

**THE SOCIAL WORK DOCTORAL PROGRAM  
UNIVERSITY OF MISSOURI  
SCHOOL OF SOCIAL WORK  
REVISED AUGUST 2010**

**NOTICE: STUDENTS ADMITTED FOR FULL OR PART TIME STUDY IN THE DOCTORAL PROGRAM AS OF FALL SEMESTER 2010 ARE SUBJECT THE REGULATIONS AND REQUIREMENTS OF THE HANDBOOK. THIS HANDBOOK IS THE OFFICIAL POLICY OF THE SCHOOL OF SOCIAL WORK DOCTORAL PRROGAM AND SUPERCEEDS ALL PREVIOUS PUBLISHED HANDBOOKS AND POLICY STATEMENTS.**

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# The Ph.D. Program

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Like many other states, Missouri faces a number of socioeconomic and demographic challenges resulting in the need for new, effective social services. MU's Social Work Ph.D. program is the only program located in a Missouri public higher education institution. The Ph.D. program prepares researchers and scholars trained at the highest level of competence as educators and researchers with knowledge and skills to inform policy making, program development and evaluation, and research on clinical practice issues. The program builds upon MU's mission of service to the state as a land-grant university and extends it into the 21st century. The research focus of the MU doctoral program is in keeping with MU's stature as a Carnegie Doctoral/Research Extensive institution and a member of the Association of American Universities, The School is also a member of the St. Louis Group for Excellence in Social Work Research and Education, an elite group of research oriented schools of social work.

## TUITION AND FEES

Tuition and fees are based on residency status and the number of hours taken each semester. The cost of tuition and fees is subject to change on an annual basis. Current information may be obtained from the Cashiers Office at (573) 882-3097 or <http://cashiers.missouri.edu>

## FINANCIAL ASSISTANCE

Teaching and Research Assistantships through the School of Social Work are available to full time students each semester depending upon funding. These assistantships are awarded on a competitive basis. The School is highly selective in awarding admission and assistantship support. Those interested are encouraged to apply by the January 15 deadline with all required materials and indicate their interest in an assistantship.

School of Social Work full-time Ph.D. students who apply for and are accepted as graduate research or teaching assistants qualify for waivers of tuition and most educational fees. Those students who are awarded an assistantship will devote 10 hours per week (.25% RA/TA) serving as a teaching assistant or research assistant to a member of the faculty. Further information can be obtained from the Director of Doctoral Studies or the Doctoral Program Office in 724 Clark Hall.

The School of Social Work will make every effort to obtain financial support for the top full time doctoral students and extend that support to two full academic years. This commitment is subject to available funds and the student remaining in good standing and making progress in their program.

**All applicants should be aware that financial support cannot be guaranteed to all students admitted to the Ph.D. program.**

### **Other School Awarded Assistance**

#### **Jane Bierdeman-Fike Doctoral Fellowship Fund in Social Work**

This fellowship is awarded to doctoral students in social work who are pursuing scholarly interests in the field of public service for the chronically mentally ill and/or mentally ill offenders. Ms. Jane Bierdeman-Fike served as Director of Psychiatric Social Work at Fulton State Hospital for over thirty years, and established this fund in support of our doctoral program. Applications must be received by January 15.

#### **Eleanor J. and John W. Watt Scholarship for Social Work and the Gay/Lesbian Community**

This scholarship is awarded to gay or lesbian graduate students in the School of Social Work, with preference given to doctoral students interested in conducting research on gay/lesbian issues. This scholarship was established by Dr. J. Wilson Watt, Associate Professor in the School, in honor and memory of his parents.

**Numerous other scholarships/fellowships are available through the Graduate School.** Students are strongly encouraged to review the website at <http://gradschool.missouri.edu/financial/index>

## **Support from the Profession**

### **CSWE Doctoral Fellowships in Social Work for Ethnic Minority Students**

This scholarship is awarded to students who have Master's degrees in Social Work and who will begin full-time study leading to a doctoral degree in social work or who are currently enrolled as full-time students in a doctoral social work program. Applicants should demonstrate potential for assuming leadership roles; potential for success in doctoral studies; and commitment to a career in providing mental health and/or substance abuse services to ethnic/racial/social/cultural minority individuals and communities. For more information on these programs, visit the Programs and Services section at CSWE online: <http://www.cswe.org>

### **NEED-BASED FINANCIAL AID**

To be considered for need-based financial aid, submit the Free Application for Federal Student Aid (FAFSA). The form is available in December and should be completed and mailed or filed electronically by March 1 each year. MU will notify students who file the FAFSA of their financial aid eligibility. To be eligible to receive federal financial aid, a student must be a U.S. citizen, permanent resident, or an eligible non-citizen. Further information can be obtained from: your financial aid advisor, who can be found by going to this webpage: [http://sfa.missouri.edu/Contact\\_Advisor/index.php](http://sfa.missouri.edu/Contact_Advisor/index.php). Go to the chart near the bottom of the page and look for the first letter of your last name under the middle column. General financial aid help can be contacted at the information below:

Student Financial Aid  
11 Jesse Hall  
Columbia, MO 65211-1600

Phone: 573.882.7506; toll free: 1-800-225-6075 (only in IL & MO)

E-mail: [finaidinfo@missouri.edu](mailto:finaidinfo@missouri.edu)

## **UNIVERSITY OF MISSOURI-COLUMBIA TRADITION**

The University of Missouri System has provided teaching, research and service to Missouri and the nation since 1839. The university was the first publicly supported institution of higher education established in the Louisiana Purchase territory. Its philosophy of education was shaped in accordance with the ideals of Thomas Jefferson, who was an early proponent of public higher education. Today, the University of Missouri System is one of the nation's largest and most prestigious public research universities, with nearly 70,000 students on four campuses and hundreds of thousands served statewide through University of Missouri Extension and University of Missouri Health System.

Missouri University (Mizzou), established in Columbia in 1839, is the oldest state university west of the Mississippi River. MU is the largest of the four campuses of the University of Missouri System. Other units in the system include The University of Missouri- St. Louis (UMSL), The University of Missouri- Kansas City (UMKC) and the Missouri University of Science and Technology (MUST) in Rolla MO.

MU Master's degrees were first awarded in 1846. The first doctor of philosophy degree was awarded in 1899. MU is one of the most comprehensive and diverse universities in the United States. As a member of the Association of American Universities (AAU) and a Carnegie Foundation Advancement of Teaching classified "Comprehensive Doctoral with Medical/Veterinary degrees," MU is a premier provider of graduate and professional education.

The University offers many developmental experiences outside the classroom, including concerts, theatrical productions, fine art and cultural exhibits, and films. Many campus groups sponsor specialized seminars and lectures by distinguished visiting scholars. Approximately one-quarter of MU's budget comes from state and federal appropriations. The sources of the remainder of the budget include private gifts, grants, student educational fees, auxiliary enterprises and University Hospital. MU's federal funding for research projects has increased 66 percent since 1997; the University now has \$129 million in ongoing research projects and enjoys broad support from its alumni. The University is distinguished from other public institutions in the state and in the region by the scope and quality of its graduate programs and its scholarly and creative productivity. Closely interwoven graduate education and research enterprises provide a context for high-quality undergraduate and professional education, and for effective outreach sensitive to the needs of the state.

## **School of Social Work Grass Roots of the School**

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Following an era of unparalleled social change around the world in the 19th century, the field of social work was in its early infancy at the beginning of the 20th century. In fact, the first social welfare textbook was published in 1894, and the first school of social work was established in 1898. Recently, the National Association of Social Workers celebrated the profession's centennial in 1998.

Today, the profession of social work and social work education has evolved in response to the needs of vulnerable individuals and populations, promotion of human rights, and challenges related to social service and social welfare policy. Social work education at the University of Missouri-Columbia (MU) has progressed, along with the profession, from the earliest stages of social work training to developing leadership for social and economic justice in the 21st century.

In 1906, MU first offered social work training through an extension program in St. Louis. Faculty from the MU Sociology Department commuted regularly to deliver lectures in affiliation with the St. Louis School of Philanthropy. MU assumed control of the school, which was renamed the Missouri School of Social Economy in 1916.

In 1919, MU was one of seventeen existing schools of social work in the U.S. and Canada to form the Association of Training Schools for Professional Social Work. The Association developed the first uniform standards of training and professional education, and eventually became the Council on Social Work Education (CSWE); today's national accrediting body for social work education.

Social work curriculum was first offered on campus through the MU College of Arts and Science in 1925. Then, in 1929, the College of Agriculture established curriculum for the training of rural public welfare workers. In 1935, administration of all social work training was transferred to the Graduate School, and a one-year graduate curriculum leading to a master's degree in sociology with a major in social work was offered.

In 1946, the Department of Social Work was established in the College of Arts and Science, along with a one-year graduate program leading to a certificate of social work. An undergraduate social work program was also offered as an area of concentration leading to a Bachelor of Science degree. In 1949, in accordance with national accreditation standards, a two-year program leading to a master of science in social work was added, including an emphasis for the training of corrections workers. In 1953, the department became the School of Social Work within the College of Arts and Science.

In 1965, the School of Social and Community Services was formed, of which the School of Social Work was a part. In 1967, the School of Social Work began providing statewide outreach programs through the University Extension Division. Focuses of the program included developmental training for agency staffs and citizens engaged in implementing new or expanded social services, professional development, and consultation. The School of Social and Community Services became the College of Public and Community Services in 1975.

Following a national trend recognizing the undergraduate degree in social work as the first professional practice degree in the field, the bachelor of social work degree was offered at MU in 1975. Also during 1975, the Master of Science in Social Work was renamed the Master of Social Work degree, and the BSW and MSW programs were offered as components of a five-year continuum curriculum.

In 1988, the College of Public and Community Services was eliminated and the units within the college were reorganized on campus. The School of Social Work joined the College of Human Environmental Sciences, which offers programs in Consumer and Family Economics, Environmental Design, Human Development and Family Studies, Nutritional Sciences, and Textile and Apparel Management.

In 2000, the school launched its nationally distinctive PhD program with an emphasis on state social policy. Between 2000 and 2002, seven new faculty members with earned doctorates from Doctoral/Research Extensive institutions joined the school. In addition, the school's mission was determined by the faculty to be developing leadership for social and economic justice. The first PhD degree was awarded in 2004.

Today the school offers its accredited BSW and MSW programs and its nationally distinctive PhD programs within a mission to develop leadership for social and economic justice. The school is also guided by a commitment as a land-grant university to teaching, research, and service that is responsive to the needs of the state. Finally, the school strives to advance social work research and scholarship that is broadly applicable to the nation and world, which is congruous with its stature as a Comprehensive Doctoral and Research Extensive institution.

*References based on the National Association of Social Workers Centennial Index and the University of Missouri-Columbia Archives.*

# PhD Regulations - Graduate and School Requirements

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## CURRICULUM OVERVIEW

The PhD curriculum consists of a minimum of 51 post MSW semester credit hours divided among three distinct but interrelated, complementary elements designed to assist students to achieve the competencies expected of a researched oriented career in teaching or practice. A core of social work courses provides the foundation in the traditions and knowledge in the profession and exposure to state- of-the-art research and practice techniques for the 21<sup>st</sup> century. Electives from the broad spectrum of social and behavioral sciences offering are available through MU departments while allows students to design an individualized program of study capitalizing on their unique interests and talents. A strong regimen of research technology, design and methodology; Micro, Mezzo and Macro practice and social theory; and policy research and analysis course are designed to prepare students for competency in current and emerging methods of scientific inquiry.

### **Students without an MSW degree (12 hours)<sup>1</sup>**

Students entering the program who do not have an MSW degree from a CSWE accredited program are required to take up to 12 hours of Social Work Foundation coursework prior to beginning doctoral studies. The coursework making up the 12 hours are chosen in consultation with the doctoral program director/advisor and must be taken during the first year of enrollment. These students will have a 63 credit hour program composed of MSW courses and the other requirements for doctoral students.

### **Students with an MSW degree:**

#### **Social Work courses (18 credit hours)**

The School of Social Work offers four (4), three (3) credit hour core courses in social work and social theory, research methods, and policy as a foundation for building more specialized knowledge. The remaining six credit hours may include a research experience (research applications) and the dissertation seminar. Other elective opportunities may be offered including independent study or an additional research experience via independent study with a faculty mentor.

#### **Elective Courses (15 hours)**

In consultation with the advisor or, if following successful completion of the qualifying exams, with approval of the student's chair and committee, a regimen comprising a minimum of five (5) three credit hour elective courses from social and behavioral sciences, one of which must be a research design and methodology course, are required. The individualized plan of study may concentrate in one discipline or field or may be an interdisciplinary support area depending on the student's area of specialization and research emphasis. Students may take additional statistical courses above the required (6) hours as electives.

#### **Statistics (6 hours)**

A minimum of 6 hours of statistic courses are required. The coursework may be taken within the School of Social Work or in other departments.

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<sup>1</sup> The Doctoral Program Committee may offer exceptions during the admission process on a case by case basis.

## SCHOOL OF SOCIAL WORK COURSE DESCRIPTIONS

### The Social Work Doctoral Core (four (4) three (3) credit hour courses which are taken as the first year's courses)

#### **SW 9100: Micro practice and intervention theory {Knowledge Building in Social Welfare I}** **(3)**

An advanced systemic review of theories requisite for the study and implementation of social work practice and policy centered research in social welfare with micro and mezzo social systems; emphasis is placed on critical analysis practice theories employed in practice and research.

#### **SW 9300: Research Methodology and Design (3)**

Review of social welfare and social work research methods with emphasis on critical analysis of seminal studies; examination of "state-of-the-art" research initiatives and the designs and methodologies utilized in them. Particular emphasis is placed on integration of research questions with data collection and analytic strategies.

#### **SW 9400: Macro Social Work Theory (3)**

Macro social theory is in depth examination of human development and social environment theories appropriate to scientific examination of social welfare practice with formal organizations, inter-organizational combinations, communities and societies. One or more major social macro issues will be examined in depth with opportunity for individual exploration.

#### **SW 9700: Social Welfare Policy Seminar (3)**

This course is a critical examination of comparative models of social policy development; preparation of a professional policy analysis in the student's area of interest/specialization which meets the highest standards of analytic rigor and comprehensiveness.

#### **Additional Courses to be taken:**

#### **SW 9890: Dissertation Seminar (3)**

Peer and faculty consultation used to assist students in the development of a draft research question which may be developed as a dissertation. The course focuses on the standards for completion of a dissertation which will be an original contribution to the scientific knowledge of the social work profession. Review of dissertation requirements and procedures are discussed and a model draft of the first three chapters of a dissertation proposal is developed for future dissertation refinement and/or for use in the comprehensive.

#### **SW 9800: Research Application I (3)**

Research Application I is designed to provide doctoral students with a supervised research experience in which students work collaboratively on a current faculty research project or on an approved agency-based or university project under faculty supervision. Approval for RA I course must be signed by the student's advisor/chair and the doctoral program director. With approval of their doctoral program committee, students may elect to use the Research Application I course to conduct a pilot study of their potential dissertation plan. The course is designed to involve students in the major phases of a research question(s); assessment and synthesis of the relevant literature; articulation of appropriate quantitative/qualitative methods; operationalizing theoretical concepts, empirical questions, and research procedures; collection, processing and analysis of data; interpretation of findings and the articulation of implications in terms of original research questions; and research report writing. The expectation is for about 150 hours of research experience which will result in results in a product which can be submitted as scholarly presentation or a paper suitable for publication.

The expectation is that as a result of having completed Research Application I, the student will have:

- Developed a research proposal,
- Participated in the planning and implementation of a research project,
- Engaged in the various tasks associated with the completion of a research project,
- Developed the capacity to plan and carry out an independent research project,
- Prepared a written quality research report of suitable for submission as a publication or scholarly presentation.

Based on self and faculty assessments of a student's research competencies, interests, and learning goals; and on available opportunities for supervised research experience, a written "proposal" is submitted for review and approval by the student's advisor and proposed faculty instructor. The proposal specifies the research plan including specific knowledge and skills to be attained as well as how they will be evaluated.

### **Research Proposal:**

The proposal must address the following set of criteria:

1. The research competencies to be acquired/strengthened by the student.
2. The specific research problem to be examined.
3. The general methodological procedures to be employed.
4. The specific research tasks/activities to be engaged in by the student over the course of the experience.
5. The research training to be provided by the member of faculty who will serve as the research instructor (mentor) for the project, including the number of hours per week of direct supervision to be provided.
6. The nature of the anticipated scholarly product to be developed.

**The research proposal and the signed and completed Research Application/Special Topics Approval Form (located below) must be submitted to the Doctoral Program Director at least six (6) weeks prior to the beginning of the semester during which the Research Application course is being taken.<sup>2</sup>**

### **Course Requirements and Evaluation:**

Ordinarily, the student's Research Application I course will culminate in a scholarly product of publishable quality. This may be single authored by the student or co-authored by the student and the faculty research instructor and/or other mentors. The written product must be evaluated as satisfactory by the research instructor before the course is successfully completed. All Research Application I courses are graded on Pass/Fail basis.

### **Structure/Format of the Research Experience:**

Research experience decisions are based on the mutual interests of doctoral students and available faculty instructors (mentors). Final decisions are reached through a process of negotiation involving the student, their advisor, and the proposed research instructor (mentor). Research opportunities may be identified by either students or faculty. While most Research Application I experiences are within the Department of Social Work, outside placements are acceptable if quality supervision is available and all course requirements can be met.

Pre- or co-requisites for Research Application I include successful completion of the four core courses and at least two foundation statistics courses. Typically, students will be eligible to enroll in Research Application I upon completion of the first year of their doctoral studies. The student's advisor/chair may vary the foundation statistics requirement.

### **SW 9900: Dissertation (12)**

This course is the formal mechanism providing for the student's faculty dissertation chairperson and committee to assist the student in demonstrating competence to engage in meaningful individual research and completing, presenting and successfully defending a dissertation which contributes substantively to the body of social work scientific knowledge.

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<sup>2</sup> The time limit may be modified by the advisor/chair in exceptional circumstances.

## **Elective Courses**

### **SW 9850: Research Application II (3) (Elective)**

Continuation of Research Application via substantial additional research work which may be in work beyond a previous Research Applications I course and/or a field experience involving the student in a major agency based research or program evaluation. The same requirements for a proposal as in SW 9800 apply. If a field experience is selected the choice of the setting will be based on the student's research interest and must involve approximately two days per week for one semester (256 clock hrs).

### **Other Elective courses**

Other elective courses in the content or statistical areas can be chosen with your initial advisor or chair. Only courses numbering 7000 can be applied for doctoral credit. Independent study with a member of the faculty can also be arranged.

**Time Limits: The policy of the MU Graduate School is that students have 5 years to complete their coursework and their comprehensive examination. They have another 5 years beyond the comprehensive exam in which to complete the dissertation.**<sup>3</sup>

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<sup>3</sup> These deadlines are set by the graduate school and require formal requests for extension.

# SAMPLE PLAN OF STUDY

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## Full Time (9 hours per semester)

### **Fall: Semester 1 (9 credit hours)**

SW 9100 Micro Practice and Intervention Theory  
{ Knowledge Building I }

SW 9300 Research Methodology and design  
Statistics

### **Summer: Semester 3 (3 credit hours)**

Elective

*August (date(s) of the actual exam may vary) Qualifying Examination – No credit earned -conducted on campus.*

### **Fall: Semester 4 (9 credit hours)**

Research Application I

Dissertation Seminar

Elective

### **Winter: Semester 2 (9 credit hours)**

SW 9400 Macro Social Theory

SW9700 Social Welfare Policy

Advanced Statistics

### **Winter: Semester 5 (9 credit hours)**

Elective

Elective

Elective

*Following substantial completion of required coursework; a Comprehensive Exam (no credit hours earned) will be scheduled with your chair and committee. Upon successful completion of the exam, your schedule will be set with your committee.*

After the completion of all required coursework and the comprehensive exam requirement, students must then continue to enroll in enough hours to meet the continuous enrollment requirements and complete a minimum of 12 hours of dissertation credit.

### **Summer: Semester 6 (1-9 credit hours)**

Dissertation hours

### **Remaining Semesters as necessary**

Dissertation hours.

## Part Time (6 hours per semester)

### **Fall: Semester 1 (6 credit hours)**

SW 9100 Knowledge Building I

SW 9300 Research Methods

### **Summer: Semester 3 (3 credit hours)**

Elective

*August (date(s) of actual exams may vary) Qualifying Examination – No credit earned -conducted on campus. Following successful completion of your exam, you may choose and chair and form a committee.*

### **Fall: Semester 4 (6 credit hours)**

Elective

Statistics

### **Fall: Semester 6 (6 credit hours)**

Research Application I

Dissertation Seminar

*Following substantial completion of required coursework; a Comprehensive Exam (no credit hours earned) will be scheduled with your chair and committee. Upon successful completion of the exam, your schedule will be set with your committee.*

After the completion of all required coursework and the comprehensive exam requirement, students must then continue to enroll in enough hours to meet the continuous enrollment requirements and complete a minimum of 12 hours of dissertation credit.

### **Summer: Semester 8 (1-9 credit hours)**

Dissertation hours

### **Remaining Semesters as necessary**

Dissertation hours

### **Winter: Semester 2 (6 credit hours)**

SW 9400 Knowledge Building II

SW9700 Social Welfare Policy

### **Winter: Semester 5 (6 credit hours)**

Elective

Advanced Statistic

### **Winter: Semester 7 (6 credit hours)**

Elective

Elective

## **PROGRAM INFORMATION**

### **Degree Program Forms**

Upon successful completion of the qualifying exam; all students should begin submitting degree program forms which will aid the department and the Graduate School in tracking the student's progress toward degree completion. These forms include the following:

- **D-1 form** - Verifies completion of qualifying exams and the qualifying process. Confirms the student's advisor and doctoral committee. This form is submitted to the doctoral program director for signature and must be submitted to the Graduate School upon the successful completion of the **qualifying exam**.
- **D-2 form** - Presents the course work to be included in the student's program of study. This form is submitted to the doctoral program director who will seek the doctoral program committee's approval. The form must be approved and submitted to the Graduate School by the end of the student's **third semester** of enrollment. The D-2 form should be accompanied by the approved Plan of Study Worksheet which specifies the course of study.
- **D-3 form** - Records the official results of the doctoral **comprehensive examination which consists of the student's oral dissertation proposal defense**. This form must be submitted to the doctoral program director for signature and filed with the Graduate School within 30 days of successful defense of dissertation proposal.
- **D-4 form** - Reports the official results of the **dissertation defense**. This form must be submitted to the doctoral program director and filed with the graduate school within 30 days of completing the defense.

### **Full-Time Enrollment Status**

Without special permission of the vice provost/dean of the Graduate School, the maximum credit hours in Graduate School is 16 each semester or nine for the summer session. **Enrollment in nine hours in the fall and winter and four hours in the summer is considered full-time enrollment for doctoral students.**

### **Plan of Study (as specified in the D2 form)**

The doctoral program committee provides departmental approval of the student's plan of study, a list of the courses and the credit to be earned in each of them, which will, when completed:

- Prepare the student for research/scholarly investigation in the chosen area of study specialization.
- Satisfy the credit-hour and residency requirements of the department.
- Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or social work program.
- Satisfy the Graduate School's requirement for a minimum of 15 hours of course work at the 8000 level (exclusive of research, problems and independent study experiences).

The student's dissertation committee also recommends to the vice provost/dean of the Graduate School, as part of the plan of study, any request for transfer of graduate credit. The student must substantially complete the course work outlined in the plan of study to the satisfaction of the doctoral program committee and the Graduate School before being declared ready for the comprehensive examination.

### **Qualifying Examination/Process**

When first admitted to the SSW program, students are admitted as "graduate students taking doctoral classes." The student must pass the qualifying examinations to be fully engaged in the doctoral degree program. Following successful completion of the qualifying examinations, students become "qualified doctoral students" and are permitted to name a dissertation committee chair and with their advisor select a doctoral committee. The student's committee in conference with the qualified doctoral student will then develop a plan of study (and file the D2 form).

Until successful completion of the qualifying examination, the director of doctoral studies or a member of the school's doctoral faculty who is appointed as the advisor acts as the student advisor in all curriculum choices.

The qualifying examination is an assessment of the individual doctoral student following completion of the core coursework (inclusive of SW 9100, SW9300, SW9400 and SW9700). The purpose of the qualifying exam is to insure student comprehension of the core research and theory material that should enable the student to successfully progress through and complete the doctoral program.

The exam consists of written evaluation question(s) to be answered in a complete and comprehensive essay which demonstrates command of the core courses content and the ability to integrate, apply and extend knowledge. The examination will be created by the doctoral faculty and graded by a minimum of two doctoral and/or doctoral and tenure track faculty, except the doctoral program director will not grade exams, in order to maintain a line of appeal and feedback for the student.

The student's completed exam will be transmitted to the doctoral program director who will insure that all information that might identify the student to the graders is removed. The exam will then be forwarded to the graders. The graders will send their completed review and score electronically to the doctoral program director who will average the scores and forward the results to the student's advisor.

Grading is on a four point scale (1 = low to 4= high). The two scores will be averaged and a student must obtain an average score of 2.5 to pass.

In cases where there is a very large discrepancy in the two grades, the doctoral program director will seek a third faculty person to read the exam. The grades will be averaged based on three readers' scores.

The student's advisor will, as soon as practical, review the results of the exam review and scores with the student.

If a student does not achieve a score of "pass" (average score of 2.5) on the examination, the advisor will be asked to inform the doctoral program committee as to what conditions the student must meet before a retake of the examination can be scheduled. Students may be permitted one more chance to pass the examination based on the advisor's recommendation and the decision of the program committee. The second exam should be scheduled before the beginning of the next full semester (spring) if possible. Failure to pass the exam after the second attempt will result in a review by doctoral program committee and probable dismissal from the program.

### **Comprehensive Examination Process**

Upon substantial completion of required coursework as outlined in the doctoral study plan (D2 form) students will be required to complete a comprehensive examination. The comprehensive examination will contain two parts, a provision of a written dissertation proposal and an oral presentation and discussion of the proposal. The purpose of the comprehensive examination process is to assure that students have the required knowledge and skill to complete their doctoral dissertation.

*Oral:* The oral exam involves presentation of the proposal to the student's doctoral committee. *Written:* The written portion of the exam will involve approval of the dissertation proposal. The proposal should reflect the first three dissertation chapters. **Chapter one** should include an Introduction to the dissertation, its questions and hypothesis. **Chapter two** should focus on the review of current literature, and **Chapter three** should clearly outline the methods to be used in the dissertation project. The written proposal should be given to the student's doctoral committee and the oral exam scheduled as soon as possible within a minimum of 30 days and a maximum of 60 days. The committee will provide feedback on the proposal and approve a final product. Upon successful completion of the comprehensive examination the chair and committee members will sign the D3 form. The student's chairperson will forward the completed D3 to the doctoral program director for signature and forwarding to the graduate school.

### **Credit-Hour Requirement**

MU requires a minimum of 72 semester hours beyond the baccalaureate degree for the PhD and EdD degrees. The student's dissertation committee must approve all course work used to satisfy the credit-hour requirement and may require additional course work beyond these minimums.

### **Transfer of Credit**

The dissertation committee may recommend that a specific number of hours in a master's or educational specialist degree be transferred toward the total hours required for the doctoral degree, and that additional hours be transferred for continued graduate work done either at MU or elsewhere. Twenty one (21) hours of credit will be given for coursework taken to obtain an accredited MSW degree. Additional hours past the master's degree are limited to a maximum of six hours. With approval of the director of doctoral studies or the student's advisor/dissertation chair, courses may be taken in other institutions of higher education and credit transferred to the degree plan. Courses in other institutions must be in an organized graduate program which can confer a graduate degree and must be courses with graduate level recognition. The committee may recommend that courses taken through MU's Extension division be counted toward the credit hour requirement. Extension or correspondence course work from institutions other than MU may not be used to meet the total hours required for the doctoral degree.

### **Annual Review**

All doctoral students will be reviewed annually. Students will be required to keep their progress updated in the graduate student progress system (GSPS). The advisor/chair or director of doctoral studies will conduct the review to determine if the student is making reasonable progress in their studies. Results of the review will be sent to the director of doctoral studies for review by the doctoral program committee.

Students should send their advisor an email message when they have updated their GSPS and reviewed their information. The updating should be done before the beginning of each academic year.

### **Grades**

Graduate students' grades in all courses counting toward an advanced degree are reported as A (4.0) (outstanding); B (3.0) (entirely satisfactory); C (2.0) (acceptable only to a limited extent in fulfilling the requirements for an advanced degree). **No D grade may be awarded a graduate student, and a grade of F (0.0) means the work has not satisfied the minimum requirements of the course.** W denotes withdrawn passing and does not affect a student's grade point average.

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.

When grades are not reported by the instructor, these "Blank Grades" will be recorded as "NR" (Not Recorded). 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 revert to an "F".

Graduate Credit: **No graduate credit is given for courses numbered below 7000.** Graduate students taking 7000-level courses should expect to be given additional course requirements in order to warrant graduate credit received for those courses. Courses at the 8000/9000 level are primarily for graduate students. 8090/9090 Research (8990/9990 Research for Engineering students) is reserved for master's and doctoral degree students working on a thesis or dissertation.

Grade Point Average: A graduate student's grade point average is based on the student's entire graduate record at MU. To remain in good standing, a graduate student must maintain a cumulative GPA of 3.0 or better.

At the end of each semester, graduate students with a cumulative GPA below 3.0 are placed on probation. If at the end of the following semester the cumulative GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or area program, be allowed a second probationary semester. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0. Note: Summer session is not counted as a semester.

To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU and not just those courses listed on a program of study.

### **Residency Requirement**

A doctoral student must complete at least two nine-hour semesters or three six-hour semesters in an 18-month period at MU. All courses taken to satisfy the residency requirement must be approved by the student's advisor/chair of their doctoral dissertation committee.

### **Reasonable Rate of Progress**

Reasonable rate of progress is governed by both the campus-wide policies of the Graduate School. Failure to satisfy the Graduate School's rate of progress policies leading to dismissal are handled by the Request for Extension process and the decision of the Vice Provost for Advanced Studies and Dean of the Graduate School in these matters is binding. Dismissals arising from violation of departmental policies may be appealed using the Appeals Process outlined below. Students should refer to the section on Dismissal Policy, Extension Requests and Appeals Process for Graduate Students for additional details.

### **Graduate School policies in effect for reasonable rate of progress for doctoral students.**

A PhD student must **successfully complete the comprehensive examination within a period of five years** beginning with the first semester of enrollment as a PhD student. For an extension of this time the student must petition the Graduate School by submitting a request to the advisor/chair who, in turn, submits the written recommendation to the Graduate School if endorsed by the director of doctoral studies. In addition, **the dissertation must be completed within five years of passing the comprehensive examination.** On petition of the candidate and the candidate's department, an extension of time may be granted by the Graduate School. Departments specifically reserve the right to re-certify currency in the discipline. All requests for extensions should be endorsed by the departmental director of graduate studies and accompanied by a description of the process whereby currency in the discipline is certified, if required by the department.

### **Selection of Advisor**

The student selects an advisor or co-advisors, by mutual consent, from doctoral faculty members who are members of the School of Social Work Doctoral Faculty. In the event that an advisor retires or leaves MU, he/she may continue to serve as a student's advisor. If an advisor is unable or unwilling to continue to serve, the doctoral program committee will assist to ensure that a replacement is found.

### **Selection of the Dissertation Committee**

The doctoral dissertation committee must be recommended by the student's advisor and approved by the director of doctoral studies and the Graduate School after the successful completion of the qualifying exam and **before more than two years has elapsed following the student's first registration as a doctoral student (part-time students will have additional time).**

The doctoral dissertation committee shall be composed of **a minimum of four members of the MU graduate faculty** and will include at least three members from the School of Social Work (including the advisor/chair) and **one outside member** from a different MU program. **At least two of the doctoral dissertation committee members must be MU doctoral faculty.** Additional committee members with specialized expertise who do not meet the criteria for the MU graduate faculty or doctoral faculty may serve on a doctoral committees as a fifth or sixth member, with special permission of the vice provost/dean of the Graduate School.

All members of the doctoral program committee will be intimately involved and will actively participate in the activities of the doctoral student at all the stages of the student's career at MU, except the qualifying examination/process. The committee also may participate in the assessment of a student's background and potential for success in the department's doctoral program. Committee members may call a meeting of the full committee at any time to discuss the student's progress.

### **Doctoral Candidacy and Continuous Enrollment**

Candidacy for a doctoral degree is established by passing the **comprehensive examination**. Status as a continuous enrollment doctoral student begins the term after the term in which the comprehensive exam was successfully completed. Candidacy is maintained by enrolling in SW 9990 Dissertation for two semester hours each fall and spring semester and for one semester hour each summer session up to and including the term in which the dissertation is defended. Continuous enrollment provides access to an advisor's support, doctoral program committee guidance and University research facilities for completion of the dissertation. Failure to continuously enroll in SW 9990 Dissertation until the doctoral degree is awarded terminates candidacy.

Candidacy may be reestablished by paying the registration and late fees owed and completing the requirements specified by the student's doctoral dissertation committee. Registration fees owed may not exceed the amount owed for seven terms, regardless of the number of terms beyond seven for which the student failed to continuously enroll. The committee's requirements may include a second comprehensive examination or evidence of currency in the research field as suggested by publications in refereed journals. Candidacy is reestablished when the student's advisor and the departmental, area program or divisional director of graduate studies submits a written request to the Graduate School explaining the basis for the decision. Once approved, a Request to reenroll form must be completed by the student and sent to the department/program for processing.

### **Dissertation**

The dissertation must be written on a subject approved by the candidate's doctoral dissertation committee, must embody the results of original and significant investigation and must be the candidate's own work. Every candidate should obtain "Guidelines for Preparing Theses and Dissertations" from the Graduate School. The School of Social Work requires all dissertations comply with APA style and reference format.

All dissertation defenses shall be open to the general faculty. The School of Social Work will announce dissertation defense dates to the entire faculty. The candidate must be enrolled to defend the dissertation, which **can only be defended when MU is officially in session**. A report of the examination, carrying the signatures of all members of the committee, is sent to the Graduate School before the deadline preceding the anticipated date of graduation. **For the dissertation to be successfully defended, the student's doctoral committee must vote to pass the student on the defense with no more than one dissenting or abstaining vote.**

The final copy of the dissertation must be submitted to the Graduate School in electronic format according to the "Guidelines for Preparing Theses and Dissertations."

## Student Responsibility

It is each graduate student's responsibility to be familiar with the information presented in the Graduate School catalog and the School of Social Work Handbook. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

### Academic Honesty And Professional Ethics

Academic honesty is essential to the intellectual life of the University. Students who use, or attempt to use as their own the answers, words, ideas or research findings of another person are guilty of academic dishonesty. In addition to such acts of cheating or plagiarism, any unauthorized possession of examinations, hiding of source materials, or tampering with grade records are acts of academic dishonesty specifically forbidden by University rules?

According to the MU Faculty Handbook, faculty are required to report to their departmental chair and the provost's office all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student's grade on the work affected by the dishonesty and, where appropriate, the grade for the affected course. The decision as to whether disciplinary proceedings are instituted is made by the provost. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in suspension or dismissal from the University.

Graduate students also should be aware that most professional associations have codes of ethics. These codes vary considerably across fields, but tend to provide guidelines for a broad array of professional responsibilities including teaching, research and working with clients. Violations of a code of ethics can lead to negative sanctions by one's professional colleagues and the expulsion from the professional associations in one's field. Graduate students are encouraged to obtain copies of codes of ethics for their chosen profession from the director of graduate studies in their department or program.

### School of Social Work's Authorship Policy

The question of who should be an author on papers often comes up. This is a particularly sensitive issue between students and faculty because of the power relationships involved. The below recommendations are based on a review of the literature on authorship rights, and policies from various departments in the University:

- All authors must have had a significant role in the design OR analysis and interpretation of the data and findings **AND**
- At minimum have read the entire manuscript, provided editorial comment, and be willing to be held publicly accountable for the intellectual content.  
Actual performance of data collection, recruitment of subjects, management of the study and so on do not constitute sufficient intellectual ownership of the work to justify qualification as an author.
- The decision regarding authorship should be made by the "responsible author". The responsible author is the lead on the study, generally writes the first draft and incorporates all editing and revisions, and is generally also the first author.
- Authorship order should also be decided by the responsible author, who should attempt to base the order on the intellectual and writing contributions of each co-author. It is recommended that a discussion occur before the writing begins on this issue and that all parties clearly understand their expected role in the publication. There may be an occasion when someone does not fulfill their role or they request to be removed from the project so continued conversations are often necessary.

It is critical that all authors agree to the submission of any scholarship related to the publication- including poster presentations, conference papers, etc. The responsible author should take the lead in assuring this occurs.

## **The Graduate School**

MU's Graduate School enrolls over 6,500 graduate students in more than 90 graduate degree programs. In its history, the school has granted a total of more than 65,000 graduate degrees. It is a member of the Association of Graduate Schools and the Council of Graduate Schools.

Graduate programs are designed by MU's graduate faculty to meet societal needs and the career and intellectual objectives of the individual graduate student. The classic student-mentor relationship is the keystone of graduate education at MU. The Graduate School seeks to assure the people of Missouri that faculty and student research adds significantly to the supply of knowledge. The school also seeks to assure its supporters that new knowledge and skills are transmitted, that traditions are challenged and sustained, and that creative activities and achievements are recognized and supported. Through the University's Office of Research, quality research and creative activities provide various support services for researchers and administrators through externally funded research grants and contracts awarded to MU personnel.

Graduate education is designed to facilitate the development of effective teachers, creative researchers, and engaged citizens. The keys to success include the student-mentor relationship and an intellectual climate conducive to the acquisition of research, teaching, and service skills. Close interaction with the faculty allows the student to develop scholarly insight. At MU the student-mentor relationship is more than a simple apprenticeship. It is an intellectual partnership rewarding both parties. .

The school encourages student participation in academic affairs. Students contribute to Graduate School governance, and perhaps more importantly, help open lines of communication among students, faculty and administrators. This effort results in a vigorous Graduate Student Association, which places members on most Graduate School and Graduate Faculty Senate committees.

The University provides an effective environment for research. In order to maintain its teaching programs, the University provides faculty, staff, laboratories, libraries, computers and other special facilities. These resources also are necessary for the systematic investigation, experimentation and creative activity involved in research. Thus, the effectiveness of both teaching and research is enhanced and substantial economies result from the sharing of resources.

The Graduate School disseminates information concerning external funding opportunities for graduate student research and graduate training grant proposals.

### **Governance of the Graduate School**

[The Graduate Faculty Senate](#) is the governing body of the graduate faculty. Its members are elected representatives of degree-granting departments and area programs. The Graduate Faculty Senate reviews course changes, degree requirements, membership applications, as well as academic policy. An executive committee guides and coordinates the activities of the senate.

**Graduate Faculty and Doctoral Faculty:** Membership in the graduate faculty requires regular appointment to the rank of assistant professor or above. To supervise doctoral dissertations, a faculty member must be a member of the University Doctoral Faculty. Appointment to the doctoral faculty is for a five-year renewable term.

**Director of Graduate Studies:** Each department offering a graduate program selects a faculty member to serve as director of graduate studies. The role of the director is to facilitate communication between the Graduate School, students and faculty; to provide advice to students on Graduate School, departmental and University regulations; and to assure that these regulations are applied uniformly in the program.

Administration: The Graduate School is headed by the Vice Provost for Advanced Studies and Dean of the Graduate School. The vice provost/dean of the graduate school administers activities related to academic programs, recruitment and marketing, graduate admissions, fellowships and support services including the acquisition of external grants and contracts to support graduate student education. The vice provost/dean of the graduate school works closely with other university academic administrators to coordinate interdisciplinary initiatives, enrollment planning, graduate program/student assessment, and faculty development activities.

## **Opportunities and Benefits for Graduate Students**

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**Preparing Future Faculty** and Brown-Bag Seminar Series focus on topics related to teaching, research and service and are coordinated by the Graduate School. MU's program is modeled after the national PFF movement initiated by the Council of Graduate Schools, the Association of American Colleges & Universities, and the Pew Charitable Trust. The goal is to insure the development of future faculty prepared to meet the challenges of the 21st Century. Doctoral students from all disciplines are eligible to participate. PFF activities range from one-time seminars to a yearlong academic credit-bearing course to a fully developed Minor in College Teaching. Depending on interests and availability of time, students have flexibility to design their PFF program to meet their individual needs.

**Minor in College Teaching** is aimed at better preparation of advanced graduate students for college teaching careers. This interdisciplinary minor is available to enrolled doctoral students in all approved graduate programs at the University of Missouri-Columbia and students must apply formally to the current chair of the coordinating committee. The minor in college teaching is taken in addition to the courses required by the student's major department and requires a minimum of 12 hours of course work selected from a list of required and elective courses.

**Learning Center Writing Lab** offers free, fifty-minute writing consultations to graduate students. Graduate students may come for help with short papers, seminar reports, letters, or resumes. For longer writing assignments like MA theses or dissertations, referrals can be made to paid tutors. To make appointments, graduate students should call the Learning Center Writing Lab at (573) 882-2493 or come to the Student Success Center.

**Health And Insurance Benefits For All Graduate Students** - Two programs that provide health benefits are available to all MU students: the Student Health Center, and the Accident and Sickness Insurance program. Payment of the Student Health Center fee is mandatory for full-time students and optional for part-time students. The Center treats short-term conditions such as colds and flu and refers students to specialists or hospital care if necessary. Accident and Sickness Insurance has been available for all students for many years, on a voluntary basis for domestic students, but mandatory for international students since 1998. For detailed information about the optional insurance plans, consult <http://www.sas-mn.com/>.

**Fee Waivers-Graduate Student Support Program (GSSP)** - Eligibility for a GSSP fee waiver requires appointment to either Graduate Teaching Assistant or Graduate Research Assistant. Enrollment of at least 9 hours per semester is required.

A student must hold the assistantship or fellowship for the entire semester in order to receive a full GSSP fee waiver. If the student's assistantship or fellowship starts after the first day of the semester or ends before the last day of the semester, or if a student withdraws from the university before the end of the semester, the student will receive a partial GSSP fee waiver and will be responsible for the balance of their resident and nonresident (if applicable) educational fees. If a student has a fellowship, received a stipend at the beginning of the semester, and then withdraws from the university before the end of the semester, that student may be required to return a portion of the stipend to the university.

A quarter-time appointment (0.25 FTE) requires an average of 10 hours per week. A half-time appointment (0.50 FTE) requires an average of 20 hours per week. Generally, a student who holds any of the above qualifying titles should expect to put in the number of hours needed to complete a particular task be it teaching a class or running an experiment. In some instances, a week's work could be less than prescribed for a 0.25 FTE or 0.50 FTE appointments; at other times, it may require more effort. The nature of the particular task will determine the quantity of time required. **The goal of an assistantship or fellowship is not just the work accomplished, but also the learning experience and the development of a relationship with one's employer, who could potentially become, in the future, one's colleague.** Since this mentorship is not governed by collective bargaining agreements and is not intended to conform to such arrangements, flexibility must be exercised by both the student worker and the mentor/employer. When instances of misuse are perceived, the vice provost/dean of the Graduate School shall be informed. All reports of misuse will be investigated and processed in a fair and expeditious manner.

### **Graduate Teaching Assistant**

Teaching responsibilities will generally include any of the following:

- teach one three-hour class
- lead one to five discussion or laboratory sections of a course
- proctor and grade large lecture exams
- prepare and grade lab exams

### **Graduate Research Assistant**

Research responsibilities will generally include any of the following:

- assist faculty with research activities which vary from providing assistance with proposal development through participating in the preparation of research reports for refereed journals
- help solve assigned research and class problems

Faculty investigators use their own criteria for selecting students for graduate research assistantships, and much of those criteria depend on a student's interest and aptitude for assisting with certain research projects.

### **General Responsibilities Associated With Graduate Assistantships**

The purpose of a graduate assistantship is to provide a professional development opportunity consistent with a student's educational objectives and to provide financial support for a graduate student within the context of department or grant-related tasks to be performed for a set period of time during which the student is expected to pursue academic and/or professional activities towards the advanced degree. To hold a graduate assistantship, a student must be admitted to a department or area with a specific graduate degree objective and must be enrolled and be making satisfactory progress (3.0 GPA) toward degree attainment during the period of the assistantship.

- Each department or unit shall establish its own documented procedures for recruitment, selection, retention, and dismissal of graduate assistants in accordance with MU graduate policy and Affirmative Action/Equal Opportunity guidelines.
- When the graduate assistant is hired, procedures and policies relative to the position shall be made available to each graduate student through the department.
- Individual departments may establish a required minimum course load for funded students (e.g., 9 credits of graduate work per semester).
- Departments should provide students with an official signed letter of award, informing them of assistantship expectations, responsibilities, and compensation.

The University of Missouri- Columbia is a signatory to the Council of Graduate Schools policy regarding the offering and acceptance of financial aid. Specifically, students are under no obligation to respond to offers of financial support for the coming academic year prior to April 15th. When a student accepts an offer before this date, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time. However, an acceptance given or left in force after April 15th commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Duties of the graduate assistant are assigned by the departmental chair/head, graduate committee chair, administrative supervisor, or others.

- Graduate assistantships are a special part of students' professional and academic/educational training.
- Graduate assistants are expected to be assigned relevant professional and academic experiences that may include, among other tasks, teaching or assisting in a course (under the supervision of a director or mentor), grading for a course, assisting in a department-sponsored laboratory or instructional center, assisting a professor on a research project, professional conference development, tutoring, or development of administrative skills.
- All projects must be supervised by a member of the graduate faculty, administrative staff, or principal investigator. No graduate assistant should be assigned to a project which is primarily clerical or housekeeping. A portion of any project may have clerical elements, but all projects should incorporate decision-making, judgment, analysis and evaluation skills.
- Students on graduate assistantships are discouraged from exceeding 20 hours per week of work for more than one semester from all sources both on and off campus during the period of the assistantship.
- Recipients of graduate assistantships may qualify for additional funding through competitive fellowship awards.
- No additional service or work requirement is associated with fellowship awards (see Fellowships for New MU Students (<http://gradschool.missouri.edu/financial/fellowships/fands.pdf>), and the Graduate Student Support Program Handbook (<http://gradschool.missouri.edu/financial/feewaiver/gsspindex.htm>).

### **Benefits**

A graduate student in a qualifying appointment is eligible for health insurance and tuition benefits if the appointment meets the minimum FTE, stipend level requirements, and appropriate duration of appointment. To receive resident tuition remission, an appointment must be:

- continuous for full semester or academic year (please refer to the following link for part time and pro-rated fee waiver information (<http://gradschool.missouri.edu/financial/index.htm>))
- at least .25 FTE; and
- at a minimum stipend level established in the Guidelines for Graduate Assistantship Eligibility for Tuition Benefits (<http://gradschool.missouri.edu/financial/feewaiver/index.htm>) published early in the spring semester for the next academic year.

Tuition remission is subject to time limitations for the duration of fee waiver support. The non-resident portion of tuition is remitted if appointment stipend meets the minimum level, as published in the above Guidelines. Tuition for summer sessions may be waived if certain conditions are met. For details, see Guidelines for Graduate Assistantship Eligibility for Tuition Benefits published early in the spring semester by the Office of the Vice Provost for Advanced Studies & Dean of the Graduate School.

### **Criteria for the Evaluation of Assistants' Performance**

Assistantships without a fixed term specified in the initial letter of offer may, at the discretion of the department, be renewed if the following criteria are met:

- funding is available
- departmental guidelines for funding duration or limited semesters of support of a student are met
- the student is making satisfactory academic progress
- the student's assistantship performance is judged to be satisfactory by his or her supervisor

- the student's professional and ethical behavior in all assigned tasks and duties is judged to be satisfactory, including course studies and research.

Where the number of years of funding is within those specified in the initial letter of offer, an assistantship must be renewed if these five criteria are met.

The faculty member or staff person who supervises the assistant's work must conduct a timely (at least yearly) written evaluation or check list regarding the student's performance, and provide a copy of that evaluation to the student and to the chair/director for placement in the student's file. This evaluation should take the following criteria into account:

- prompt, efficient, and accurate completion of assigned tasks
- ability to work independently once tasks are explained
- ability to analyze problems and find solutions
- student evaluations for instructional and tutoring assignments in courses, laboratory and clinical settings
- cooperation with mentor, director, and other assistants
- professional and ethical behavior in all assigned tasks and duties including course studies and research
- Opportunities for improving performance should also be outlined

Evaluations of performance shall not be influenced by sex, age, disability, race/ethnicity, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation, nor shall they be influenced by students' exercise of their First Amendment freedoms of expression and association.

### **Health Center**

Access to outpatient medical care is available at the Student Health Center next to University Hospital. The service, staffed by board certified physicians and nurse practitioners, includes primary and urgent medical care, women's health care, allergy desensitization, X-rays, an on-site laboratory, sports medicine and pharmacy. During fall and winter semesters, hours are 8 a.m. to 6 p.m. on Mondays, Tuesdays and Thursdays; 9 a.m. to 6 p.m. on Wednesdays; 8 a.m. to 5 p.m. on Fridays, and 9 a.m. to 1 p.m. on Saturdays and Sundays. After hours, a registered nurse is available to help assess urgent needs. Call 882-7481.

Full-time students pay a prepaid health fee that covers most services received at the center. Other students pay on a fee-for-service basis or may choose to pay the health fee. A separate student accident and illness insurance plan is recommended and available through the University.

### **Supplemental Plan For Sickness And Accident Insurance**

This plan, sponsored by the University of Missouri System, may be purchased at a reasonable cost at the time of enrollment. It covers hospitalization and surgery, including medical and surgical treatment while a student is away during weekends, holidays and summer vacations. Insurance to cover a spouse and dependents may be purchased at an extra cost.

Brochures outlining costs and plan coverage are available at the Cashier's Office, 15 Jesse Hall.

### **Recreation Services And Facilities**

All Recreation Services programs are designed to provide varying degrees of competitive and noncompetitive, structured and unstructured activities for members of the MU community. Activities include RecSports (men's, women's, co-rec and faculty/staff divisions for teams and individuals); open recreation; outdoor recreation; lap and recreational swimming at indoor and outdoor pools; and Leisure University classes including Club Aerobix, swing dance and tai chi.

Both indoor and outdoor facilities and activities are available. The Student Recreation Center (SRC) houses basketball, volleyball and racquetball courts; weight-training equipment; an elevated indoor track; aerobics and combative rooms; and locker rooms. Indoor and outdoor pools are located at the Natatorium Rec facilities available to MU students and Rec Center members include the Stankowski Outdoor Recreation Complex and multiple outdoor fields and parks on campus. A valid MU ID card or SRC facility pass must be presented to enter and use Rec Services' facilities. For more information, contact the Rec Services Office in 320 Student Recreation Center at (573) 882-2066 or visit our Web site at: <http://www.mizzourec.com>.

### **School of Social Work Doctoral Student Association**

The SSW Doctoral Student Association is an official student organization governed by the rules of the University. Membership, benefits, and methods will be described by the leadership of the organization at the new doctoral student orientation.

### **Graduate Student Association**

All graduate students are members of the Graduate Student Association (GSA). At the beginning of each academic year, graduate students are asked to select a fellow student to serve as their voting departmental representative to the GSA General Assembly. The goal of GSA is to promote the interests of graduate students at MU by serving as an informal liaison to faculty and administration and as the formal representative to the Graduate Faculty Senate.

As a divisional student government, GSA derives funds from the student activities fee. GSA projects include Web publication of the Graduate Student Handbook, recognition of graduate students with the Superior Graduate Student Achievement Award and distribution of travel and departmental scholarships to graduate students.

For more information, call the Graduate Student Association at (573) 882-6312 or visit the GSA Web page at <http://www.missouri.edu/~gsawww/>

### **Graduate Professional Council**

All graduate and professional students are members of the Graduate Professional Council (GPC). Formed in 1982, GPC is the official governing body for students enrolled in the Graduate School, School of Law, School of Medicine and College of Veterinary Medicine. GPC works to inform graduate and professional students about campus wide activities through student department and school representatives and also provides a forum for the students to voice concerns. In order to encourage academics on campus, GPC sponsors several activities each year that give graduate and professional students opportunities to enhance their current academic work, such as the Research and Creative Activities Forum, and semiannual opportunities for Travel and Presentation Scholarships. In addition, GPC works extensively in a joint partnership with the Missouri Students Association (MSA), the undergraduate student government, to sponsor and promote academic and social activities.

For more information, call the GPC at (573) 882-3492, send e-mail to [gpc@missouri.edu](mailto:gpc@missouri.edu) or visit the Web site at <http://www.students.missouri.edu/~gpc/>.

# D-1: Qualifying Examination Results and Doctoral Committee Approval Form

PhD     EdD    D-1 Form



## Qualifying Examination Results and Doctoral Committee Approval Form

*Submit to the Graduate School no later than the end of the student's second semester of enrollment.*

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Universities/Colleges attended with degrees and dates: \_\_\_\_\_

Degree Program: \_\_\_\_\_

<u>Name</u>	<u>Department</u>	<u>Campus Address</u>	GRADUATE SCHOOL USE ONLY <u>Doctoral Faculty</u>	
			Yes	No
1. _____ Chair (First Reader)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____ Member (Second Reader)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____ Member (Third Reader)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____ Member	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____ Outside Member	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Results of the qualifying process:     Passed     Did not pass\*

Specify process, if other than by examination: \_\_\_\_\_

\*If student did not pass, please indicate course of action proposed to the student: \_\_\_\_\_

I am aware that research involving human subjects (including surveys) requires Institutional Review Board (IRB) approval and that the Animal Care and Use Committee (ACUC) must review and approve most research dealing with animal subjects. I will comply with all current applicable MU regulations pertaining to research on human subjects or animals before and during all stages of my research.

_____ Student Signature	_____ Date	_____ Adviser Signature	_____ Date
_____ Director of Graduate Studies Signature	_____ Date	_____ Dean of the Graduate School Signature	_____ Date
<b>DO NOT WRITE IN THIS BOX (office use only)</b>	As of _____, official transcripts <input type="checkbox"/> are <input type="checkbox"/> are not on file. Date copies sent to Adviser and Director of Graduate Studies: _____		

10/2005

## D-2: Plan of Study for the Doctoral Degree Form

PhD     EdD

D-2



### Plan of Study for the Doctoral Degree Form

*The doctoral program of study must include a minimum of 72 hours of graduate credit from course work taken at MU, transfer credit and research hours (see **sample on reverse side**). Complete this form and submit it to the Graduate School no later than the end of the student's second semester of study. The program must include a minimum of 15 hours of 8000-level course work exclusive of problems, readings and research.*

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

Degree Program: \_\_\_\_\_

First Support Area (if applicable): \_\_\_\_\_

Second Support Area (if applicable): \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_  
Term (fall, winter, summer) Year

I understand the approval of this plan of study is conditional and is based on the assumption that I will complete my degree within the time frame required by the Graduate School. In addition, I understand no course on the plan of study should be older than 8 years at the time the plan of study is submitted, unless approval has been granted by my department and the Graduate School.

\_\_\_\_\_  
Student's Signature

**We, the undersigned, recommend this program of study and the transfer of credit.**

**APPROVAL SIGNATURES:**  
(Please sign full name legibly)

COMMITTEE:

_____	_____	_____
Chair	Member	Outside Member
_____	_____	_____
Member	Member	Member
_____	_____	_____
Director of Graduate Studies	Date	Dean of the Graduate School

<b>DO NOT WRITE IN THIS BOX (office use only)</b>	Date copies sent to Adviser and Director of Graduate Studies: _____
	Semester of First Enrollment as a doctoral student: _____

## PhD Plan of Study Worksheet

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Advisor: \_\_\_\_\_

Social Work Courses	Credits 18	Semester	Note if Transferred
SW 9100 Knowledge Building 1			
SW 9300 Research Methods			
SW 9400 Knowledge Building 2			
SW 9700 Social Welfare Policy			
SW 9800 Research Application 1			
SW 9890 Dissertation Seminar			

Elective Course (at least 3 hours in Research Design)	15
1	
2	
3	
4	
5	

Statistics Courses (6 hours)	6
1	
2	

Dissertation Hours (at least 12)	12
SW 9900	

**Total PhD hours** **51**

**MSW Credit Hours (up to 21hrs Foundation MSW courses)**


**Total Credit Hours Required** **72**

Required Forms	Date
D1 Form completed	
D2 Form Completed	
Comprehensive Exams passed	
Dissertation Defense	
PhD Awarded	

# D-3: Doctoral Comprehensive Examination Results Form

D-3



## Doctoral Comprehensive Examination Results Form

*(This form should be completed and filed with the Graduate School within one month of exam completion)*

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

The above named candidate has  PASSED  FAILED

the examination concluded on \_\_\_\_\_ according to this Committee.  
Date

### Signatures of Doctoral Committee Members

*(Please sign full names legibly)*

	Pass	Fail
Chair: _____	<input type="checkbox"/>	<input type="checkbox"/>
Outside Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>

Submitted by: \_\_\_\_\_ Department/Program: \_\_\_\_\_  
Adviser

\_\_\_\_\_  
Director of Graduate Studies Date Dean of the Graduate School Date

**DO NOT  
WRITE  
IN THIS  
BOX  
(office use only)**

Continuous Enrollment List Number: \_\_\_\_\_

Date copies sent to the Adviser and Director of Graduate Studies: \_\_\_\_\_

8/00

## D-4: Report of Dissertation Defense Form

D-4



### Report of the Dissertation Defense Form

*(This form should be completed and filed with the Graduate School as soon as possible after the defense)*

Candidate's Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Emphasis Area: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

The above named candidate has been examined  
by the Committee with the following results:

PASSED

FAILED

#### Signatures of Doctoral Committee Members:

*(Please sign full name legibly)*

	Pass	Fail
Chair: _____	<input type="checkbox"/>	<input type="checkbox"/>
Outside Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>

Accepted: \_\_\_\_\_  
Director of Graduate Studies                      Date

Approved: \_\_\_\_\_  
Dean of the Graduate School                      Date

**DO NOT  
WRITE  
IN THIS  
BOX**  
(office use only)

Date copies sent to the Adviser  
and Director of Graduate Studies: \_\_\_\_\_

8/00



## PROTECTION OF HUMAN SUBJECTS

The University of Missouri-Columbia has a continuing affirmative duty to review all research involving the use of human subjects. This duty is imposed by Federal Regulations ([45CFR 46.101 et seq](#)) and the University of Missouri-Columbia Multiple Assurance of Compliance with DHHS Regulations for Protection of Human Research Subjects.

All faculty, staff, and students who conduct research involving human subjects must have their research reviewed and approved, or reviewed and granted exemption, by the appropriate Institutional Review Board. In order to initiate this review process, an investigator must complete and submit the Campus IRB Application Form 99-1 to the appropriate IRB for proper review. Once submitted the IRB will review the project's use of human subjects. The Campus Institutional Review Board reviews all research involving human subjects outside the Health Sciences Center.

### RESEARCH

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. This definition is sufficiently broad to include social science interviews and surveys, evaluations of non-research activities, ethnographic research, and oral histories. **The University is bound by its assurance agreement with DHHS to apply the Federal Regulations governing human experimentation to all research regardless of the funding source.**

### IRB TRAINING

IRB Training is required of all faculty who conduct research with human subjects. We strongly encourage all doctoral students to participate in this training, which can be done on-line. More information regarding the process and on-line training is available at: [www.orcs.missouri.edu/irb-educate/](http://www.orcs.missouri.edu/irb-educate/)

## Other Policies

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### UNIVERSITY DIVERSITY

The School of Social Work, University of Missouri-Columbia does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation, marital status, disability, or status as a disabled veteran or veteran of the Vietnam era. Moreover, the School has a distinguished history in promoting the rights of oppressed minorities of all kinds and in aggressively championing their cause. In keeping with this commitment, the School actively solicits applications from qualified persons of all groups.

For more information, call Human Resource Services at (573) 882-4256.

### UNIVERSITY SEXUAL HARASSMENT POLICY

It is the policy of the University of Missouri, in accord with providing a positive discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution. For further information please refer to and be guided by: <http://www.system.missouri.edu/uminfo/rules/personnel/330060>

### THE RIGHTS OF PEOPLE WITH DISABILITIES AT MU

The Americans with Disabilities Act, the Rehabilitation Act, and the Missouri Human Rights Act provide protections against disability-based discrimination. These laws also require MU to provide reasonable accommodations for otherwise qualified people with disabilities - in the classroom and at work. Because the University is a major federal contractor, MU must also take affirmative action to employ qualified individuals with disabilities and advance them in employment. The ADA also requires a public entity to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II. Informal grievances or complaints should be brought to the ADA Coordinator, Lee Henson at [hensonl@missouri.edu](mailto:hensonl@missouri.edu)

### STUDENT RESPONSIBILITY

It is each graduate student's responsibility to be familiar with the information presented in this catalog, and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

### ACADEMIC HONESTY AND PROFESSIONAL ETHICS

Academic honesty is essential to the intellectual life of the University. Students who pass off as their own the answers, words, ideas or research findings of another person are guilty of academic dishonesty. In addition to such acts of cheating or plagiarism, any unauthorized possession of examinations, hiding of source materials, or tampering with grade records are acts of academic dishonesty specifically forbidden by University rules?

According to the *MU Faculty Handbook*, faculty are required to report to their departmental chair and the provost's office all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student's grade on the work affected by the dishonesty and, where appropriate, the grade for the affected course. The decision as to whether disciplinary proceedings are instituted is made by the provost. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in suspension or dismissal from the University.

Graduate students also should be aware that most professional associations have codes of ethics. These codes vary considerably across fields, but tend to provide guidelines for a broad array of professional responsibilities including teaching, research and working with clients. Violations of a code of ethics can lead to negative sanctions by one's professional colleagues and the expulsion from the professional associations in one's field. Graduate students are encouraged to obtain copies of codes of ethics for their chosen profession from the director of graduate studies in their department or program.

## **DOCTORAL STUDENT STATUS REVIEW**

### **PREAMBLE**

The School of Social Work charges a faculty committee with the responsibility for the status 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-exploitative 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.

The student may appeal the faculty 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 the decision. The Director will communicate this decision to the student and the faculty committee.

### **General Guidelines**

The Student Status Review process may be initiated by:

- the student,
- the student's faculty advisor, and/or
- 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.

Anyone initiating the Student Status Review process must make the request to the Chair of the committee. Student performance and behavior will be reviewed by the committee in the following circumstances:

- (1) Student fails to correct deficits in his/her academic performance as stipulated in prior Special Advising agreements and/or
- (2) Faculty express concern over attitudinal, behavioral, or ethical considerations which question 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 three actions on the basis of factual evidence:

Dismissal from the School of Social Work

Academic probation

Proceed without probation

### **Dismissal from the School of Social Work**

The committee may recommend dismissal from the School for a student

- (1) Whose academic classroom or practicum performance is judged to be unacceptable;
- (2) Who fails to satisfy conditions of probation;
- (3) 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**

The following are minimum standards of academic performance in professional social work courses which may exceed University rules and regulations on term and cumulative GPA.

Criteria for academic probation are not intended to exhaust all ways a student might be placed on probation.

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.

Any student failing a professional social work course will be placed on probation.

Any graduate student who's GPA in professional social work courses falls below 3.0 will be placed on probation.

Any graduate student whose GPA falls below 3.0 will be placed on probation.

The duration of academic probation will be at the discretion of the Committee where there are no set University rules and regulations. A student cannot graduate from the MSW program while on probationary status.

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: (1) Remove from probation or (2) Continue probation or (3) Dismissal from the program: A recommendation to dismiss will require a simple majority of voting members of the Committee.

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; medical or psychiatric evaluation, delay of Block Field Placement, etc.

## **Initiation Procedures**

A written request for Student Status Review with supporting material must be made to the Chair of the faculty committee. Such request must specify student performance and/or conduct that necessitate review of the student's status.

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 will be in writing and will specify the alleged deficiencies in performance and/or conduct; and the date, time and location of the review. The notification will be delivered to the student by registered mail, specifying receipt requested. The notification will also be sent to the student's 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.

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 will be made as early as practical.

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

A student will have the right to present data which challenges the allegations necessitating this review.

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

A student will be able to question any one participating in the proceedings.

The procedure for committee meeting includes the following:

## **Hearing Procedure**

1. Call to order
2. Roll call of participants
3. Verification of presence of Committee members

4. Verification of hearing notification to the student
5. Verification of presence of person requesting the review of the student
6. Verification of presence of student's academic advisor
7. Verification of presence of student's invitees (if student has invited others to address Committee on his/her behalf)
8. Verification of due notice to student of his/her academic difficulties
9. Disposition of procedural questions, if any
10. Hearing Statement of the circumstances necessitating this review
11. Statement by the student (if desired)
12. Presentation of School's evidence
13. Additional statement by the student (if desired)
14. Presentation of student evidence
15. Statements of invitees speaking on student's behalf
16. Chair's written notification to student of the date and location a copy of the minutes may be obtained
17. Executive session to review facts and determine decision
18. The Chair shall make the procedures for the meeting available to all participants.

Minutes of the Student Status Review proceedings will 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 will be made within six working days from the date of the hearing. The student will be given a copy of the minutes to sign or delineate disagreement.

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

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

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

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 the receipt of the decision and/or the student's appeal.

The student may appeal an adverse decision in the manner prescribed by the University.

# SSW Doctoral Program Dismissal Appeals Process

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## Initiation Procedures

The student must notify the Doctoral Program Director of their intent to appeal a dismissal within two weeks of receiving notice of their dismissal. The letter of appeal should be typed and submitted to the Doctoral Program Director by personal delivery, regular or overnight mail, or as a Word document attached to an e-mail. Appeals will not be accepted by e-mail (except as described in the previous sentence) or telephone. This request must provide evidence for why the dismissal should be overturned. Within two (2) weeks following receipt of the student's intent to appeal, the Doctoral Program Director will communicate to the student how the program-level appeals process will be conducted.

The Doctoral Program Director will forward the request and any supporting materials to the student's advisor. The advisor, or in her/his absence the Doctoral Program Director, will request that the doctoral program committee, augmented as necessary to have three doctoral faculty exclusive of the doctoral program director and the student's advisor, hear the student's appeal. This group will be designated the Appeals Review Committee for the purpose of a requested appeal action.

The Appeals Review Committee will set a date and time for an appeal hearing within two (2) weeks of receipt of the notification of appeal.

Notification of the appeals process and meeting date will be delivered to the student by email with a delivery receipt and will include the date, time and location of the review. The student's response to said email is considered knowledge of the appeal hearing date, time and place. If the student does not respond to the email with 48 hours of delivery, the hearing information will be sent to the student's home address (as noted in MyZou) by registered mail, specifying receipt requested. The notification will also be sent to the Director of the School.

The Appeals Review Committee will meet as soon as is practical.

The student is expected to attend the appeal hearing in person. Non-attendance at the appeal hearing by the student will result in the dismissal being upheld.

At the appeals hearing, the student will have the right to present data which challenges the allegations brought forward in the dismissal.

The senior member, based on academic rank and time in rank, of the Appeals Review Committee will act as Chair at the meeting.

A student will be able to address the concerns of anyone who participates in the proceedings.

Only university email accounts will be used to electronically distribute information regarding the Appeals Review Committee.

The procedure for committee meeting includes the following:

### Hearing Procedure

1. Call to order;
2. Roll call of participants;
3. The Chair shall make the procedures for the meeting available to all participants;
4. Disposition of procedural questions, if any;
5. Verification of presence of Committee members;
6. Verification of hearing notification to the student;
7. Verification of presence of student's academic advisor, or the MSW Program Director in his/her absence;
8. Verification of presence of student's invitee (if student has invited a faculty member to address Committee on his/her behalf) or receipt of their written submission.
9. Hearing statement of the circumstances of dismissal
10. Statement by the student (if desired)
11. Presentation of School's evidence
12. Additional statement by the student (if desired)
13. Presentation of student evidence

#### 14. Statements of invitee speaking on student's behalf

The Committee will meet to review facts and determine decision. This meeting will occur directly following the meeting with the student, if no additional information is needed for the decision. If additional time is needed, the Committee will meet as soon as possible to render a decision. The decision of the Appeals Committee requires a majority vote and is final and not subject to further review.

Minutes of the dismissal Appeal Review proceedings will be taken by the appointed secretary. Within five working days from the date of the hearing, corrections to the minutes will be made by the advisor or the Doctoral Program Director in her/his absence, and the student will be provided with a copy of the minutes by email. The student will have 48 hours following the distribution of minutes to note any disagreement s/he has with the contents of the minutes.

The Chair will notify the student in writing of the Committee's decision within two (2) weeks following the hearing. Notification will be delivered to the student by email with a delivery receipt. Student's response to said email is considered knowledge of the committee decision. If student does not respond to the email with 48 hours of delivery, the decision will be sent to the student's home address (as noted in MyZou) by registered mail, specifying receipt requested.

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

An appeal will be granted if the student demonstrates to the satisfaction of the Dismissal Appeals Committee that it is more likely than not that his or her unsatisfactory academic performance is the result of extraordinary and non-reoccurring circumstances and is not representative of the student's academic ability. If an appeal is granted, the student will be reinstated in the Program and placed on academic probation. A successful appeal will result in a letter reinstating the student into the Doctoral Program and describing the conditions that need to be met. If these conditions are not met, the student will be dismissed from the program.

If, however, the appeal is denied, the effective date of the student's dismissal is the date identified in the original letter informing the student that he or she was dismissed from the Doctoral Program. The student will remain dismissed and can only appeal to the Graduate Faculty Senate if he/she believes that, in the course of dismissing the student, the program did not follow proper procedure according to the Graduate School's published rules and regulations. The Graduate School's published rules and regulations, as designed by the Graduate Faculty Senate, are available at: <http://gradschool.missouri.edu/policies/progress/extension-appeal.php>

# **MU Graduate School Dismissal and Appeals Process**

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*Amended by the Graduate Faculty Senate on April 23, 2002*

## **DISMISSAL POLICY**

The progress of each graduate student will be evaluated annually by the student's advisor and/or director of graduate studies. The definition of "satisfactory progress" and policies for verifying that satisfactory progress is being made vary among departments/programs, but each department/program should have a written definition on file in the Graduate School. This policy should be communicated to graduate students during their first semester.

When there is a question as to whether or not satisfactory progress is being made, the director of graduate studies in the department/program and/or faculty advisor will write to the student and recommend a face-to-face meeting between the student and the faculty advisor. The Graduate School will be informed of all students who are not making satisfactory progress. If there is disagreement, the faculty advisor will ask the student to submit a separate letter to the director of graduate studies. Copies of both letters will be made available to the student, maintained in a departmental/program file, and forwarded to the Graduate School.

If difficulties persist and the faculty advisor and director of graduate studies agree that probation is appropriate, the student will be notified in writing of the probationary period, which may vary among departments/programs from 30 days to a full semester. The probation letter will state explicitly that the student is on departmental/program probation and state precisely what must be accomplished and by what date in order for the student to return to good standing in the department/program and be removed from probation.

If the student does not comply with the conditions of probation, a letter (signed by the director of graduate studies) will be sent to the student with notification of dismissal from the degree program. This letter will inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of the department/program's letter must be sent to the Vice Provost/Dean at the same time it is sent to the student. If the student decides to appeal the departmental/program dismissal, the appeal process will take effect. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. Students must complete the department/program appeal process prior to considering an appeal to the Graduate Faculty Senate. If the student does not appeal the department/program's dismissal, the Graduate School will send the student an official notice of dismissal from the program.

## **PROCESS OF APPEALS TO THE GRADUATE FACULTY SENATE**

A student may appeal a departmental/program dismissal to the Graduate Faculty Senate only after completing the department/program's appeal process. If a student's appeal to the department/program does not result in permission to continue in the graduate degree program, the student will have 15 days to send written notification to the Vice Provost/Dean of intent to appeal. Based upon the date the written notification of the intent to appeal reaches the office of the Vice Provost/Dean, the student has 15 additional working days in which to submit a written appeal.

Upon receipt of a written appeal, the Vice Provost/Dean will notify the President of the Graduate Faculty Senate who will appoint an ad hoc Appeal Committee to review the case. Committee membership will consist of six senators who are not members of the department involved in the appeal. The charge of the ad hoc Appeal Committee is to consider issues of due process only. The committee is to complete its review of the appeal within 90 days of receiving the student's appeal file.

The Office of the Vice Provost/Graduate Dean will support the work of the Senate's Appeal Committee by providing information to the student, the department/program, and members of the Appeal Committee regarding the content, process, and regulations/policies pertaining to the appeal. Upon receipt of the appeal file, the Office of the Vice Provost/Graduate Dean will duplicate the file and send a copy to all members of the Appeal Committee and to the department/program. Response from the department/program is optional, but if it chooses to respond, a written response must be submitted to the Appeal Committee chairperson and the Graduate School within 15 days of their receipt of the appeal file. The Graduate School will send a copy of the department/program's response to the student.

The decision of the Appeal Committee will be based on the student's written appeal and the department/program's written response to that appeal. The student's written appeal must include a letter of appeal and copies of correspondence related to the department/program appeal.

Both the student and the department/program have the right to request a meeting with the Appeal Committee before it makes its final decision. Such meetings will be limited to 30 minutes: 15 minutes of presentation time and up to 15 minutes of question/answer time. The student may have an advisor or other faculty representative attend the meeting; the director of graduate studies may have the department/program chairperson attend the meeting. In instances where both the student and the department/program want to meet with the Appeal Committee, both meetings will occur separately on the same day within a time period of 1 hour, allowing 30 minutes for both the student and the department/program.

Following its review of the student's written appeal, any departmental/program response, and any meeting(s) with the student and/or department/program, the Appeal Committee will reach a decision and forward the decision in writing to:

- 1) The Appellant
- 2) The Director of Graduate Studies of the student's department/program
- 3) The Chairperson of the student's department/program
- 4) The Vice Provost/Graduate Dean
- 5) The Graduate Faculty Senate President
- 6) Any other appropriate party named in the appeal.

The decision of the Appeal Committee is binding.

# Student Services

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## GRADUATE STUDENT SUPPORT PROGRAM (GSSP)

A graduate student can receive a waiver of resident and non-resident educational fees from the GSSP by having at least a quarter-time (0.25 FTE, which is 10 hours a week) appointment with one of the following eligible titles:

Graduate Research Assistant	Graduate Teaching Assistant	Graduate Instructor
Graduate Library Assistant	Research Fellow	Teaching Fellow
Fellow	Graduate Fellow	

The minimum amount of the salary associated with an eligible appointment for each academic year will vary and can be confirmed with the graduate school.

Along with having an eligible position, a student must be in good academic standing in his department. The decision of who receives an assistantship to be eligible for a GSSP fee waiver is made at the department level. Students on academic probation are not eligible for the GSSP fee waiver, even if they have an assistantship or fellowship that makes them eligible.

If a student is in a professional program, such as the Schools of Law, Medicine, or Veterinary Medicine, they are not eligible for a GSSP fee waiver. If a student is working on a joint degree, and one part of the degree is a professional program, then that student is eligible for a fee waiver for all the coursework associated with the graduate program only. For example, if a student is working on a joint Law and Business degree, then they are eligible for a fee waiver of all of their coursework associated with the Business degree, but not for the coursework associated with their Law degree.

If a student has a position with the University of Missouri that makes them “benefit eligible,” then they are not eligible for a GSSP fee waiver. “Benefit eligible” positions are appointments with a FTE of 0.75 or more where the employee is eligible for staff benefits such as health insurance and educational assistance. If you are not sure whether your position is “benefit eligible,” check with your employing department.

Waivers of Missouri resident and non-resident educational fees will be provided for qualifying students from the GSSP except in cases where resident fees are paid from other sources, such as grants and contracts. When a student’s salary is paid by a grant or contract, the GSSP will waive the fees initially, and then will recover the educational fees from the grant or contract. If remission of educational fees is not specifically prohibited according to the guidelines of a funding source, it is required that in-state educational fees be included as a fringe benefit in the budgets of all proposals that include graduate student stipends. If your supervisor has any questions about this, they can call the Office of Sponsored Programs Administration satellite contact person for their division or Karen Gruen, the GSSP Coordinator, at 884-2326.

If you have any questions about the GSSP, please contact Karen Gruen, the GSSP Coordinator, by phone at 884-2326 or by e-mail at [GruenK@missouri.edu](mailto:GruenK@missouri.edu).

Students can receive GSSP fee waivers for appointments in departments other than their academic home departments or in non-degree-granting programs. Non-degree-granting programs are departments or programs on campus that do not award degrees. Examples include Information Access Technology Services, MU Libraries, and the Campus Writing Program. A non-degree-granting program must have an arrangement with the Graduate School to receive fee waivers for students they appoint. Please contact the GSSP Coordinator for more information.

## SCHOOL OF SOCIAL WORK ADMINISTRATIVE PROCEDURES AND FACILITIES

**IDENTIFICATION CARD:** Students may obtain a student Identification Card at the ID Center, located in the back of the University Bookstore in Brady Commons. Students should present an official university document (admissions letter, registration form) that contains the student's official name and student number. The office hours are 8:00 AM to 4:00 PM Monday through Friday, and their telephone number is 882-1871.

**COMPUTER LAB:** The School of Social Work computer lab, 733 Clark Hall, is open from 8:00 AM to 4:00 PM Monday through Friday.

**DOCTORAL STUDENT OFFICE/KEYS:** Doctoral students will be provided with office space in Clark Hall. Doctoral students will generally share an office with one or two other students and each student will be given a key to that office.

**STUDENT HEALTH:** The Student Health Center is located at the University Physicians Building on the corner of Hospital Drive and Hitt Street on the Fourth Floor. It provides referrals and some health services for all students. Its hours are 8:00 AM to 5:00 PM Monday through Friday, except for Wednesday when it closes at 4:00 PM. The Student Health Center is scheduled to move to a new location in fall 2002. Students will be advised when that moves take place. 573-882-7481

**E-MAIL:** All students will be provided a student E-mail account. For administrative efficiency our e-mail communications will be sent to the student's University e-mail account. We will send email to additional addresses if they are provided to the doctoral support person. If you need assistance with your e-mail or e-mail account, please contact the IATS helpdesk at 573-882-5000.

**EMERGENCY CONTACT:** Please give Shannon Mezzanotte, doctoral support, the name, address, phone number and e-mail address of the person to contact in the event of an emergency.

**BOOKSTORE:** The University Bookstore is located in Brady Commons on Rollins Ave. It carries textbooks (including Social Work textbooks) plus supplies and gifts. Normal business hours during fall and winter semesters are 8 AM to 7 PM Monday through Friday, and 10 AM to 6 PM during the weekends. 573-882-7611.

**CAMPUS POLICE:** The campus police are located in the General Services Building on Stadium Road just east of the Hearnese Multipurpose Building. 573-882-7201.

**LOST AND FOUND:** Notify campus police at 573-882-7201.

**FOOD SERVICES:** There are vending machines in the Clark Hall lobby. Other nearby food services is located at the food court at Brady Commons.

**STUDENT MAILBOXES:** Student mailboxes are located on the 5<sup>th</sup> floor Clark Hall in the common area outside of Room 531.

## Contact School of Social Work Faculty and Staff

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\* Doctoral Faculty