corrections and Social Treatment - 3 hours
Focuses on problems and causative factors in developing and maintaining delinquent and criminal behavior and
attitudes addressing critical and comparative understanding of social change strategies employed in this field.

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.

4395  Death, Grief & Loss
This course is designed to provide an awareness of the impact of grief and loss whether as a result of a death or
major life alteration. The perspective that grief exists in many contexts beyond death will be a focal point of the
course. Theory associated with the process of dying, grief and grief resolution will be examined. Additionally,
students will explore influencing factors such as life span development, religion, culture and personal responses
to loss. Prerequisites: junior standing.

4400  Domestic Violence
This 3-hour course covers history of battered women's movement, violence theories, policy issues, prevention
and intervention practice models for working with battered women, their children, and abusers. Prerequisites: junior standing

4410  Law & Social Work Practice
Legal processes relevant to social work practice and court procedures, and study of decisions affecting social
work across micro and macro practice. Prerequisites: junior standing.

4440  International Social Work Practices & Principles
This course explores issues of fairness and equity in economic, political and social systems, and applies social
justice principles to major international social problems. Social Justice is the perspective that in a perfect world,
all citizens deserve equal rights, protection, opportunities, obligations and social benefits. Recognizing that the
world is not perfect, International Social Work Practice and Principles presents theories and perspectives on how
to affect a more just society and world community. Social Work person in environment orientation and strong
value system are used as guides in analyzing problems and determining ways of promoting a more just society
and global community. Prerequisites: Junior Standing required.

4450  Professional Perspectives on Child Welfare Practice and Services in the 21st Century- 3 hours
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.

4455  Latino/a Immigrants & Receiving Communities
This interdisciplinary course is designed to educate students about the Latino/a immigrants seeking better lives
and the communities that receive them. Special attention is given to social justice issues; micro, mezzo, and
macro systems will be used to explore content.

4480  Helping Strategies with Older Persons
This course is designed to provide knowledge and skill development for work with older adults and their
families. It offers an intensive examination of the concepts and skills needed for effective social work practice
with these populations. In particular, sociological, psychological, political, and economic factors affecting older
adults will be examined as they relate to intervention, programmatic, and policy responses. Special attention will
be given to assessment and intervention from macro, mezzo, and micro perspectives. The interrelationship
between the aging person, the family, and society is explored since these factors affect all levels of practice.
Content in this course related to the social and economic mission of the School of Social Work. Prerequisites: Junior standing in Social Work and instructor's consent required.

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
Advanced course in the analysis of policies and programs relevant to social work and social welfare. Prepares students to understand and conduct policy analysis of public, voluntary, and proprietary human service organizations. Social Work Pre-requisite: Social Work Professional Standing, SW 4710

4720 Variations in 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.

4730 Introduction to Social Work Practice - 3 hours
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.

4740 Introduction to Community and Organizational Processes - 4 hours
Introduction to contextual framework of social work practice, with particular emphasis on community and organization as social systems. Prerequisites: junior standing in social work.

4750 Interaction Skills Workshop - 3 hours
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.

4760 Theory and Practice of Social Group Work - 3 hours
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. (SW 4710, 4730, 4740, 4750)

4770 Strategies of Direct Practice - 3 hours
Examines social structures, processes underlying assumptions/concepts of social change, client constellation, organizational arrangements, and role relationships by which social workers define professional intervention. Prerequisites: SW 4730 and senior standing in social work.

4780 Research for Social Work Practice - 3 hours
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; (SW 4710, 4730, 4740, 4750, statistics)

4790 Research Methods for Social Work - 3 hours
Survey of research methods germane to the development of the knowledge base of social work practice. Prerequisites: junior standing in social work; consent required. (SW 4951)

4900 Special Readings - 1-3 hours
Extensive readings in selected area or intensive reading in a special field. Prerequisite: consent required

4970 Senior Professional Seminar - 3 hours
Integrative professional practice seminar for BSW students, focusing on the principles of generic social work and its application to direct practice in diverse fields, career planning and responsibilities. Co-requisites: 4971.

4971 Undergraduate Field Practicum - 6 hours
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.
Sample BSW Four-Year Program of Study

- BSW pre-requisite. Completed prior to the beginning of the Professional BSW coursework. “C” range grade or higher required.
- Graduation requirement to be completed at any time.
- Professional BSW coursework. Admission by competitive application. Course work must be taken in sequence. “C+” grade or higher required.

Freshman Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1000</td>
<td>Communications 1200</td>
</tr>
<tr>
<td>Biology 1010</td>
<td>Math 1120 (or higher)</td>
</tr>
<tr>
<td>Biology 1020 (lab)</td>
<td>Sociology 1000</td>
</tr>
<tr>
<td>Psychology 1000</td>
<td>Anthropology (Prefer 1300, 1350, 2030)</td>
</tr>
<tr>
<td>History (Constitution)</td>
<td>SW 1115 (Elective) (SL)</td>
</tr>
<tr>
<td>SW 1110 (Elective)</td>
<td></td>
</tr>
<tr>
<td>Total Hours: 15</td>
<td>Total Hours: 15</td>
</tr>
</tbody>
</table>

Sophomore Year

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

Apply to BSW Sophomore Year by February 15 or May 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.</td>
<td>SW 4711 Social Justice &amp; Policy II</td>
</tr>
<tr>
<td>SW 4710 Social Justice &amp; Social Policy</td>
<td>SW 4720 Variations in Human Behavior</td>
</tr>
<tr>
<td>SW 4730 Intro to Social Work Pract (SL)</td>
<td>SW 4310 Social Statistics</td>
</tr>
<tr>
<td>SW 4750 Interaction Skills Workshop</td>
<td>SW 4760 Social Group Work</td>
</tr>
<tr>
<td>SW Field of Practice (FoP) Elective</td>
<td>SW 4951 Intro Research for SW Pract (WI)</td>
</tr>
<tr>
<td>Total Hours: 15</td>
<td>Total Hours: 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 Pract. (WI)</td>
<td>Diversity Elective (i.e. Soc 2200)</td>
</tr>
<tr>
<td>SW 4952 Research Meths. for SW (WI)</td>
<td>Electives</td>
</tr>
<tr>
<td>SW 4971 Undergrad. Field Practicum (MWF)</td>
<td>Electives (or Senior Dual Enrollment) (MSW)</td>
</tr>
<tr>
<td>SW 4970 Senior Professional Seminar</td>
<td></td>
</tr>
<tr>
<td>Total Hours: 15</td>
<td>Total Hours: 13</td>
</tr>
</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 Student Handbook, page 16 ~
BSW Degree Requirements Sheet

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Credit Hours</th>
<th>Initial/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (3 hrs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 1000 (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Algebra (3 hrs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 1100 (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities (6 hrs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy (3) 1000, 1100, 1200 recommended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication 1200 (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological/Physical/Mathematical Science (9 hrs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology 1010 (human)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical or Mathematical Science (Statistics)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science (12 hrs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthropology (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics (Micro or Macro) (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History or Political Science (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural, Ethnic &amp; Racial Diversity (6 hrs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved list on blackboard (Soc 2200 &amp; SW 2000, 4360, 4380, 4455 rec.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral Science (15 hrs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology or Rural Sociology 1080 (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 1000 (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theories of Personality (Social Work 3320) (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Psychology (Soc 3310 or Psych 2319) (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work 2220 (3) (WI); prerequisite for SW 4720</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
</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 February 15 (late deadline is May 15). Admission is granted junior year; fall semester only.

ADVISOR NOTES:
**BSW PROFESSIONAL PROGRAM (Core + SW 2220 + SW 4310 = 50 cr. hrs)**

### BSW Core – First semester – Fall (Junior Year)

<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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4740: Intro to Community &amp; Org (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4750: Interactions Skills Workshop (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BSW Core – Second semester – Winter (Junior Year)

<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 4310: Social Statistics (4) (MRP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4720: Variations in Human Behavior (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4711: Social Policy II (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4750: Theory &amp; Practice of Social Group Work (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4951: Intro to Research for Soc Wk Practice (3) (WI &amp; CP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BSW Core – Third semester – Fall (Senior Year)

<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 4770: Strategies of Direct Practice (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken with SW 4970 &amp; SW 4781. (WI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4952: Research Methods for Social Work (3) (WI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4970: Senior Professional Seminar (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken with SW 4970 &amp; 4971.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦♦ SW 4971: Undergraduate Field Practicum (6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken with SW 4970 &amp; 4971.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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. SW 4770, & 4952 are also required WI courses.
2. SW 4951 satisfies the computer and information proficiency requirement.
3. Only 4 credits in “skill” courses such as PE, voice, piano, art, HHS 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/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:
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. Once accepted into the social work program, students will be notified of their advisor change beginning in the fall 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 students meet with the advisor 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; academic actions; withdrawal from course; etc.).

Undergraduate advisors meet once each month. 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>Ms. Bailey, Rachel</td>
<td>726 Clark Hall</td>
<td>882-4136</td>
<td><a href="mailto:baileyrm@missouri.edu">baileyrm@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. Ramesyer Winter, Ginny</td>
<td>705 Clark Hall</td>
<td>884-8077</td>
<td><a href="mailto:ramseyerwinterv@missouri.edu">ramseyerwinterv@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>Dr. Sanchez, Ninive</td>
<td>712 Clark Hall</td>
<td>882-0920</td>
<td><a href="mailto:Sanchezni@missouri.edu">Sanchezni@missouri.edu</a></td>
</tr>
<tr>
<td>Ms. Woods, Christine</td>
<td>711 Clark Hall</td>
<td>882-4136</td>
<td><a href="mailto:woodsce@missouri.edu">woodsce@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>
</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. Students may contact advisors via phone, e-mail, or MU Connect as available.

**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 academic evaluators). 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 Student Service Specialist in 723 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.

**Student Responsibilities**

Students have the primary responsibility for:

1) Knowing who their advisor is and how s/he may be reached.
2) Being aware of BSW requirements and their individualized plan of study.
3) Scheduling appointments, each semester prior to Early Registration, by the method chosen by the advisor, (i.e. emailing or telephoning for appointment, by sign-up sheet, or with MU Connect).
4) 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.
5) 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.

**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 in addition to individual plans for professional development.

Approximately 2 weeks prior to Early Registration for the next semester, advisors should begin scheduling sign ups with their advisees. Advisors can e-mail their advisees with available appointment times or use MU Connect for scheduling. 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 student service specialist 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.
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 student service specialist’s office)
2) Degree Requirements Sheet (yellow; legal-sized attached inside student file)
3) Academic Advising Profile/Unofficial transcript (can be viewed or printed from myZou)
4) myZou: myzou.missouri.edu
5) BSW Student Manual
6) BSW website: http://ssw.missouri.edu/bsw.shtml
7) MU – Advising website: www.advising.missouri.edu
8) Student Services Coordinator – Tammy Freelin
9) Undergraduate Student Service Specialist – Kathleen Claxton-Rogers

Prior to meeting with an advisor for the first time, a student will have had an Orientation with the Student Services Coordinator. At that Orientation, the student’s previous college work is evaluated and recorded on the Degree Requirements Sheet. The Degree Requirements Sheet would also contain any beginning notes about the student’s plan of study and notations about future class selections.
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 a 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 Regulation 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. All Professional BSW Students must maintain a grade point average of 2.5 to remain in good standing.

ADD/DROP

Students may add and change classes on their schedule through myZou through the 1st week of classes. No class may be added after the first week of classes, other than Part-of-Term and Mizzou Online courses, or Problems, Special Readings, or Research courses with instructor approval. Students who wish to add late must obtain a Late Changes to Registration form from the Undergraduate Student Service Specialist or [http://registrar.missouri.edu/forms/add-form.pdf](http://registrar.missouri.edu/forms/add-form.pdf). After obtaining the advisor’s signature and Dean’s stamp, students should take the form to 130 Jesse Hall for processing.
Students may drop a course during the first five (5) weeks each spring or fall semester without any grade or notation on their transcript. During those first five weeks, if the student does not have registration holds they may drop through myZou. If a course is dropped after the fifth (5) week, it is considered a “withdrawal” and a course grade of either a W (withdraw passing) or F (failing) must be assigned. Students may withdraw from a class up to the last Monday of classes for the semester.

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 connections 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, 573-882-4696. 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 credit must be applicable in a student’s program of study.

Only students who have fewer than 90 semester hours of college credit are eligible to take CLEP exams. It is important that students check with the Student Services Coordinator or the MU Testing Office, testingservices@missouri.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. 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 obtain a Request for GPA Adjustment form and submit to the Office of the University Registrar-Records Department, 126 Jesse Hall. After GPA Adjustment is complete, the 1st attempt of a course will be marked with an “R” on the transcript to indicate a repeated course and recalculated GPA.

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.
- 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" is assigned is not considered an attempt since no final grade has been recorded.

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

### Dual Enrollment – Graduate/Undergraduate Dual Enrollment

Qualified undergraduate students will be eligible to enroll in up to 12 hours of graduate credit during the last 30 hours of their undergraduate program. To qualify, seniors must: 1) Have a B average in the most recent 45 semester hours of credit, 2) Be within 30 hours of completing graduation requirements for the first bachelor’s degree. Students should complete the [Dual Enrollment form](#) and obtain required signatures.

BSW seniors can use Dual Enrollment to finish up undergraduate degree requirements and begin taking credit toward a graduate degree in their final semester. Registration for Dual Enrollment graduate credit does not imply or guarantee acceptance into a graduate degree program. Students should contact the MU MSW program for classes available under Dual Enrollment.

### 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 (health, vehicle, etc.) coverage usually stipulates 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. Once a student has been accepted into the BSW Professional Program, full time course requirements varies within each semester. If a student decides to not register
for the BSW full semester class load as outlined, an advisor will need to be consulted to identify a formal, part-time plan of study to complete BSW courses.

<table>
<thead>
<tr>
<th>Grade Criterion - Minimum Grade Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading System</th>
</tr>
</thead>
<tbody>
<tr>
<td>See also Faculty Handbook: Grades &amp; Credits section: <a href="http://facultycouncil.missouri.edu/handbook/article-7.html">http://facultycouncil.missouri.edu/handbook/article-7.html</a></td>
</tr>
<tr>
<td>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:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</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>

<table>
<thead>
<tr>
<th>Grading - S/U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may change from one grading system to the other during the first ten (10) days of classes in the Fall/Spring 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. <strong>NOTE: Students may not elect to take Professional BSW courses on an S/U basis except for field practicum.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades - Incomplete</th>
</tr>
</thead>
</table>
| A grade of "I" (Incomplete) is given only in unusual circumstances and at the discretion of the instructor. Special circumstances are those that interrupt a student’s ability to complete the semester once successfully begun; it does not include simple failure to perform tasks or attend classes. 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 Master of Social Work (MSW) program at MU, as well as other accredited graduate social work programs, as an advanced standing student.

Detailed information about the MU MSW program is available at: [http://ssw.missouri.edu/msw.html](http://ssw.missouri.edu/msw.html). Students can visit [http://cswe.org/Accreditation/Accredited-Programs.aspx](http://cswe.org/Accreditation/Accredited-Programs.aspx) to research accredited MSW programs throughout the U.S.

See also: Dual Enrollment: [http://registrar.missouri.edu/policies-procedures/dual-enrollment.php](http://registrar.missouri.edu/policies-procedures/dual-enrollment.php)

**HONORS COLLEGE / HONORS COURSES**

To be eligible to enroll in MU Honors College courses or honors sections of regularly offered courses, a student must file an application with the Honors College. Students are not allowed to enroll in honors courses without being Honors Eligible. Students should consult an Honors College advisor and the Honors College website [https://honors.missouri.edu/admission/](https://honors.missouri.edu/admission/) for current admission requirements.

**HONORS - LATIN**

Latin Honors are calculated on the University of Missouri overall grade point average the semester before their intent to graduate. 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 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.

**DEPARTMENTAL HONORS - SOCIAL WORK HONORS**

In the spring term before the fall field practicum, a student may apply for Social Work Honors. Students must complete the Application for Social Work Honors Form (available from the BSW Academic
Evaluator) and meet minimum qualifications for acceptance as a Social Work Honors scholar. BSW faculty will evaluate applicants based on several factors including, but not limited to academic performance, leadership, maturity, social work values and ethics. Once the evaluation process has been completed, applicants will be notified of denial or acceptance for Social Work Honors.

**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 (located in the Forms section of this manual), secure all the necessary signatures and place a copy of the form in the student’s file.

**LIFE OR WORK EXPERIENCE POLICY**

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

**MINORS AND CERTIFICATES**

[HTTP://CATALOG.MISSOURI.EDU/DEGREESANDDEGREEPROGRAMS/](HTTP://CATALOG.MISSOURI.EDU/DEGREESANDDEGREEPROGRAMS/)

MU offers minors though numerous departments. An updated list of available MU minors and certificates can be found at the website above. BSW students are not required to earn a minor, but may choose any minor they might desire. Common minors for BSW students are: psychology, sociology, human development & family studies, Spanish, etc. Generally, minors are a way to group electives required to graduate. Students should contact the department offering the minor for course requirements and paperwork. Chosen minors should be declared with required form/paperwork submitted to the offering department prior to a student’s planned graduation date. 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 transcript.

**MINORS OFFERED IN THE SCHOOL OF SOCIAL WORK**

**Financial Literacy for Helping Professionals Minor:**

[http://ssw.missouri.edu/minor_financial.html](http://ssw.missouri.edu/minor_financial.html)

Social work clients include families who have low incomes and struggle to meet their financial needs. 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 minimum of 15 hours, comprised of the courses below, and a minimum grade of “C-” in minor coursework (including College Algebra and Microeconomics) is required to complete the Social Justice minor.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFP 2183</td>
<td>Personal &amp; Family Finance</td>
<td>Fall/Spring/Summer online</td>
</tr>
<tr>
<td>PFP 3282</td>
<td>Financial Counseling</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>PFP 4188</td>
<td>Community Agencies &amp; Volunteerism, VITA</td>
<td>Spring</td>
</tr>
<tr>
<td>SW 4450</td>
<td>Interaction Skills for Practice</td>
<td>Fall</td>
</tr>
<tr>
<td>SW 2000 (or 4710)</td>
<td>Exploration in Social &amp; Economic Justice</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>SW 4710 (or 2000)</td>
<td>Social Justice &amp; Social Policy</td>
<td>Fall/Online-Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

### Social Justice Minor:  [http://ssw.missouri.edu/minor.shtml](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, and a minimum grade of “C-” in minor coursework is required to complete the Social Justice minor.

**Required Courses (9 hours)**

- SW 1115 Social Welfare and Social Work
- SW 2220 Human Behavior and the Social Environment (WI)
- 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. 9)

### Gerontology Minor:  [http://ssw.missouri.edu/minor_gerontology.html](http://ssw.missouri.edu/minor_gerontology.html)

The Undergraduate Gerontology Minor is designed to provide students with an entry level of knowledge in the field of gerontology. The minor will give participants expanded knowledge in providing services to older adults and their families. The focus of the Gerontology Minor is to build a skill set in understanding the basic foundations of scientific information centered around the process of aging.
The minor is also designed to prepare you with strengths and weaknesses of the aging population, provides an introduction related to paradigms shifts in social, economic and political views, outlines aging as diversity within the population subset to understand impact of power, gives awareness of the effect of death, grief, and loss, explores life skills factors of development, as well as becoming knowledgeable regarding policy, systems, and ethical decision factors of the aging population.

In obtaining the Gerontology Minor you will incur skills that build awareness to aging demographics trends in relationship to retirement, employment, health care, abuse and neglect, accessibility, and shaping life experiences to age successfully. The minor coursework will allow you to gain further confidence to assist older adults in meeting their needs, where they are in their environment.

A minimum of 15 credit hours, comprised of the courses below, and a minimum grade of "C-" in minor coursework is required to qualify for the minor.

Required Courses (9 hours)
- SW 4480 Helping Strategies with Older Adults (Fall Semester) Required
- SW 4395 Death, Grief, & Loss (Fall/Spring) Required
- HDFS 3440 Adulthood & Aging (Fall/Spring) Required

Social Work Electives – Choose 2 (6 hours)
- SW 2000 Exploration in Social & Economic Justice (Fall/Spring) Optional
- Health Professions 4420 Health Literacy & Behavioral Compliance (Spring) Optional
- Health Professions 4300 Health Care in the United States (Fall/Spring) Optional
- Sociology 4210 Sociology of Aging (Spring) Optional

Mizzou Online [HTTP://ONLINE.MISSOURI.EDU/](HTTP://ONLINE.MISSOURI.EDU/)

Mizzou Online at the University of Missouri offers a variety 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.

Multicultural Certificate: [HTTP://MULTICULTURAL.MISSOURI.EDU/INDEX.SHTML](HTTP://MULTICULTURAL.MISSOURI.EDU/INDEX.SHTML)

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 2000, 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 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.

~ BSW Student Handbook, page 31 ~
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. Students who fail to earn a Term or Cum GPA of 2.0 or 2.5 in the Professional Program 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 (myzou.missouri.edu) account at or after their scheduled appointment time. Students should:

- Know specific dates for registration. Early registration occurs begins at midterm each semester. 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 website, 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 723 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 need the following to register for courses:

1) PawPrint and Password.
2) Course numbers for the courses they want to take.
3) Permission numbers necessary for any BSW Professional Courses.
4) An individual registration appointment time set by the MU Registrar (available in myZou Student Center).

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 Student Specialist or Student Services Coordinator will be able to assist in removing the hold to allow the student to register.

**New Students and Freshman Hold**

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 Student Service Specialist or Student Services Coordinator can remove the hold.
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.

<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>
</tr>
<tr>
<td>GRAD PLAN</td>
<td>Graduation Plan Hold</td>
<td>Academic Advising Unit</td>
</tr>
<tr>
<td>IMMUNIZATION</td>
<td>Measles Immunization</td>
<td>Student Health Center</td>
</tr>
<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 Student Service Specialist 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.

SERVICE LEARNING - VOLUNTEERISM

Social Work students are encouraged to volunteer as a way to serve their community and gain exposure to the social services community. SW 1115 – Social Welfare in Social Work is recommended for all Social Work students and is a Service-Learning designated class. SW 4730 Introduction to Social Work Practice is a required Professional BSW course and is also designated as Service Learning. Students will select a volunteer placement from https://muserves.missouri.edu/ and complete a minimum number of volunteer hours to earn the “S” designation on their transcript.

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, N52 Memorial Union: 882-6007, [https://international.missouri.edu/study-outside-the-us/index.php](https://international.missouri.edu/study-outside-the-us/index.php)

### Transfer Courses

Students are encouraged to check the MU Transfer Course Equivalency website at: [http://registrar.missouri.edu/policies/transfer-credit.php](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 the 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](transfercourses.missouri.edu). Unusual course transfer equivalency issues are referred to the MU Registrar.

### 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)

A Transfer of Division Application Form can be obtained online at [http://transferofdivision.missouri.edu](http://transferofdivision.missouri.edu). 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 pending until the next processing period.

---

~ BSW Student Handbook, page 34 ~
To transfer into the School of Social Work, a student must complete a Transfer of Division Application at: 
http://transferofdivision.missouri.edu. The Student Services Coordinator, Director of Undergraduate Studies, or Student Service Specialist will approve/deny the transfer request online.

In addition to submitting the transfer application, the student should make an appointment with the Student Services Coordinator or the Director of Undergraduate Studies to evaluate credits and create a new plan of study for the BSW degree. A copy of the BSW plan of study is provided to the student and placed in the student's file.

Acceptance as a pre-professional social work major or transferring into the social work major does not guarantee admission to the Professional BSW Program. Admission to the Professional BSW Program is a separate process determined by competitive application.

**Transfer Students - Internal**

MU students who wish to declare the social work major may transfer into the School of Social Work as a pre-professional student if one of the following conditions has been met:

1. Students with fewer than 55 credit hours must be in good academic standing; and, beginning Fall 2012,
   a. Freshman-level students (0-29 credit hours) must have at least a 2.3 GPA.
   b. Sophomore-level students (30-54 hours) must have at least a 2.4 GPA.
2. Students with more than 55 credit hours must be in good academic standing with a cumulative GPA of 2.5 or higher on all college work attempted.

Students can submit a Transfer of Division Application online for approval as a pre-professional Social Work major. New transfer students should schedule a meeting with the Student Services Coordinator for orientation to the School, a plan of study and advisor information. Acceptance as a pre-professional social work major or transferring into the social work major does not guarantee admission to the Professional BSW Program. Admission to the Professional BSW Program is a separate process determined by competitive application (see BSW Admission Requirements: http://ssw.missouri.edu/bsw_admission.html).

**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 electronically to the Student Services Coordinator or the Director of Undergraduate Studies for acceptance. 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 as a pre-professional social work major.

The Student Services Coordinator will determine course equivalencies, complete a Degree Requirement form, and an individual study plan for all accepted pre-professional social work majors.

Acceptance as a pre-professional social work major or transferring into the social work major does not guarantee admission to the Professional BSW Program. Admission to the Professional BSW Program is a separate process determined by competitive application (see BSW Admission Requirements: http://ssw.missouri.edu/bsw_admission.html).

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 should complete the transfer of division form online at: [http://transferofdivision.missouri.edu](http://transferofdivision.missouri.edu). Once approval process has been completed the Student Service Specialist 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. Obtain the “Withdrawal Grade Verification” form (see sample form at back of Handbook) from the Undergraduate Student Specialist and present it to the instructor for signature.
2. Bring the form signed by the instructor to the Undergraduate Student Specialist and complete a Course Withdrawal form [http://registrar.missouri.edu/forms/drop-withdrawal-form.pdf](http://registrar.missouri.edu/forms/drop-withdrawal-form.pdf).
3. Get advisor’s signature and Dean’s stamp on the Course Withdrawal form and submit to 130 Jesse Hall to complete withdrawal process.

**Withdrawing from the University (Dropping all Courses)**

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

1. Obtain “Withdrawal Grade Verification” forms from the Undergraduate Academic Evaluator and present it to the instructor of each class for signature and notation of grade (W=pass or F=fail). (See procedures for withdrawing from a course above.) These forms should be included with the student’s records. Students should be aware that if s/he is failing at the time of withdrawal, a grade of F is recorded on the transcript and figured into the GPA.
2. Obtain & complete a “Term Withdrawal Form” from the Undergraduate Student Service Specialist or [http://registrar.missouri.edu/policies-procedures/withdrawal-university.php](http://registrar.missouri.edu/policies-procedures/withdrawal-university.php). Have the form signed by the advisor and signed/stamped by the Dean of Division and submit the form to 130 Jesse Hall to complete the term withdrawal process.
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 third (final) semester of the professional social work core.

CAAP ETS Exam

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 will be assessed. The exam is given to students in a one-hour time in the capstone course, SW4970.

SWEAP - Social Work Education Assessment Project

In 1986 at the Bachelor Program Directors Conference (BPD) in Texas, social work faculty discussed creating an outcome measure that would assist social work programs. During this time the faculty wanted alumni data from college programs in preparedness for professional employment. Later, the outcome measure changed and other research data began to be included. In 2013 what was known as the BEAP exam changed to the SWEAP (Social Work Education Assessment Project). As a result of the 2015 EPA’s information from the Council of Social Work Education (CSWE) conference, the team decided to change the outcome measure. The new SWEAP income/outcome measure will fully assess student individual and group competencies based upon the Values, Skills and Knowledge, and Cognitive effective processes. The MU School of Social Work has now re-adopted the SWEAP exam as our sole outcome measure for assessing student skills beginning, ending, and professional experience assessment.
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, 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.

Bettyann Dubansky Memorial Scholarship in Social Work

Established in memory of Bettyann Dubansky, a former faculty member of the School of Social Work from 1964-1992. Awarded to social work students, with preference given to students with disabilities who are pursuing a social work career working with individuals with disabilities.

Dr. Colleen Galambos Scholarship

Established by Dr. Colleen Galambos, current faculty member and previous director for the School of Social Work. This award provides assistance to single mothers who are pursuing undergraduate or graduate degrees in social work at MU. This assistance will be provided to help offset the challenges these individuals face and to give recognition for the courage these individuals demonstrate in pursuing the dream to have a career focused on advancing social and economic justice for all persons.
Jennifer Davenport Undergraduate Scholarship in Social Work

Established by Drs. Joseph & Judith Davenport in honor of their daughter Jennifer Schroeder. Awards will be for students that have designated social work as their major. The Davenports wanted to cultivate an interest in Social Work with students who are Missouri residents with demonstrated financial need. The scholarship is outlined for Freshman or Transfer students who have earned an Associate degree prior to enrolling at MU.

Dr. Judith A. Davenport Millennium Scholarship Fund in Social Work

- Established by Dr. Davenport's husband, Joseph Davenport, and daughter, Jennifer Kemper, in honor of her eight years as director and continuing service to the School. Awarded to social work undergraduate or graduate students with an interest in mental health. Academic performance, community service, extracurricular activities, financial need and potential for significant contribution to the field of social work should be taken into consideration.

Stanley G. & Sondra S. Remer Scholarship Fund

Established by the Remers to provide awards to students in the School of Social Work who are members of the MU Association of Christian Social Workers. Awarded to social work students who exemplify the goals of the North American Association of Christians in Social Work in integrating Christian faith and professional social work.

Stemmons Family Scholarship in Social Work

Awarded to students pursuing a degree in social work and who have a demonstrated financial need.

Robert G. Silvers Scholarship in Social Work

Preference shall be given to students with a demonstrated financial need.

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.

~ BSW Student Handbook, page 41 ~
**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:

1) Dismissal from the School of Social Work  
2) Academic probation  
3) Proceed without probation

~ BSW Student Handbook, page 43 ~
**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 2.50 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 higher 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:
      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) (Amended 2-5-2015)
https://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010

A. General

1. It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without unlawful discrimination as stated in the Equal Employment/Educational Opportunity Policy in Section 320.010. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

2. To insure compliance with this policy, all University of Missouri prospective or enrolled students shall have available to them this student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination. When one of the following Sections is applicable, a grievance under Section 390.010 is not allowed for allegations within the jurisdiction of that applicable Section:

   Section 200.025 Equity Resolution Process for Resolving Complaints of Harassment, Sexual Misconduct and other Forms of Discrimination against a Student or Student Organization

   Section 600.040 Equity Resolution Process for Resolving Complaints of Harassment, Sexual Misconduct and other Forms of Discrimination against a Faculty Member

   Section 600.050 Equity Resolution Process for Resolving Complaints of Harassment, Sexual Misconduct and other Forms of Discrimination against a Staff Member.

3. This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to Academic Dishonesty, Grade Appeals, Traffic Appeals, Disciplinary Appeals, or other specific campus procedures which are authorized by the Board of Curators and deal with faculty/staff responsibilities.

4. These proceedings may be terminated at any time by the mutual agreement of the parties involved.

   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.

B. Definitions

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

2. 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 education program;
   c. Employment as a student employee on campus; or
   d. Other matters of significance relating to campus living or student life, including, but not limited to:
      - Assignment of roommates in resident halls;
      - Actions of fraternities and sororities;
      - Membership in and/or admission to clubs/organizations;
      - Student Health Services;
      - Financial aid awards; and

~ BSW Student Handbook, page 48 ~
3. 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 has a physical or mental impairment which substantially limits one or more of such person's major life activities.
   a. Has a record of such impairment, or
   b. Is regarded as having such an impairment."

For purpose of this definition, "major life activity" means any mental or physical function or activity which, if impaired, creates a substantial barrier to employment and/or education.

Any reference in this document to written materials or to written oral presentations within the student discrimination grievance procedure may be adjusted to accommodate persons with disabilities for whom the stated materials or required presentations would not be appropriate. Cost of such accommodation will be borne by the University, with no charge to the individual.

5. Appropriate Administrative Officer -- The primary administrative officer on the staff of the Chancellor (in the area of Student Affairs/Services, Administrative Services, Development, and Academic Affairs) having administrative responsibility for the unit in which the discrimination is alleged to have occurred.

6. Grievance Consultant -- At any step the Director of Equal Opportunity or of Affirmative Action may be asked to serve as a consultant by any of the parties involved in this grievance procedure.

C. Complaints

1. Policies and Procedures -- A student with a complaint will be provided with copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief Student Personnel Administrator or his/her designee and the Officer for Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedures, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

2. Joint Complaint -- If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a complaint and pursue their complaints jointly under this grievance procedure. If the number of students in such a case is so large as to make it impracticable for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of them all.

3. Students may informally discuss a complaint with the relevant supervising administrator. 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, or file a grievance within the time specified in D.1.b.

4. Complaints Involving Recruitment

   a. Undergraduate applicants must first present complaints about recruitment to the Director of Admissions. If a satisfactory resolution is not reached, the applicant may appeal the matter to the immediate supervising officer of the Director of Admissions.

   b. Applicants for graduate study may request a meeting with the academic department head and the Dean of the College for those campuses having schools or colleges, or their designees, who are actually involved in the recruitment effort to discuss the matter informally. If a satisfactory resolution is not reached, the applicant may appeal to the Dean of the Graduate School/Vice Provost for Graduate Studies and finally to the Appropriate Administrative Officer.

~ BSW Student Handbook, page 49 ~
5. **Complaints Involving Admissions** (Undergraduate or Professional)
   Undergraduate and professional student applicants shall present complaints to the Director of Admissions or to the Dean of the School or College, depending upon where the application was originally filed.
   a. This University official shall compare the person's academic qualifications against the official University admissions criteria and review the denial. If the denial is sustained, officials' immediate supervisor or to the appropriate admissions committee.

6. **Complaints Involving Admissions (Graduate)** -- Applicants to the Graduate School may ask for a meeting with the academic department head of the program to which the applicant was seeking admission. This official shall explain the reasons for the denial of recommendation for admissions. If a satisfactory resolution is not reached, the applicant may then appeal to the Dean of the Graduate School/Vice Provost for Graduate Studies or to the appropriate admissions committee. If the denial is upheld, the applicant may appeal the decision to the appropriate administrative officer.

7. **Complaints Involving Admissions to or Treatment in an Educational Program or in the Granting of Assistantships** -- An undergraduate or graduate student enrolled at the institution who has a discrimination complaint involving admission to or treatment in an educational program or in the granting of assistantships may request a conference with the appropriate department head and with the Dean of the School or College (or the Dean's designee) on those campuses having schools or colleges to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 F.

8. **Complaints Involving Nonacademic Matters Related to Campus Living and Student Life** -- A currently enrolled student who has a University-related complaint concerning discrimination in nonacademic matters including but not limited to assignment of roommates, actions of fraternities and sororities, membership in and/or admissions to clubs/organizations, student health services and financial aid awards may request a conference with the appropriate administrative supervisor, department head and/or director to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.

9. **Complaints Involving Student Employment on Campus** -- A student enrolled at the University who alleges that discrimination occurred either in applying for work or while working as a student employee at a University job may request a conference with the supervisor, department head or director of the employing unit to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.

10. **Complaints Involving Financial Aid** (Undergraduate, Graduate, Professional):
   Undergraduate, graduate, and professional student aid applicants shall present complaints to the Director of Student Financial Aid where the application was originally filed or the award originally made.
   a. This University official shall compare the person's financial and academic qualifications against the official University financial aid criteria and review the award, amount, or denial of the aid. If the original judgment is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate financial aid committee.

D. **Initiating a Grievance**

1. **Policies and Procedures** -- A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief of Student Personnel Administrator or designee and the Office for Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedure, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

   **Joint Grievance** -- If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a grievance and pursue their grievances jointly under this grievance procedure. If the number of students in such a case is so large as to make it impractical for them
to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all of them.

a. Regardless of their nature, all discrimination grievances are to be filed with the Chief Student Personnel Administrator. A grievance must have been filed by a student within one-hundred-eighty (180) calendar days of the date of the alleged discriminatory act.

2. **Filing a Grievance**
   
   All grievances must be presented in writing and contain the following information:
   
   1. A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence;
   
   2. A brief summary of the prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of those previous discussions;
   
   3. A specific statement of the remedial action or relief sought.

   a. Within seven (7) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Chief Student Personnel Administrator, the statements are vague or do not meet the above requirement. The student may make the necessary corrections, and resubmit the grievance within seven (7) days.

3. Any grievance not filed within the time limits specified in Section 390.010 D.1.b shall be deemed waived by the grievant. The Chief Student Personnel Administrator may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student.

4. For informational purposes, copies of the grievance shall be forwarded to the Appropriate Administrative Officer and the Director of Equal Employment and/or Affirmative Action.

5. Within fifteen (15) working days of receipt of a grievance that satisfies the requirement of Section 390.010 D.1.b, the Appropriate Administrative Officer with the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the Appropriate Administrative Officer's designee. The Appropriate Administrative Officer shall not involve himself/herself in this meeting. If the informal means of resolving the grievance fails, a grievance committee will be impaneled as called for in Section 390.010 E.1.

E. **Formation of Grievance Committee**

1. It is the Appropriate Administrative Officer's responsibility to initiate the selection of the grievance committee within fifteen (15) working days after the request for the formation of a grievance committee or after the completion of the informal hearing provided for in Section 390.010 F.5 without satisfaction to the grievant.

2. A grievance hearing panel shall be established by October 1 of each year from which a grievance committee should be constituted. The panel shall consist of ten (10) faculty, ten (10) staff and ten (10) students. Selection of the panel will be made by the Chief Student Personnel Administrator from recommendations by the appropriate faculty, staff and student associations. Selection of membership will consider sex, race, disability, academic rank, student classification and employee classification. Membership on the hearing panel shall be for two years. A member's term shall expire on September 30 of the second year unless he/she is serving at that time on a hearing committee still in the process of reviewing an unresolved grievance. In such case, the member's term shall expire as soon as the committee has submitted a written report of its findings and recommendations to the Appropriate Administrative Officer.

3. A hearing committee shall be composed of five (5) members. The grievant shall select two (2) members from the grievance hearing panel provided by the Chief Student Personnel Administrator. The responding faculty/staff/organization shall select two (2) members from the grievance hearing panel. Both parties should have their selection made within 15 working days of the receipt of the request. The four committee members shall then select an additional member from the grievance hearing panel to serve as chair. Neither members of the immediate departmental unit nor student members of pertinent student organizations involved in the grievance shall be eligible to serve on the committee.

~ BSW Student Handbook, page 51 ~
4. Any person selected to a grievance committee will be expected to serve on such committees and to be present at all sessions. If a member is absent from a single session, he/she will be required to review all tapes or transcribed proceedings of that session prior to the next meeting of the committee. Should a member be absent from two sessions or should a member request to be excused from service for reasons of illness, necessary absence from the campus or other hardship, then the member shall be replaced in the same manner used in the original selection (see Section 390.010 E.3). If a member is unable or ineligible to serve for whatever reason, the replacement shall review all tapes or written transcripts and all submitted evidence prior to service on the committee. Five members of the hearing committee, duly selected as in Sections 390.010 E.3 and E.4 must attend the opening and closing session of the hearing.

F. Hearing Procedures for Formal Grievances

1. It shall be the responsibility of the Appropriate Administrative Officer to coordinate the procedure contained herein, to make provisions for hearing rooms, to coordinate secretarial and recording services and to otherwise serve the grievance committee as needed.

2. At the first organizational meeting of the grievance committee, the committee shall elect a chairperson from among the members to preside over subsequent meetings. Then the chairperson shall schedule a hearing at the earliest convenient time when all affected parties can be present.

3. A quorum consists of a minimum of four members of the committee except as provided by Section 390.010 E.4.

4. The grievance committee shall invite the grievant and the responding person to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case as determined by the chairperson. The grievant and the responding person may choose to be accompanied by an advisor. Others whose participation in the hearing is considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee only long enough to give testimony and to answer questions of committee members.

5. It is within the duties and responsibilities of all members of a grievance committee to commit themselves to observe procedures consistent with fairness to all parties concerned. For example, it is a matter of principle that members of the grievance committee will not discuss a case with anyone outside of the hearing process and that their finding will not be influenced by anything other than the evidence presented to them in meetings in which all affected parties are present.

6. The grievance committee shall set forth the rules of procedure for the hearing within the guidelines set forth herein. The chairperson may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the suggested format, in which case the principal parties shall be notified.

a. The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.

b. The advisor of the grievant or respondent may advise that person and may briefly explain his or her position but shall not be permitted to testify or to cross-examine.

c. A reasonable time limit should be established for opening and closing statements and shall be announced prior to the hearing.

d. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.

e. The interested parties shall provide the chairperson with the names of the advisor and potential witnesses at least forty-eight (48) hours prior to the hearing. It is the responsibility of the interested party, working with the chairperson, to ensure the presence of these individuals in a timely manner.

f. In order to promote the truthful, unfettered exchange of information and ideas, all testimony pertaining to the grievance hearing shall be held in confidence.
g. Only evidence relevant to the grievance may be introduced. Questions regarding the admissibility of evidence shall be decided by the chairperson.

7. At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of a majority of the committee members and of the respondent. In all cases of withdrawal at the consent of the committee and of the respondent, the grievant shall not have the privilege of reopening the same grievance at any time in the future. In the event that the student refuses to participate further in the committee hearing, the committee may choose to continue the case or to move to closure with an appropriate closing statement as per Section 390.010 F.9.

8. A confidential tape recording of the grievance hearing shall be made and will be accessible to the parties involved, the committee, the Appropriate Administrative Officer, the Chancellor, the President, members of the Board of Curators and authorized representatives on a need-to-know basis. Either party to the grievance may request that the committee provides a written transcript of testimony. The cost of preparation of such a transcript is to be paid by the party making such request unless Section 390.010 B.4 is applicable. After the report of the grievance committee has been prepared, the tapes and relevant materials will be sealed and filed in the Appropriate Administrative Office. Unless extraordinary circumstances apply, these materials will be destroyed at the end of five years.

9. At the conclusion of the grievance hearing, the members of the grievance committee shall meet in closed session to deliberate upon their findings. A majority vote of the entire committee shall be required on all decisions. The grievance committee shall make a written report on findings and recommendations to the Appropriate Administrative Officer of the University, with copies to the grievant(s) and the responding person(s). The written report will contain:

   a. A statement of the purpose of the hearing,
   b. Issues considered,
   c. A summary of the testimony and other evidence presented,
   d. Findings of fact as developed at the hearing, and
   e. Recommendations for final disposition of the case.

10. The Appropriate Administrative Officer will make his/her decision. This decision and the actions that have been taken shall be presented to both parties in writing. If the administrative officer does not accept the recommendations of the grievance committee, a written statement of the reasons for so ruling must be given to both parties and to the chairperson of the committee.

11. If requested by the grievant or the responding party, normally within seven (7) calendar days of the notification of the decision, the decision of the Appropriate Administrative Officer may be subject to a review of the records by the Chancellor. Any review and decision by the Chancellor shall be made normally within thirty (30) calendar days. The decision of the Chancellor can be appealed to the President, who shall have thirty (30) calendar days in which to make a decision, which shall be final.

12. Grievances shall receive prompt attention. The hearing and the report of the grievance committee shall normally be completed within sixty (60) calendar days of the formation of the grievance committee, and a final decision shall be made by the Appropriate Administrative Officer normally within ten (10) calendar days thereafter. In any case in which these time schedules should prove to be inadequate, the committee shall present, in writing, an amended time schedule to all parties involved.

G. The President of the University is authorized to amend this Board Rule by Executive Order on or before February 6, 2017.
POLICY ON SEXUAL HARASSMENT

Revisions create a more comprehensive sex discrimination policy for all, equity resolution process for all discrimination cases when students are accused (https://www.umsystem.edu/ums/news/news_releases/092314_news)

COLUMBIA, Mo. – The University of Missouri System announced today revisions to the university’s Collected Rules and Regulations (CRRs) to help promote the University of Missouri’s four campuses as environments where students, faculty and staff are safe and secure. The amended rules are revised under delegated authority of the president by the University of Missouri Board of Curators, and include updated policies in the areas of sex discrimination, sexual harassment, sexual misconduct, and student conduct procedures.

Today’s revision in policy also marks the culmination of the work of the mental health and sexual assault task force established by UM System President Tim Wolfe last January, which was created to inventory and review all resources on the four UM System campuses available to a victim of an attempted or completed sexual assault as well as related mental health services, and make recommendations for any necessary revisions to those resources or policies. Policy recommendations include today’s and earlier revisions to the university’s CRRs, and resource recommendations that will be announced in the coming days.

“Earlier this year, I directed the chancellors to lead comprehensive reviews of the resources, policies and practices on their respective campuses in terms of sexual assault education, prevention and reporting, as well as mental health services,” said University of Missouri System President Tim Wolfe. “Through the work of that task force, we have identified actions we need to take to ensure that our four campuses foster an environment that is free of sex discrimination and sexual misconduct, so that our students in particular may fully participate in and benefit from the college experience. Our revisions to our collected rules are another step in our commitment to address the challenging, societal issue of sexual misconduct.”

The revisions to the CRRs announced today will assist the university in promoting a campus community that is free of discrimination while ensuring the existence of a process for addressing such complaints that is fair and appropriate for all students. Significant revisions include:

- Clarifying that the university’s prohibitions against sex discrimination, sexual harassment and sexual misconduct apply to students, employees, volunteers and visitors (new Chapter 600, “Equal Employment/Educational Opportunity,” Section 600.020);
- Clarifying definitions of sex discrimination to be consistent with existing law and best practices (Sections 600.020.c.1-6 and 200.010B.7);
- Simplifying requirements for mandated reporters, making it mandatory for any employee of the university that becomes aware of sex discrimination to report all information to the Title IX coordinator (unless expressly exempted from doing so) (Section 600.020.E.);
- Creating a new equity resolution process for all discrimination claims when the accused is a student or student organization, with equity resolution hearing panelists for discrimination claims being trained administrators or staff appointed by the chancellor (Section 200.025.B.9, G.6.a.); and
- Removing current rules on sexual harassment and positive work environment (currently 330.060 and 330.080 respectively) and substituting this new set of rules.

The complete list of CRR revisions can be accessed at: http://umurl.us/KRhw
The policy set forth in this rule is intended to supplement the existing policies of the University of Missouri System and its respective campuses, as those policies relate to Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. Sections 1881 ET SEQ., and its implementing regulations, 34 C.F.R. Part 106, Title VII of the Civil Rights Act of 1964 and its implementing regulations, 29 C.F.R. Part 1604.11, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092(f). In all informal or formal procedures involving allegations of Sex Discrimination, Sexual Harassment or Sexual Misconduct, regardless of any language found within the applicable procedural rules, the following shall apply:

A. **Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education**

Sex discrimination is prohibited by University policy and law in educational programs, activities and employment. Title IX applies to all students, employees, volunteers and visitors at the University and prohibits sexual harassment, sexual misconduct, and other forms of sex discrimination as defined in Section 600.020C of the Collected Rules and Regulations. Additionally, there is a specific application of Title IX in athletic programs to ensure gender equity and that women and men have equitable access to sports opportunities. As used in this policy, the word “sex” is also inclusive of the term “gender.”

B. **Statement of Nondiscrimination**

As stated in its applicable rules and policies, the University of Missouri does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability or status as a protected veteran. The University affirms its commitment to providing equal opportunities by establishing the Equal Opportunity Policy statement in Section 320.010 of the Collected Rules and Regulations. The University’s nondiscrimination policies apply to any phase of its employment process, any phase of its admission or financial aid programs, and other aspects of its educational programs or activities. Additionally, this policy and the existing Title IX policies apply to allegations of sexual misconduct or allegations of other forms of sex discrimination, as defined in Section 600.020C below, occurring within the University’s educational programs and activities and instances occurring in other settings, including off-campus if there are effects of the conduct that interfere with or limit students’ ability to participate in or benefit from the University’s educational programs and activities. Notices of nondiscrimination are posted on the websites and at other locations for the UM System and each of the campuses.

C. **Definitions**

1. **Sex Discrimination.** Sex discrimination occurs when a person has been treated inequitably based on sex, gender identity, or gender expression. Specifically, the University of Missouri System upholds Title IX, which states in part that “[n]o person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.” Sexual harassment, sexual misconduct, sexual exploitation, stalking on the basis of sex and dating/intimate partner violence are forms of sex discrimination.

2. **Sexual Harassment.** Sexual harassment is defined as:
   a. Unwelcome sexual advances or requests for sexual activity by a person or persons in a position of power or authority to another person, or
   b. Other unwelcome verbal or physical conduct of a sexual nature by a person to another person, when:
1) Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
2) Such conduct creates a hostile environment by being sufficiently severe or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

3. **Sexual Misconduct.** Sexual misconduct is: 1) nonconsensual sexual intercourse; 2) nonconsensual sexual contact involving the sexual touching of the genitals, breast or anus of another person or the nonconsensual sexual touching of another with one’s own genitals whether directly or through the clothing; 3) exposing one’s genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm; or 4) sexual exploitation.

4. **Stalking on the Basis of Sex.** Stalking on the basis of sex is following or engaging in a course of conduct on the basis of sex with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

5. **Dating/Intimate Partner Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the recipient of the violent behavior.

6. **Sexual Exploitation.** Sexual exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another person for his/her own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited and which behavior does not constitute any other form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, the following activities done without the consent of all participants:
   a. Invasion of sexual privacy;
   b. Prostituting another person;
   c. Taping or recording of sexual activity;
   d. Going beyond the boundaries of consent to sexual activity (letting your friends hide to watch you engaging in sexual activity);
   e. Engaging in voyeurism;
   f. Knowingly transmitting an STI, STD, venereal disease or HIV to another person;
   g. Inducing another to expose their genitals.

7. **Consent to Sexual Activity.** Consent to sexual activity is knowing and voluntary. Someone who is incapacitated cannot consent. Silence or absence of resistance does not establish consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent must be obtained at the time of the specific activity and can be withdrawn at any time. Lack of consent or withdrawal of consent may be communicated by words or non-verbal acts. Coercion and force, or threat of either, invalidates consent.

8. **Incapacitated.** Sexual contact with someone one knows to be or should know to be incapacitated is a violation of policy. An individual who is incapacitated lacks the capacity to give knowing consent. Incapacitation can be due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the individual from having the capacity to give consent.

9. **Complainant.** The person who is the alleged victim of discrimination under this policy.

10. **Accused.** The person, persons or student organizations alleged to have violated this policy.

D. **Title IX Coordinators**
    Duties and responsibilities of the University’s Title IX Coordinators include monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education,
communications, and coordination with grievance procedures for faculty, staff, students and other members of the University community. The University may designate Deputy Coordinators as needed to assist in fulfillment of the Coordinator’s duties and responsibilities.

NOTE: All references to “Title IX Coordinator” throughout this policy refer to the Title IX Coordinator or the Coordinator’s designee (typically a Deputy Coordinator).

Any person having inquiries concerning the application of Title IX should contact their respective UM System or campus Title IX Coordinator. The following individuals serve as Title IX Coordinators and are designated to handle inquiries regarding the nondiscrimination policies and to serve as the coordinators for purposes of Title IX compliance:

E. University of Missouri System Staff and University of Missouri-Columbia
   Ellen Eardley, J.D/M.A.
   Title IX Administrator
   Assistant Vice Provost
   Address:
   202 Jesse Hall
   University of Missouri
   Columbia, MO 65211
   Telephone: 573-882-7915
   Email: EardleyE@missouri.edu
   http://title9.missouri.edu

A. If the complaint involves the University’s Title IX Coordinator, complaints may be made to the System Title IX Coordinator. If the complaint involves the System Title IX Coordinator, reports may be made to the System President.

NOTE: The above-listed contact information for Title IX Coordinators may be updated as needed and without requiring the approval of the Board of Curators.

B. Reporting Sexual Harassment including Sexual Misconduct
   1. Students, Employees, Volunteers and Visitors. Students, employees, volunteers and visitors of the University who have experienced any form of sex discrimination, including sexual harassment or sexual misconduct, are encouraged to report the incident promptly to the appropriate Title IX Coordinator listed in Section 600.020D above. For questions regarding confidentiality or requests that the complaint not be pursued, see Section 600.020F below. In order to foster reporting and participation, the University may provide amnesty to Complainants and witnesses for minor student conduct violations ancillary to the incident.
   2. Mandated Reporters. Any employee of the University who becomes aware of sex discrimination as defined in this policy (including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation) is a Mandated Reporter, regardless of whether the recipient of the behavior is a student, employee, volunteer or visitor of the University. Exception: Employees with a legal obligation or privilege of confidentiality (including health care providers, counselors, lawyers, and their associated staff) are not considered Mandated Reporters and are not required to report when the information is learned in the course of a confidential communication. This also means that the employee seeking the exemption is employed by the University for that specific purpose and was acting in that capacity when the confidential disclosure was made. If the information is not learned in the course of confidential communication (for example, behavior is observed in class) then the employee has the same obligation as a Mandated Reporter. Consistent with the law and upon approval from the Office of General Counsel,
campuses may also designate non-professional counselors or advocates as confidential for purposes of this policy and, therefore, excluded from the definition of Mandated Reporters. However, these individuals are required once per month to report to the Title IX Coordinator aggregate, non-personally identifiable information regarding incidents of sex discrimination reported to them. The aggregate data report should contain general information about individual incidents of sexual violence such as the nature, date, time, and general location of the incident. Confidentiality in this context is not the same as privilege under the law.

3. **Required Reporting and Disclosure.** A Mandated Reporter is required to promptly report the information to the appropriate Title IX Coordinator. The Mandated Report must be made regardless of whether the person reporting the information to the Mandated Reporter requests confidentiality and regardless of how the Mandated Reporter becomes aware of the offensive behavior (personal observation, direct information from the subject of the behavior, indirect information from a third party, etc.). If the Complainant requests confidentiality or that the charges not be pursued, the Mandated Reporter should warn the Complainant that, at this stage in the process, the Mandated Reporter must report all known information to the Title IX Coordinator.

4. **Content of Mandated Report to Title IX Coordinator.** Mandated Reporters must report all details that they possess. This includes names of the parties, if known, and all other information in the mandated reporter’s possession.

C. **Requests for Confidentiality or Not to Pursue a Preliminary Investigation**

1. The Title IX Coordinator or other appropriate official should inform and obtain the consent from the Complainant before beginning a preliminary investigation. If the Complainant requests confidentiality or asks that the complaint not be pursued, the Title IX Coordinator should take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a Complainant insists that identifiable information, such as the Complainant’s name, not be disclosed to the Accused, the Title IX Coordinator should inform the Complainant that the institution’s ability to respond may be limited. The Title IX Coordinator should evaluate the Complainant’s request in the context of providing a safe and nondiscriminatory environment for all students.

2. After due deliberation of the Complainant’s request, and in accordance with Title IX, the Title IX Coordinator may decide not to proceed with an investigation or referral to the appropriate procedural process. Such a decision should be well-reasoned and documented. If, after due deliberation, the Title IX Coordinator decides the University cannot or should not take disciplinary action with respect to the Accused, the Title IX Coordinator should consider other steps to limit the effects of the alleged harassment and prevent its recurrence, and remedy its effects on the victim and the University community.

D. **Cooperation with Law Enforcement**

In accordance with federal law, the Title IX Coordinator will not wait for the conclusion of a criminal investigation or criminal proceeding to begin the Title IX preliminary investigation. It may be necessary to delay temporarily the fact-finding portion of a Title IX preliminary investigation while the police are gathering evidence. The Title IX Coordinator will promptly resume the preliminary Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence-gathering process. The Title IX Coordinator will implement appropriate interim steps during the law enforcement agency’s investigation period to provide for the safety of the Complainant and the campus community and the avoidance of retaliation.

E. **Interim Remedies Available During Investigation**

During the preliminary investigation and procedural process and prior to a determination whether the alleged violation has occurred, the Title IX Coordinator or other authorized administrators may provide interim remedies including, but not limited to, one or more of the following:
1. Referral and facilitating access for Complainant to counseling, medical services and/or mental health services.
2. Implementing contact limitations on the Accused or on all parties.
3. Referral of Complainant to victim advocacy and support services either on and/or off-campus.
4. Referral of Complainant to academic support services and any other services that may be beneficial to the Complainant.
5. Adjusting the courses, assignments, exam schedules of the Complainant and/or the Accused.
6. Adjusting the work schedules, work assignments, supervisory responsibilities, supervisor reporting responsibilities or work arrangements of the Complainant and/or the Accused.
7. Altering the on-campus housing assignments, dining arrangements, or other campus services for either the Complainant and/or the Accused.
8. Altering the extracurricular activities of either the Complainant and/or the Accused.
9. Providing transportation accommodations for the Complainant.
10. Informing the Complainant of the right to notify law enforcement authorities of the alleged incident and offering to help facilitate such a report.
11. Suspending, on an interim basis, the Accused from University housing, classes, the University campus/facilities/events and/or all other University activities or privileges for which the Accused might otherwise be eligible, when the Appropriate Administrative Officer or designee finds and believes from the available information that the presence of the Accused on campus would seriously disrupt the University or constitute a danger to the health, safety, or welfare of members of the University community. The appropriate procedure to determine the status of the student will be initiated within seven business days.
   a. In all cases in which an interim suspension is imposed, the Accused will be given the opportunity to meet with the Appropriate Administrative Officer prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented.
   b. At the discretion of Appropriate Administrative Officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the Accused.
   c. The Appropriate Administrative Officer has sole discretion to implement or stay an interim suspension and to determine its conditions and duration.
   d. Violation of an interim suspension under this policy will be grounds for expulsion.
   12. Institute leave from work with or without pay for the Complainant and/or Accused.

F. Preliminary Investigation
A preliminary investigation into the report shall be conducted by the Title IX Coordinator or designee. For questions regarding confidentiality or requests that the complaint not be pursued, see Section 600.020F above. The purpose of the preliminary investigation is to gather enough information to refer the matter to the appropriate procedural process and to provide appropriate interim remedies. The preliminary investigation shall be conducted promptly (typically 2-3 days).

At the conclusion of the preliminary investigation the Complainant will be provided written information regarding the appropriate procedural process and interim remedies.

G. Procedures
In all informal or formal procedures involving allegations of Sex Discrimination, Sexual Harassment or Sexual Misconduct, regardless of any language found within the applicable procedural rules, the following shall apply:

1. The standard of proof shall be “preponderance of the evidence”, defined as determining whether evidence shows it is more likely than not that a policy violation occurred.
2. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to conflict resolution. Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Informal Resolution or Formal Resolution processes to resolve conflicts. Mediation is never utilized in cases involving allegations of nonconsensual sexual intercourse or nonconsensual sexual contact. In a
conflict resolution meeting, the Appropriate Administrative Officer will facilitate a dialogue with the parties to an effective resolution, if possible. The Appropriate Administrative Officer utilized for Conflict Resolution may not be the same as the Appropriate Administrative Officer used in either the Informal Resolution or Formal Resolution Processes.

3. Informal resolution procedures are optional and may be used when the University determines that it is appropriate and both the Complainant and the Accused are agreeable. Either the Complainant or the Accused may end the informal procedure at any time prior to a finding being rendered, and move to the formal procedure. Once a finding is rendered in the informal process, then the right to the formal process is waived and the informal process is complete. The finding of the informal process remains subject to appeal.

4. Both the Complainant and the Accused will be given notice of the procedure, a hearing (if applicable), and equal opportunity to present witnesses and evidence.

5. Questioning or evidence about the Complainant's prior sexual conduct with anyone other than the Accused is prohibited.

6. The Accused may not directly question the Complainant and the Complainant may not directly question the Accused. However, if both Complainant and Accused request the opportunity, direct questioning between the parties will be permitted. Otherwise questions will be directed through the Chair, the Investigator or the Appropriate Administrative Officer and those questions deemed appropriate and relevant will be asked on behalf of the requesting party.

7. The resolution process will normally be resolved within 60 calendar days. Deviations from this timeframe will be promptly communicated to both parties.

8. Both the Complainant and the Accused will be given periodic updates.

9. The Complainant and the Accused will be notified in writing of the outcome of the resolution process.

10. Remedies available once Investigation is concluded. The Title IX Coordinator or other authorized administrators may immediately provide the Complainant with appropriate remedies including, but not limited to, one or more of the following:

(a) Providing escort services to assure that the Complainant can move safely between classes and activities;
(b) Removing the person found responsible from classes or extracurricular activities which include the Complainant or otherwise assuring that the Complainant and the person found responsible are not required to share the same classes or extracurricular activities;
(c) Moving the person found responsible to a different residence hall to assure that the Complainant and the person found responsible are not required to share the same residence hall;
(d) Providing the Complainant with comprehensive victim services including medical services, counseling and academic support services such as tutoring;
(e) Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
(f) Any of the interim remedies outlined in Section 600.020H above.

The Title IX Coordinator or other authorized administrator may also provide additional remedies as may be appropriate for the University community.

11. Any available appeals process must be equally available for both the Complainant and the Accused.

12. Sanctions for those found responsible for violating the University’s sex discrimination, sexual harassment or sexual misconduct policies range from warning up to and including expulsion for students, and for employees and faculty, range from a warning up to and including termination of employment. Generally speaking, the University considers Non-Consensual Sexual Intercourse violations to be the most serious, and therefore
typically imposes the most severe sanctions, including suspension, dismissal, or expulsion for students and termination for employees. However, the University reserves the right to impose any level of appropriate sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sex discrimination, sexual harassment or sexual misconduct, including dating/intimate partner violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular complaint.

H. Non-compliance
Failure to comply with this policy can result in disciplinary action. Employees also are cautioned that non-compliance with this policy may increase their risk of personal liability. Further, an individual who fails to report as required under this policy may be determined to be ineligible for defense or protection under Section 490.010 of the Collected Rules and Regulations for any associated claims, causes of action, liabilities or damages.

I. Retaliation
Retaliation is any adverse action taken against a person because of that person’s participation in protected activity. The University strictly prohibits retaliation against any person for making a report required by this policy, for making any good faith report to a Title IX Coordinator or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of sex discrimination, sexual harassment or sexual misconduct. Any person who engages in such retaliation shall be subject to disciplinary action in accordance with applicable procedures. Examples of prohibited retaliation include, but are not limited to, giving a lesser grade than the student’s academic work warrants because the student filed a complaint of sexual harassment; giving lower than justified performance appraisals because a person was a witness in an investigation of alleged sexual harassment; and threatening to spread false information about a person for filing a complaint of sexual harassment.

J. False Reporting
False reporting is making an intentional false report or accusation in relation to this policy as opposed to a report or accusation, which, even if erroneous, is made in good faith. False reporting is a serious offense subject to appropriate disciplinary action ranging from probation up to and including expulsion or termination.

K. Office of Civil Rights – Inquiries concerning the application of Title IX also may be referred to the United States Department of Education’s Office for Civil Rights. For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm and for the address and phone number of the U.S. Department of Education office which serves your area, or call 1-800-421-3481. The State of Missouri regional Office of Civil Rights is located in Kansas City and is available to provide assistance.

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut, 3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599
TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov
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 non-accredited 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 fifteen 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) FN(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 FN indicates a level of performance that is unacceptable due to student non-attendance and participation. The FN grade is appropriate for a student that stopped attending class, completing class assignments and taking exams, but is still on the class roster at the end of the term. The FN grade is for internal purposes regarding financial aid eligibility and appears as an F on the official transcript. [AMENDED 9/28/06]

viii) The grade of W indicates that the student is not failing the course at the time of withdrawal.

ix) 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-".

x) 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. A grade of UN indicates a level of performance that is unacceptable due to student non-attendance and participation. The UN grade is appropriate for a student that stopped attending class, completing class assignments and taking exams, but is still on the class roster at the end of the term. The UN grade is for internal purposes regarding financial aid eligibility and appears as an U on the official transcript. [AMENDED 9/28/06] 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.

iv) 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.
v) 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.

vi) 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. Students called to Active Military Duty will be exempted from the one-year automated changes of I to F grades for the term of deployment and the year prior to deployment. In accordance with State statute, students may complete work upon their return from duty or may choose to maintain the I grade. Therefore, I grades for students called to Active Military Duty will remain listed as "I" until a change of grade is submitted by the faculty member, or indefinitely, if so desired by the student. [AMENDED 8/2/07 AND 11/17/11]

~ BSW Student Handbook, page 64 ~
Graduate and Professional Student (Law, Medicine, and Veterinary Medicine) incomplete grade policy: [AMENDED OCTOBER 2005; EFFECTIVE FALL SEMESTER 2005] An incomplete grade (I) may be recorded when the student's work is incomplete but otherwise worthy of credit, or when the instructor is unable to assign a grade at the end of the semester. The student must finish this work (Problems and Research courses exempted) within the next calendar year of residence. If the work is not completed after one calendar year, the request to change an "I" grade will require an accompanying letter of justification from the instructor. Although grades of "I" do not automatically convert to an "F" if not completed, departments or the instructor may establish conditions or regulations pertaining to "I" grades that are more stringent.

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. [amended 11/3/05]

A. 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.” Students called to Active Military Duty will be exempted from the one-year automated changes of NR to F grades for the term of deployment and the year prior to deployment. In accordance with State statute, student may choose to maintain the NR grade. Therefore, NR grades for students called to Active Military Duty will remain listed as "NR" until a change of grade is submitted by the faculty member, or indefinitely, if so desired by the student.

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.

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 may 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 Spring 2011, for each undergraduate student at the University there will be calculated one cumulative GPA. The CUM GPA 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 and credits. In computing the 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 University of Missouri System campus, including and adjustments made under policies related to course repeats and/or Academic Renewal/Forgiveness. The CUM GPA will be the GPA of record and will be printed on the official transcript along with the term GPAs (November 18, 2010).

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

Course Withdrawal Grade Verification - Example

Course Withdrawal Grade Verification

Complete this recommended form to begin the withdraw process. This form does NOT officially withdraw you from your course.

Student Area (print clearly)

1. Complete Information below:
   Name: _____________________________ Student Number: ________________
   Subject & Catalog Number: __________________________ Class Number: __________
   Course Title: __________________________ Credit Hours: ______ Semester:________ Date: ______

2. See your course instructor for verification of the grade you will receive and his/her signature in the faculty area below.
3. Take this form to your Academic Unit or Dean’s Office and complete the required Course Withdrawal Form.
4. Take the approved Course Withdrawal Form to 125 Jesse Hall within 24 Hours of the approval to complete the course withdrawal process.
5. Keep this form in your personal records to verify that the correct grade is listed in myZou and on your transcript.

Faculty/Instructor Area

I agree to give the above student, who is withdrawing from my class after the 26th day or 5th week of the semester the grade indicated below (classes meeting less than the standard 16-weeks will be pro-rated for an equivalent period). Please initial or check the appropriate grade below:
   ______ “W” withdrawing with a PASSING grade (Note: a “W” is not calculated into the GPA)
   ______ “F” withdrawing with a FAILING grade (Note: an “F” is calculated into the GPA)

Instructor’s Signature: __________________________ Phone: __________________________ Email: __________________________
Date: __________________________

Notes:
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:

3) Inform the instructor of intent to withdraw. Obtain the “Withdrawal Grade Verification” form from the Undergraduate Student Specialist and present it to the instructor for signature.
4) Bring the form signed by the instructor to the Undergraduate Student Specialist and complete a Course Withdrawal form
5) Get advisor’s signature and Dean’s stamp on the Course Withdrawal form and submit to 130 Jesse Hall to complete withdrawal process.

~ BSW Student Handbook, page 69 ~
Course Withdrawal Form (Used for dropping/withdraw from a course)

- This form is used to withdraw from an individual course(s).
- If this is the student’s only course for the semester, then the University Term Withdrawal Form should be used instead.
- A separate form must be used for each term and for each career (undergraduate, graduate, etc) in which you are requesting course withdrawal.
- Before students withdraw, they should consider any possible impact on status, eligibility, and services, and should contact applicable offices such as Cashiers, Student Financial Aid, Veterans Center, Residential Life, Athletics, International Center, and personal insurance carriers.
- Students should check with their academic area for withdrawal approval and to see if additional forms are required.
- Faculty will assign a grade of W or F based upon performance at the time the student withdraws from the course. Before withdrawing from a course, it is recommended that students verify with their instructor which grade will be assigned.

(Step 1) Students complete their section including entering your name/number in the right hand margin.
(Step 2) Students contact their academic area for appropriate signatures.
(Step 3) The completed form is submitted to the Office of the University Registrar (OUR).

The form must include all signatures to be accepted by the OUR. The withdrawal process is not considered complete until the OUR accepts the form. Students enrolled on campus need to submit their forms in person. Off campus students also have the option to submit the signed form by fax, or scan and email it.

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Student number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career (select one):</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Term (indicate year next to applicable term):</td>
<td>Spring</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session</th>
<th>Course Name</th>
<th>Subject Area</th>
<th>Catalog Number</th>
<th>Class Number</th>
<th>Units</th>
<th>Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 16 wk</td>
<td>College Algebra</td>
<td>MATH</td>
<td>1100</td>
<td>14078</td>
<td>3</td>
<td>☐ Y ☑ N ☐</td>
</tr>
<tr>
<td>☐ Y ☑ N ☐</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☑ N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Indicate the session of the class: 16 week, 1st 8 week, Intersession, PT/Part of Term, MO/Mizzou Online, etc.
2. Indicate the number of units or credit hours for this class.
3. Indicate whether you attended at least one class or completed at least one lesson.

Student’s Signature __________________________ Date ____________

If you are a degree seeking undergraduate student, submit your completed form to your Academic Advising Unit (see advising.missouri.edu for details).

Non-degree undergraduate student, the Office of the University Registrar (OUR)

Degree seeking graduate student, your academic program advisor, then Graduate Studies Dean’s Office

Professional student, your Dean’s Office

Academic Area

The academic area must complete this section. The form must be submitted to Office of the University Registrar (OUR) within 24 hours of the approval, or 5:00 pm on the last day to withdraw from a course per Faculty Council policy, whichever comes first.

Date student initiated course withdrawal process (Effective withdrawal date): __________________________

Approving individual: Name __________________________ Signature __________________________

Dean’s signature stamp __________________________ Approval Date __________________________

Office of the University Registrar

Steps: (1) ______ (2) ______ (3) ______ Date processed __________ Initials ______ (3/14/14)
Late Changes to Registration Form (Add only-Not used for dropping courses)

- This form is used to request changes to registration after the applicable University deadline has passed.
- Examples of such changes include:
  - enrollment into a class past the add deadline, including Problem Research, Internship, Grad Exam or Special Readings class
  - adding additional units to a class for which the student is already registered
  - changing sections, change course when cross-listed and combined
- A separate form must be used for each term and career (undergraduate, graduate, etc.) in which you are requesting a late change.
- Students should check with their academic area for late change approval and to see if additional forms are required.
- Students who are adding and dropping a course should first drop their course prior to submitting form to add the course.
- Students who need to drop a course after the last day to drop a course without a grade need to use the course withdrawal form.

(Step 1) Students complete their section including entering their name/number in the right hand margin.
(Step 2) Students contact their academic area for appropriate signatures.
(Step 3) The completed form is submitted to the Office of the University Registrar (OUR).

The form must include all signatures to be accepted by the OUR. The registration changes are not considered complete until the OUR accepts the form. Students enrolled on campus need to submit their forms in person. Off-campus students also have the option to submit the signed form by fax, scan, or email it.

---

**Late Changes to Registration Form - Example**

**Student (print clearly)**

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Student number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Career (select one):**

- Undergraduate
- Graduate
- Law
- Medicine
- Veterinary Medicine

**Term (Indicate year next to applicable term):**

- Spring
- Summer
- Fall

**Class Information for Late Add:**

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Course Name</th>
<th>Subject Area</th>
<th>Catalog Number</th>
<th>Section</th>
<th>Class Number</th>
<th>Units</th>
<th>Permission Number (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 - Indicate session of class: 16 week, 8 week, Intersession, PT/Part of Term, MOMozou Online, etc.

2 - Indicate number of units or credit hours for this class.

3 - If signing up for a Self-paced (9th month) course, please list your Start Date. **Self-paced Start Date (OEE)**

**Class Information for Changing Sections, Additional Units and Changing Cross Listed/Combined Courses:**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalog Number</th>
<th>Section</th>
<th>Class Number</th>
<th>Units</th>
<th>Permission Number (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. MATH</td>
<td>1100</td>
<td>01</td>
<td>14076</td>
<td>3</td>
<td>14081</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student’s Signature**

Date

If you are a non-degree seeking Undergraduate student, submit your completed form to your Academic Advising Unit (see advising.missouri.edu for details).

If you are a non-degree Graduate student, submit your completed form to your academic program advisor, then Graduate Studies Dean’s Office.

If you are a non-degree Graduate student (post bacc), submit your completed form to your Dean’s Office.

---

**Academic Area**

The academic area must complete this section. The form must be submitted to Office of the University Registrar (OUR) within 24 hours of the approval, or 5:00 pm on the last day to register, add or change sections per Faculty Council policy, whichever comes first.

If approving increase in total maximum units for term, indicate total:

**Dean’s signature stamp:**

Name ____________________________ Signature ____________________________ Approval Date ____________________________

Steps: (1) + (2) + (3) + Date processed ____________________________ Initials ____________________________ (03/14/2014)
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
Address
Telephone listing
Date and place of birth
Major field of study

Degrees and Awards received
Enrollment status in past or present semester (full/part-time)
Most recent educational agency or institution attended
Participation in officially recognized activities and sports
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

Student: _______________________________ Semester: ___________________________
Instructor: _______________________________ Advisor: _______________________________
Indication Course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 3350</td>
<td>Problems in Social Work</td>
<td>___</td>
</tr>
<tr>
<td>SW 4960</td>
<td>Special Readings in Social Work</td>
<td>___</td>
</tr>
</tbody>
</table>

Purpose and description of the project and/or readings:

__________________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________________

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

__________________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________________

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)  
2)  
3)  
4)  
5)  

Student signature: __________________________________ Date: __________
Instructor signature: ______________________________________________
Advisor signature: _________________________________________________
Director of Undergraduate Studies signature: ___________________________

Distribute one copy each to student, student file and instructor

~ BSW Student Handbook, page 73 ~