

Ph.D. Program Student Handbook 2019-2020



School of Social Work
University of Missouri

UNIVERSITY OF MISSOURI
SCHOOL OF SOCIAL WORK
729 Clark Hall
Columbia, MO 65211

GREETINGS

The faculty and staff at the University of Missouri School of Social Work would like to welcome you! Our PhD program stands apart from other doctoral training programs in social work and social welfare for several reasons. First, ours is the only PhD program in all of Missouri's publicly funded institutions of higher education. Second, given our standing amongst the Association of American Universities, and in the spirit of our land grant mission as Missouri's flagship institution of higher learning, our goal is to prepare social work scholars to competently engage in all stages of the social prevention-intervention development and research cycle to better the lives of people. Third, we work alongside each student to craft an individualized learning plan that promotes their interests and builds upon prior experiences as we teach them basic social scientific skills so they can (a) expertly identify social problems; (b) design, implement, and rigorously test social interventions to alleviate those problems; and (c) contribute our collective social science knowledge through effective analytical, writing, and teaching skills.

Our former graduates work in a range of policy, practice, and academic settings where they successfully apply these skills. Our current students regularly contribute to ongoing research to advance progressive social programs and policies and disseminate knowledge in journals, at conferences, and in trainings for social work professionals. Ultimately, it is expected that graduates with a PhD in Social Work from the University of Missouri will pursue scholarly careers in academic, research, or program/policy settings using basic and applied research skills we impart here in our program. It is also expected that the scholarly careers of our graduates will ultimately enhance the lives of individual people and the social systems with which they interact.

We are honored to have you here at the University of Missouri School of Social Work for your training. Please take some time to get involved at our school with our top-notch faculty and their current research interests. Key to a great experience in doctoral education is commitment to the path of becoming an expert and scholar in your area of interest. We are eager to assist you.

Sincerely,

The faculty and staff of the MU School of Social Work

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¹Students admitted to the School of Social Work’s Doctoral Program and/or beginning study as of the Fall Semester 2019 are subject to the regulations and requirements of this handbook, which is the official policy of the program and supersedes all previous published handbooks and policy statements.

I. PURPOSE OF THE HANDBOOK

This handbook has been designed to supplement the University of Missouri (MU) website with details about the School of Social Work's PhD Program, including expectations, policies, and procedures. The faculty and staff of the School of Social Work provide education, leadership, mentoring, and guidance to assist students in obtaining the maximum possible benefit from graduate education. For additional advice and/or clarification of policies and procedures, students should consult with their assigned academic advisor, the PhD program chair, or program staff.



II. OVERVIEW OF THE SCHOOL OF SOCIAL WORK PROGRAMS

Our BSW and MSW programs are accredited by the Council of Social Work Education (CSWE), the national accrediting body for professional social work education. Our PhD program is the only social work doctoral program available at a Missouri public institution of higher education.

BSW Program

While sociology, psychology, and related degrees provide generalized preparation for a number of careers, a Bachelor of Social Work (BSW) degree provides you with specific, targeted courses that train you in treating the whole person within the context of his or her environment. BSW students receive training in advocacy, assessment, case management, community outreach, crisis intervention, intake/referral, interviewing, problem solving, research, and service planning.

MSW Program

The University of Missouri's MSW Program prepares competent, effective, and ethical social work professional leaders for social change. The MSW program emphasizes a commitment to enhancing human well-being by alleviating social problems, embracing diversity, and promoting social and economic justice with systems of all sizes. This is accomplished through advanced clinical social work practice and policy planning and administrative social work practice.

PhD Program

The PhD program trains researchers and scholars in an array of skills to competently engage in each stage of the social science prevention-intervention continuum. Graduates from our PhD program are expected to work in academic or social policy/program settings and utilize these skills to improve the lives of people and their interactions with social systems.



III. THE PHD PROGRAM IN SOCIAL WORK

Mission Statement

To prepare social work scholars who can competently engage in each stage of the social prevention-intervention development and research cycle. Graduates of the MU SSW PhD program will be competent in the skills needed to:

- Identify malleable predictors/correlates of prominent social problems
 - *Skills*: the ability to competently engage in systematic literature reviews and meta-analyses, survey and needs assessments, epidemiological studies
- Design, develop, implement, and rigorously test innovative social interventions that leverage malleable predictors/correlates that mitigate the development of prominent social problems
 - *Skills*: quantitative and qualitative research methodology, analytical skills, and the capacity to integrate scientifically supported practices
- Contribute to the knowledge base of the social work profession regarding scientifically supported practices to alter risk factors or promote buffers that improve outcomes.
 - *Skills*: the ability to develop and teach courses in higher education, write research proposals to fund innovative research questions, write manuscripts that disseminate information contributing to the development of scientifically supported social work practice, and present research findings verbally.

Basic Components of the PhD Program

The PhD program is comprised of course work, qualifying and comprehensive examinations, dissertation research, and an integrated paper. The program is structured consecutively to prepare students to develop and conduct their research successfully.

Course Work

Courses are taught by social work faculty, as well as faculty from other divisions and specialties and are aimed at building a foundation for contributing to the development of our profession.

Qualifying and Comprehensive Examinations

The qualifying exam is a written exam to gauge the expertise of a student at an early point in their education to ensure a basic grasp of foundational social science concepts before moving forward with additional course work and the dissertation. The qualifying exam will occur after the student's third semester in the PhD program.

The comprehensive exam or better known as the "dissertation proposal," will consist of a verbal defense of a proposed study that is outlined in a draft of at least the first three chapters of a dissertation. The dissertation proposal phase includes a written presentation of the topic, background information, and literature review, followed by an oral proposal defense.

Dissertation

Development of the dissertation is guided by an advisor and a dissertation committee composed of four or more faculty members; three must be SSW faculty and one must be a faculty member from another division of the University.

The dissertation phase includes conducting the research, a written presentation of the research, and an oral dissertation defense.

Sample Program Plan

| Year 1 | | | Year 2 | | | Year 3 & Beyond | |
|--|--|--------------------|---|-----------------|---|-----------------------------|-----------------------------|
| Fall | Spring | Summer | Fall | | Spring | Fall | Spring |
| 9100 Knowledge Building in Social Welfare and Social Development I 3 c.h. | Elective 3 c.h. | Elective 3 c.h. | 9800 Research Application I 1 c.h. | Qualifying Exam | 9890 Dissertation Seminar 3 c.h. | 9900 Dissertation 6 c.h. | 9900 Dissertation 6 c.h. |
| 9300 Research Methodology & Design I 3 c.h. | 9001 Topics: Qualitative Methods 3 c.h. | STATS Camp | Elective 3 c.h. | | 9350 Advanced Quantitative and Qualitative Methods in Social Research 3 c.h. | | |
| 9001 Topics: Statistics 3 c.h. | Advanced Statistics (non-SSW) 3 c.h. | | 9001 Topics: Social Measurement 3 c.h. | | Elective 3 c.h. | | |
| 9650 Social Work Teaching Seminar 1 c.h. | 9090 Research in Social Work 1 c.h. | | Advanced Statistics (Non-SSW) 3 c.h. | | 9850 Research Application II 1 c.h. | | |
| 10 credit hrs | 10 credit hrs | 3 credit hrs | 10 credit hrs | | 10 credit hrs | 6 credit hrs | 6 credit hrs |

IV. ADVISORS AND COMMITTEES

Selection of Advisor

The doctoral program director and program coordinator will advise all new students until they are assigned to a faculty advisor in the first year of their studies. Faculty advisors and students will be paired using several factors, including similar interests, workload, and availability. However, students may switch faculty advisors if, in the course of their studies, the student and faculty member both agree it is mutually beneficial to do so. There is no expectation that the first year advisor will remain the advisor throughout the first two years or become the dissertation chair. 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 program director will assist the student to find a replacement.

Selection of Dissertation Committee

The Doctoral Dissertation Committee must be recommended by the student's advisor and approved by the doctoral program director and the Graduate School. This will follow successful completion of the qualifying exam.

The Doctoral Dissertation Committee shall be composed of a minimum of four members of the MU graduate faculty of which at least three members shall be from the School of Social Work (including the advisor) and one outside member from another MU program. Of the three School of Social Work members, at least two must be doctoral faculty, including the chair and one other graduate faculty member. Additional committee members with specialized expertise who do not meet the criteria for MU graduate faculty or doctoral faculty may serve on a doctoral committee as a fifth or sixth member at the request of the dissertation committee's chair and with special permission of the Dean of the Graduate School and Vice Provost for Graduate Studies.

All members of the dissertation committee must be intimately involved and will actively participate in the activities of the doctoral student's dissertation preparation and defense. Dissertation committee members may call for a meeting of the full committee at any time to discuss the student's progress.

V. PHD PROGRAM REQUIREMENTS

Progression through the Doctoral Program

The PhD program is designed so that students making academic progress can complete the program in three academic years. Many students take an additional year to complete the program due to the complexity of their dissertation. Students have a total of ten years to finish the PhD program per Graduate School policy. Each student will meet with the doctoral program committee annually in the spring to give an update of their progress and their plan for moving forward.

When first admitted to the SSW program, students have a standing of "graduate student taking doctoral classes." The student must pass the qualifying examinations to fully engage 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. With their chair, they select a doctoral committee. The student will then complete and submit the D1 form. The student's committee and the student will then develop a plan of study and complete the D2 form. The following provides detailed descriptions of the elements of the doctoral program.



Qualifying Examination

The doctoral program director (DPD) will be responsible for all logistics and procedures related to scheduling, provision of space and equipment, including requested and officially approved accommodations for students with disabilities, and for arrangement of proctoring of the exams.

Students must take the examination on the date and at the location to be established by the DPD or DPC. Students must take the qualifying examination at the first administration date following their successful completion of the four core courses.

The exam will be four or five questions asking the student to respond to stimulus material (e.g., selected scholarly articles) dealing with an area of social concern. Two or more sets of stimulus material will be provided to the students seven (7) days before the exam. Students may select one stimulus article on which their exam will be based. The examination will be an essay response to each separate question based upon the four core courses. Students will not be permitted to use any outside resources including but not limited to the internet, books, class notes, or prepared materials. The exam will not require APA references, footnotes, or citations. Each student will be asked to sign an honor statement that they did not use prohibited materials or media.

The examination will be conducted on one day from 8 AM until 5 PM on the University of Missouri campus. A one-hour break at mid-day will be available. Students are free to take breaks as desired.

On the exam day, each student will be assigned an identification number known only to the persons responsible for proctoring the exam. This number will be the only identifying information

on the examination. Computer equipment will be provided for each student along with a removable storage device on which the complete exam will be stored. The completed exam on the storage device will be given to the doctoral program support person (DPSP) or the doctoral program director (DPD) not later than 5 PM on the day of the exam. The student may request an emailed copy of their completed examination.



Two faculty members will be assigned to grade each completed exam. The graders will work independently on the “blinded” review and grading. They will send their numerical score and any comments they wish to make to the DPD electronically or in writing using the identification number on the exam. Grading will be on a numerical scale from 1.0 (low) to 4.0 (high). Students must achieve a mean score of 2.5 to achieve a “pass.” In cases where there is major disagreement between the two initial graders, a third grader will be assigned and the score averaged among the three grades assigned.

Students who fail to achieve a mean score of 2.5 or higher will not be eligible to enroll in the following fall semester or to continue in the doctoral program.

Degree Program Forms

Upon successful completion of the qualifying exam, students are to submit degree program forms that aid the department and the Graduate School in tracking the student’s progress toward degree completion. All forms are located on the SSW PhD Program website and should be submitted to the PhD program director for approval and signature before being submitted to the PhD program coordinator for filing.

- **D-1 Form** – Verifies the qualifying process and confirms the student’s advisor and doctoral committee as well as the completion of the qualifying exam. This form must be submitted to the Graduate School upon completion of the qualifying exam.
- **D-2 Form** – Presents the course work to be included in the student’s program of study. This form must be submitted to the Graduate School by the end of the student’s fourth semester of enrollment. The D-2 form should be accompanied by the 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 filed with the Graduate School within 30 days of successful defense of the dissertation proposal.
- **D-4 Form** – Reports the official results of the doctoral dissertation defense. This form must be filed with the Graduate School within 30 days of completing the dissertation defense.

Full-Time Enrollment Status

Enrollment in nine hours in the fall and spring and four hours in the summer is considered full-time enrollment for doctoral students. Without special permission of the Associate Vice Provost

for Graduate Studies, the maximum number of credit hours a student may take is 16 each semester or nine (9) for the summer session.

Residency Requirement

A doctoral student must complete at least two 10-hour semesters or three 6-hour semesters in an 18-month period at MU. All courses taken to satisfy the residency requirement must be approved by the student's doctoral program committee.

Credit-Hour Requirement

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

Plan of Study

The doctoral program committee provides departmental approval of the student's plan of study. The plan lists the courses and credits to be earned, which will, when completed

- Prepare the student for research or scholarly investigation in the chosen field of study.
- Satisfy the credit hour and residency requirement of the department.
- Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or area 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 committee also recommends to the Associate Dean of the Graduate School, as part of the plan of study, any request for transfer of graduate credit.

Students must substantially complete the course work outlined in their plan of study to the satisfaction of their dissertation committee, the doctoral program committee, and the Graduate School before being declared ready for the comprehensive examination.

Reasonable Rate of Progress

Reasonable rate of progress is governed by both the campus-wide policies of the Graduate School and departmental policies. SSW policies regarding dismissal align with the Graduate School in that, students who fail to meet adequate academic progress toward degree completion are placed on a 30 day probationary period prior to dismissal. Dismissals due to a failure to satisfy the Graduate School rate of progress policies are handled by the Request for Extension process; the decision of the Associate 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.

There are two Graduate School policies in effect for reasonable rate of progress for doctoral students.

1. Effective fall semester 2000, 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. Individual departments or area programs may stipulate a shorter period. For

an extension of this time, the student must petition the Graduate School by submitting a request to the advisor who, in turn, submits a written recommendation to the Graduate School, endorsed by the department or area program director of graduate studies.

2. 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.

Progress Review

Students will be required to meet with the doctoral program committee each spring to report their progress in the program and their plan for moving forward in the coming year.

VI. COURSE REQUIREMENTS

Curriculum Overview

The PhD curriculum consists of a minimum of 55 post-MSW semester credit hours divided among three distinct but highly interrelated elements designed to complement one another in assisting students to achieve the competencies expected of a graduate of this program. A core of social work courses provides the foundation in the traditions and knowledge in the profession and exposure to current/emerging research and practice techniques for the 21st century. Electives from the broad spectrum of social and behavioral sciences available through MU departments provide students with the opportunity to design an individualized program of study that capitalizes on their unique interests and talents.

Social Work Courses (17 credit hours)

The School of Social Work offers five 3-credit-hour foundation/core program courses and two credit hours of teaching seminar. These cover theory and research methods and are the foundation for building more specialized knowledge. Four of the core courses must be successfully completed before the student will be eligible to take the qualifying examination and, if successful, form a dissertation committee. Other curriculum components include one or more research experiences, a dissertation seminar, and dissertation hours.

Other elective opportunities may be offered, including independent study or additional research experience with a faculty mentor.

- SW 9100: Knowledge Building in Social Welfare and Social Development I (3)
- SW 9300: Research Methodology and Design (3)
- SW 9350: Advanced Quantitative and Qualitative Methods in Social Research (3)

- SW 9001: Topics: Qualitative Methods (3)
- SW 9001: Topics: Social Measurement (3)
- SW 9090: Research in Social Work (1)
- SW 9650: Social Work Teaching Seminar (1)

Other Required Social Work Courses

SW 9800: Research Application I (1)

This course 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 project under faculty supervision. With the support of their doctoral program committee, some 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; operationalization of 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.

Typically, full-time students are eligible to enroll in Research Application I upon completion of the first year of their doctoral studies. See requirements for this course below. The required application form is found on the SSW PhD program website.

SW 9850: Research Application II (1)

Students may take Research Application II as an elective as continuation of SW 9800 Research Application I or as field experience in research and/or program evaluation in an area agency or organization. The choice of the setting will be based on the student's research interest. Two days per week for one semester are recommended.



SW 9890: Dissertation Seminar (3)

Review of dissertation requirements and procedures are discussed and the first three chapters of a potential dissertation are drafted. This course may be taught by an individual faculty member working with a student who had chosen the faculty member as their dissertation chair or as a group course.

SW 9900: Dissertation (12)

This is a formal course to assist the student in demonstrating competence to engage in meaningful individual research, supervised by the dissertation chair and overseen by the committee, that contributes to the body of social work knowledge.

Elective Courses (12 hours)

Following successful completion of the Qualifying Exam, the student will develop a plan of study with their dissertation committee chairperson, which will then be approved by their dissertation committee. The plan will be composed of a minimum of four (4) elective courses from social and behavioral sciences. Elective courses taken before the Qualifying Exam should be approved by the

advisor or the director of doctoral studies. 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.

Statistics (9 hours)

A minimum of nine hours of statistics courses are required, six of which must be advanced stats, and may be taken within the School of Social Work or in other departments. Students are encouraged to take these statistics courses in their first three semesters of full-time study.

Teaching Experiences & Opportunities

PhD students will be provided with mentored and structured opportunities to teach in the SSW so long as:

1. Students have successfully taken and passed the 9650 Social Work Teaching Pedagogy course.
2. Students have successfully completed a co-teaching practicum in a 3 hour course offered in the SSW at the BSW or MSW levels under the supervision and mentorship of an experienced instructor/professor. The co-teaching practicum includes experience:
 - a. Assisting with preparing a syllabi and related assignments and readings;
 - b. Preparing and delivering at a minimum four full lectures during the course;
 - c. Assisting with grading of assignments, posting grades, and facilitating student communication and other course demands as needed.

Once students successfully complete steps 1 and 2 above, they may teach in the SSW with adjunct status under structured and supervised conditions. Specifically,

- d. For PhD students wishing to teach an MSW course, SSW professors shall be the instructor of record and shall supervise PhD students as well as post all grades;
- e. For PhD students wishing to teach a BSW course, PhD students may be the instructor of record and manage all aspects of the course. Students can request supervision and guidance as needed.

Grades

Graduate students' grades in all courses counting toward an advanced degree are reported as A (4.0; outstanding), B (3.0; entirely satisfactory), or 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 is reserved for masters 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.

Detailed Outline of the Research Applications Course – SW 9800

An overarching goal of Research Application I & II courses is to strengthen students' ability to plan and execute a study that could fall along the lines of the social intervention-prevention continuum. Students taking Research Application I/II or developing an independent study as an elective with a faculty member should submit a learning plan by the close of the first week of the semester in which the course is to start. Students should craft the plan and get supervising faculty approval. At a bare minimum, the learning should consist of the following:

1. **Goal(s).** Overall purpose of the course (e.g., what students will spend time doing AND what these actions will help students achieve/learn). The goal should be practical and achievable within the time frame of the class (recall Res App I extends into Res App II in the spring).
2. **Objective(s).** A list of more specific statements that operationalize or describe the actions students will take in the pursuit of the selected goal. Objectives should be written using language that is (a) observable, (b) quantifiable or measureable, and (c) time bound. (e.g., *I will develop a list of search terms before Sept. 30th, 2018*).
3. **Outcome(s).** A list of tangible items or products that will result from the student's work (e.g., a paper submitted or in process for publication by the close of the semester, or a presentation to be submitted at a national, state, or local conference, etc.).
4. **Appendices.** If relevant, please have the student list the following:
 - i. Resources needed (i.e., a data set to be written, training, etc.)
 - ii. Faculty Support (i.e., total number of meetings between faculty and student over the semester)

- iii. Any other details (e.g., bibliography to be reviewed, etc.).
5. **Signatures.** Signed by student and supervising faculty.

Approval

The research proposal and the signed and completed Research Application/Special Topics Approval Form (located on the PhD Program website under “forms”) must be submitted to the Doctoral Program Director prior to or within the first week of the semester during which the Research Application course is being taken.

Course Requirements and Evaluation

Ordinarily, the student’s involvement in Research Application I will culminate in a scholarly product of publishable quality, co-authored by the student and the faculty supervisor. At minimum, the student is expected to submit a formal written summary (the format of which must be approved by the instructor), which integrates the substantive, methodological, and/or statistical components of the research project. The research instructor evaluates the student’s performance based upon the completion of the tasks specified in the original contract/proposal, including the attainment of the targeted knowledge and skills, and the overall quality of the final written report. This written product must be evaluated as satisfactory by the research instructor before the course is successfully completed. All Research Application courses are graded on a letter grade (A, B, C, or F) basis.

Typical Plan of Study Table: Student with an MSW Degree

| <i>FIRST YEAR</i> | |
|--|-----------------|
| <i>1st Year Fall Semester</i> | |
| SW 9100 Knowledge Building | 3 hours |
| SW 9300 Research Methods and Design I | 3 hours |
| SW 9001 Topics: Statistics Course | 3 hours |
| SW 9650 Teaching Seminar | 1 hour |
| <i>1st Year Spring Semester</i> | |
| Elective Course | 3 hours |
| SW 9001 Topics: Qualitative Methods | 3 hours |
| Advanced Statistics Course (Regression is suggested) | 3 hours |
| SW 9090 Research in Social Work | 1 hour |
| <i>1st Year Summer Semester</i> | |
| Elective Course | 3 hours |
| 1st YEAR TOTAL | 23 hours |
| <i>SECOND YEAR</i> | |
| <i>2nd Year Fall Semester</i> | |
| SW 9800 Research Application I | 1 hour |
| Elective Course | 3 hours |
| Advanced Statistics Course (HLM or SEM is suggested) | 3 hours |
| SW 9001 Topics: Social Measurement | 3 hours |
| Qualifying Examination (at the end of the semester) | |
| <i>2nd Year Spring Semester</i> | |
| SW 9890 Dissertation Seminar | 3 hours |
| SW 9350 Research Methods and Design II | 3 hours |
| Elective Course (HLM or SEM is suggested) | 3 hours |
| SW 9850 Research Application II | 1 hour |
| <i>2nd Year Summer Semester</i> | |
| Comprehensive Examination | 0 |
| 2nd YEAR TOTAL | 20 hours |
| <i>THIRD YEAR And On</i> | |
| SW 9900 Dissertation total number of continuous hours in program | 12 hours |
| TOTAL CREDIT HOURS | 55 hours |

Typical Plan of Study Table: Part-Time Student with an MSW Degree

| <i>FIRST YEAR</i> | |
|--|-----------------|
| <i>1st Year Fall Semester</i> | |
| SW 9100 Knowledge Building | 3 hours |
| SW 9300 Research Methods and Design I | 3 hours |
| SW 9650 Teaching Seminar | 1 hour |
| (Must transfer in stats course) | 3 hours |
| <i>1st Year Spring Semester</i> | |
| Qualitative Methods | 3 hours |
| Advanced Statistics course (Regression is suggested) | 3 hours |
| SW 9090 Research in Social Work | 1 hour |
| <i>1st Year Summer Semester</i> | |
| Elective Course | 3 hours |
| 1st YEAR TOTAL | 20 hours |
| <i>SECOND YEAR</i> | |
| <i>2nd Year Fall Semester</i> | |
| Advanced Statistics Course (HLM or SEM suggested) | 3 hours |
| SW 9800 Research Application I | 1 hour |
| Social Measurement | 3 hours |
| Qualifying Examination at the end of the semester | 0 hours |
| <i>2nd Year Spring Semester</i> | |
| Elective | 3 hours |
| SW 9350 Research Methods and Design II | 3 hours |
| SW 9850 Research Application II | 1hour |
| 2nd YEAR TOTAL | 14 hours |
| <i>THIRD YEAR</i> | |
| <i>3rd Year Fall Semester</i> | |
| SW 9890 Dissertation Seminar | 3 hours |
| Elective Course (HLM or SEM suggested) | 3 hours |
| <i>3rd Year Spring Semester</i> | |
| Elective Course | 3 hours |
| Comprehensive Examination | 0 hours |
| <i>3rd Year Summer Semester & Remaining Semesters as Necessary</i> | |
| SW 9900 Dissertation total number of continuous hours in program | 12 hours |
| 3rd YEAR (and beyond) TOTAL | 21 hours |
| TOTAL CREDIT HOURS | 55 hours |

VII. THE COMPREHENSIVE EXAMINATION

Comprehensive Examination Process

Upon completion of required coursework as outlined in the doctoral study plan (D2 form), students are required to complete a comprehensive examination. The comprehensive examination contains two parts: 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.

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.

Written

The written portion of the exam involves approval of the dissertation proposal. The proposal should reflect the first three dissertation chapters. Chapter One: Introduction should include an introduction to the dissertation, its questions, and hypothesis. Chapter Two: Literature should focus on the review of current literature. Chapter Three: Methods 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 then the oral exam should be scheduled to occur within 30 to 60 days. The committee will provide feedback on the written proposal and approve a final product.

Oral

The oral exam involves a verbal presentation of the proposal to the student's doctoral committee.

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 comprehensive exam is successfully completed. Candidacy is maintained by enrolling in SW 9900 Dissertation for two semester hours each fall and spring semester and 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 9900 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 program 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 Re-enroll form must be completed by the student and sent to the department/program for processing.

VIII. THE DISSERTATION

Dissertation Committee

The purpose of the Dissertation Committee is to provide scientific/expert oversight in the development of the doctoral student's dissertation and to provide mentorship to the student in the process of completing the dissertation.

Dissertation

The dissertation must be written on a subject approved by the candidate's 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 that all dissertations follow the APA style and reference format.

Dissertation Defense

All dissertation defenses shall be open to the MU general faculty. The School of Social Work will announce dissertation defense dates to the entire faculty. The candidate must be enrolled and the defense may only take place when MU is officially in session.

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 student’s committee chair will then submit a report of the examination, carrying the signatures of all members of the committee, to the Graduate School before the deadline preceding the anticipated date of graduation.

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.”

Research-Related Topics

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 the U.S. Department of Health and Human Services (DHHS) to apply the Federal Regulations governing human experimentation to all research regardless of the funding source.

Protection of Human 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.

IRB Training

IRB training is required of all faculty and students who conduct research with human subjects. All doctoral students are required to participate in this training, which can be done online. More information regarding the process and is available at <https://research.missouri.edu/irb/index>.

School of Social Work Authorship Guidance

When deciding on authorship of a paper, the following should be taken into consideration:

- 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 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.

IX. SPECIAL ADVISEMENT

Purpose

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

Special advisement is not related to administrative decisions about a student’s status. Special advisement is one of several possible resources available to advisor and student to supplement or reinforce the regular services of the advisor. Advisor and student should consider special advisement along with other available advisory supplements such as an annual progress review.

Initiation

Special advisement is normally initiated by the faculty advisor; however, a student or other faculty member may also initiate it by submitting a written request to the advisor explaining why special advisement may be desirable. Special advisement procedures may be initiated whenever there are special academic interests and/or difficulties believed to require advisory services other than that available from the advisor.

Composition of Special Advisement Committees

A Special Advisement Committee will include:

- The student’s advisor, who will serve as chair. This person is responsible for completing a written report of the discussion and suggestions made and sharing the recommendations with the student.
- Faculty member(s) concerned with the special interests and/or difficulties.
- At the option of the student, an additional faculty member of the student’s choice.

Procedures for Special Advisement

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

- The student will be provided an opportunity to meet with the committee and participate in discussion, when appropriate.
- The advisor will be responsible for assessing the suggestions and collaborating with the student and others on follow-up actions.

X. DISMISSAL AND APPEALS PROCESS

Student Dismissal Policy

The MU SSW Doctoral Program admits students with the expectation that they will engage in continuous educational activities that create consistent progress toward the completion of the dissertation and receipt of the doctoral degree.

The MU SSW Doctoral Program uses the Graduate School's electronic procedures for Annual Review of Graduate Student Progress <http://gradschool.missouri.edu/current-students/academic-standing> both for student recording of progress toward the degree and for faculty and administrative tracking of student progress.

Students are expected to maintain continuous registration in the University while pursuing the doctoral degree unless they have been granted a formal "Leave of Absence" [see below] from the MU SSW Doctoral Program and the Graduate School.

Students may be dismissed from the program for the following reasons:

- Failure to maintain a minimum GPA of 3.0 and failure to return the GPA to 3.0 during the probationary student status period [see below]
- Failure to pass the Qualifying Examination
- Failure to make satisfactory continuous progress toward the doctoral degree as determined by the Annual Review of Graduate Student Progress
- Failure to maintain continuous registration in the University [unless granted a formal Leave of Absence]
- Failure to renew registration in the University upon expiration of a Leave of Absence unless that leave has been officially extended
- Failure to meet the specific conditions of a formal Leave of Absence or of the Probationary Period as determined by the Doctoral Program Committee and conveyed by the Director of the Doctoral Program
- Failure to maintain ongoing satisfactory progress in the program and/or failure to produce academic products deemed intellectually satisfactory by the Doctoral Program advisor and/or Program Committee and/or Program Director
- Substantive issues related to actions that represent clear violations of the Code of Ethics of the Social Work Profession as determined by the Doctoral Program Committee in consultation with an external professional social work consultant

Probation and Dismissal Process

When there is a question as to whether or not satisfactory progress is being made, the doctoral program director 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 the student's lack of 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 department/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 department/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.

The decision to dismiss a student from the Doctoral Program shall be made by the Doctoral Program Committee upon the written Recommendation to Dismiss made by the student's dissertation chair (or the academic advisor in the event that a chair has not been chosen by the student).

The written Recommendation to Dismiss shall contain the necessary information related to the rationale for the request based upon the Causes for Dismissal contained in this policy statement and shall be addressed to the Director of the Doctoral Program. The written Recommendation to Dismiss shall also document corrective action plan developed by the student and indicate which parts of the plan were not fulfilled.

Upon receipt of the written Recommendation to Dismiss, the Director of the Doctoral Program shall distribute the letter to all members of the Doctoral Program Committee. Committee members shall indicate which of the following steps are to be completed as part of the decision-making procedure regarding the dismissal:

- Agree via electronic discussion to approve the dismissal
- Agree to meet in person to discuss and decide action on the Recommendation to Dismiss
- Agree via electronic discussion to reject the Recommendation to Dismiss; this step may only be taken if there is evidence that the policy and procedures required to dismiss a student have not been followed correctly

Upon receiving feedback from the Doctoral Program Committee regarding the written Recommendation to Dismiss, the Director of the Doctoral Program shall notify the student and the student's academic advisor/dissertation chair of the decision of the Doctoral Program Committee via a letter transmitted electronically and in hard copy. A copy of the department/program's letter will be sent to the Associate Dean for Graduate Studies at the same time it is sent to the student.

If the decision was to approve the recommendation, the letter shall inform the student and the chair of the official date of dismissal and of the availability of the Dismissal Appeals process through the Graduate Senate. If the decision was to reject the recommendation, the letter shall inform the student and the chair of the need to negotiate a new corrective action plan. Any advisory comments the Doctoral Program Committee conveys to the Director of the Doctoral Program shall be included in this new corrective plan.

The Director of the Doctoral Program shall also take all administrative actions needed to finalize the dismissal from the Doctoral Program, should that be the decision of the Doctoral Program.

School of Social Work Appeals Procedure

Initial Procedures

If the student decides to appeal the department/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.



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 academic advisor/dissertation chair. An Appeals Review Committee will be convened and must include three doctoral faculty and the student's advisor/chair or, in his/her absence, the Doctoral Program Director. Only university email accounts will be used to electronically distribute information regarding the Appeals Review Committee. Within two (2) weeks of receipt of the notification of appeal, the Appeals Review Committee will set a date and time for an appeal hearing. The Appeals Review Committee will meet as soon as is practical.

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 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 that challenges the allegations brought forward in the dismissal. The student will be able to address the concerns of anyone who participates in the proceedings. He/she also may invite a faculty member to address the Committee on his/her behalf or present a written statement from the faculty member.

Hearing Procedures

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 PhD 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

Procedures Following the Hearing

Following the hearing, the Committee will meet to review the facts and make a 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 and the doctoral program director 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. The student's response to said email is considered knowledge of the committee decision. If the 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 the 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 letter will be sent to the student, 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 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. These rules and regulations, as designed by the Graduate Faculty Senate, are available at:

<http://gradstudies.missouri.edu/academics/progress/requests-for-extensions-appeals.php>

Graduate Faculty Senate Appeals Process

Dismissal from the Doctoral Program may be appealed to the Graduate Faculty Senate (Detailed procedures are located on the Graduate Schools' website).

A student may appeal a department/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 Associate Vice Chancellor for Graduate Studies of intent to appeal. Based upon the date the written notification of the intent to appeal reaches the office of the Associate Vice Chancellor for Graduate Studies, the student has 15 additional working days in which to submit a written appeal.

Upon receipt of a written appeal, the Associate Vice Chancellor for Graduate Studies 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 Graduate School 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 Graduate School 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 department/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 Associate Vice Chancellor for Graduate Studies
5. The Graduate Faculty Senate President
6. Any other appropriate party named in the appeal.

The decision of the Appeal Committee is binding.

XI. THE GRADUATE SCHOOL

Governance of the Graduate School

Graduate Faculty Senate

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 (DGS)

Each department offering a graduate program selects a faculty member to serve as director of graduate studies. In the School of Social Work, there is a director of graduate studies for the Masters of Social Work (MSW) and a director of doctoral studies (director of the doctoral program). The role of the director is to facilitate communication between the Graduate School, students, and faculty; to provide advice to students on Graduate School, department, and university regulations; and to assure that these regulations are applied uniformly in the program.

Administration

The Graduate School is headed by the Vice Chancellor for Graduate Studies. 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 Graduate School works closely with other university academic administrators to coordinate interdisciplinary initiatives, enrollment planning, graduate program/student assessment, and faculty development activities.

Minor in College Teaching

The focus of this minor 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 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

The writing lab offers free, 50-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) 882-2496 or come to the Student Success Center.

Health and Insurance Benefits

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/>.

Assistantships and Fellowships

Assistantships

Students may be appointed to either Graduate Teaching Assistant or Graduate Research Assistant. Details regarding expectations are listed below. 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 these positions 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 appointment; 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 Associate Vice Chancellor for Graduate Studies shall be informed. All reports of misuse will be investigated and processed in a fair and expeditious manner.

Graduate Teaching Assistant Expectations

Graduate **Teaching Assistants** may also attend the MU Graduate Teaching Assistant Workshop. 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 Expectations

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 is a signatory to the Council of Office of Graduate Studies 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 that 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://gradstudies.missouri.edu/financials/assistantships-fellowships/fellowships/>)).

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 checklist 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/ethical behavior in all assigned tasks/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.

Fellowships

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.

Graduate Student Support Program (GSSP)

Eligibility for Benefits

- Hold a qualifying assistantship or fellowship position
- At least a quarter-time (.25 FTE) appointment
- Stipend level meets minimum requirements
- Duration of appointment is appropriate
- Appointment from a graduate degree-granting program or qualified non-degree-granting program
- Good academic standing in home department

See <https://gradstudies.missouri.edu/funding/tuition-support-program/eligibility/> for additional details about eligibility and requirements.

Not Eligible. Those not eligible include benefit-eligible Mizzou employees and students who are not in a degree-granting program.

Fee Waivers

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.

Tuition remission is subject to time limitations for the duration of fee waiver support. The non-resident portion of tuition is remitted if the appointment stipend meets the minimum level, as

published in the 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 Director of the Graduate School.

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 department representative to the GSA General Assembly. The goal of the 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, the 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.

Graduate Professional Council

All graduate and professional students are members of the Graduate Professional Council (GPC). Formed in 1982, the GPC is the official governing body for students enrolled in the Office of Graduate Studies, 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, the 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, the 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, visit the website at <https://gpc.missouri.edu/>

XII. FINANCIAL ASSISTANCE

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/>

Graduate Assistantships

Teaching and Research Assistantships (TA and RA) through the School of Social Work are available to full-time students each semester depending upon available 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 each semester they expect to teach. To find and apply for assistantship opportunities in Social Work and other departments on campus, please visit: <http://www.hiremizzoutigers.com/>.

School of Social Work full-time PhD students who apply for and are accepted as graduate RAs or TAs qualify for waivers of tuition and most educational fees. Those students who are awarded an assistantship will devote between 10 (25% FTE) and 20 hours (50% FTE) per week ON CAMPUS working to assist a member of the faculty with their research or teaching. Further information can be obtained from the Director of Doctoral Studies or the Doctoral Program Office. The School of

Social Work will make every effort to obtain financial support for 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 progressing appropriately in their program.

Unfortunately, not all applicants admitted to the PhD program can be guaranteed financial support.

Social Work applicants often secure RA or TA appointments with other departments or programs of MU. Applicants are encouraged to explore all possible lines of support.

Other School-Awarded Assistance

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. The Doctoral Program Committee may offer exceptions during the admission process on a case-by-case basis. Numerous other scholarships/fellowships are available through the Graduate School. Students are strongly encouraged to review the website at <http://gradstudies.missouri.edu/forms-downloads/fellowship-assistantship-financial.php>



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 <https://www.cswe.org/Centers-Initiatives/Minority-Fellowship-Program/MFP-Doctoral-Students.aspx>

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://financialaid.missouri.edu/contact/find-your-adviser.php>. See contact information for general financial aid help 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: MizzouSFA@missouri.edu.

XIII. RESOURCES FOR STUDENTS

Identification Card

Students may obtain a student identification card (TigerCard) at the ID Card Office, located on the lower level of The Mizzou Store in the MU Student Center (911 E Rollins). See <https://doit.missouri.edu/services/id-card/id-cards/> for current information on requirements and hours of operation.

Computer Lab

The School of Social Work computer lab, 733 Clark Hall, is open from 8:00 AM to 5:00 PM Monday through Friday.

Doctoral Student Office/Keys

Full-time students will be given office space on the 5th floor of 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. Please contact the School's Executive Assistant (Margee Stout) at stoutmp@missouri.edu.

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. If you need assistance with your e-mail or e-mail account, please contact the DoIT helpdesk at 573-882-5000.

Bookstore

The Mizzou Store is located in the MU Student Center 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 6 PM Monday through Friday, 10 AM to 6 PM on Saturday, and Noon to 6 PM on Sunday. Their telephone number is 573-882-7611.

Campus Police and Lost and Found

The campus police and lost and found are located in the Virginia Avenue Garage. Their phone number is 573-882-7201.

Food Services

There are vending machines in the Clark Hall lobby. Several food options are located at the food court at the MU Student Center. See Campus Dining Services' website for additional information: <https://dining.missouri.edu/>.

Student 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, its hours are 8:00 AM to 5:00 PM Monday through Friday, except for Wednesday when it opens at 9:00 AM. After hours, a registered nurse is available to help assess urgent needs. For medical appointments, call 882-7481. Walk-ins are not accepted.

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 the website at <https://www.mizzourec.com/>.

Office of Disability Services

The Disability Center serves as a resource to and partner with our campus community to remove barriers and promote the principles of universal design. We encourage self-determination. We work to ensure equal opportunity and provide tools for access for students.

If you have been accepted as an MU student and you have a documented disability, establish an Accommodation Plan with the Disability Center right away to make sure you get what you need to succeed at Mizzou. Office Hours: Monday-Friday 8:00 AM - 5:00 PM. Email: disabilitycenter@missouri.edu and phone: (573) 882-4696.

MU International Center

The International Center facilitates all things international at the University of Missouri. They raise international awareness and foster dialogue on critical world issues. Center staff provide comprehensive support services to MU's international community — students, faculty, staff and their dependents come to MU from nearly 100 countries. In doing so, the center also serves a critical compliance role for the university required by federal immigration regulations.

International Initiatives

The center works with faculty and staff from across campus to develop and maintain MU's relationships with institutions around the world. They also facilitate on-campus internationalization through curriculum and faculty development projects.

Study Abroad

The International Center coordinates, develops, and administers quality programs that enable MU students to study outside the U.S. Each year, well over 1,000 MU students choose to enhance their academic experience—gaining an appreciation and understanding of other nations and cultures—through study abroad. Finally, the Center builds international connections on our campus and in our community, offering a variety of opportunities to get involved with Missouri’s global campus.



Women’s Center

The MU Women’s Center (WC) welcomes students, staff, faculty, and members of our local community. The Center provides opportunities for learning, service, and support for those who seek to further their understanding of social justice. No matter if you are looking for a place to lounge, to attend programs, to borrow a book or grab some free candy, the WC is a space where you can find your place. Our Center is not a woman-only space—it is open to everyone regardless of gender identity. The Women’s Center is a part of the Department of Student Life, within the Division of Student Affairs. The Center serves women, transgender, men, and gender non-conforming persons. Women’s Centers historically grew out of a need for women to have spaces and services that were previously unavailable. Contact Information: e-mail: MUWomensCenter@missouri.edu; phone: (573) 882-6621; G108 MU Student Center.

Veterans Center

The MU Veterans Center is here to meet the needs and address the concerns of veterans at Mizzou. It’s a designated place on campus where you can find camaraderie and friendship along with resources and support. The office is staffed by full-time MU employees and VA work-study students who have worn—or are still wearing—the uniform.

The MU Veterans Center offers students and employees:

- A seamless approach to helping student veterans at MU, from admission to graduation
- A resource for mentoring, tutoring, housing, and financial and personal issues for MU students and employees
- Assistance for families and spouses during deployments
- Coordination of a network of health professionals with expertise in addressing the needs of veterans
- A network of social support groups among veterans

The Center is housed at N-5 Memorial Student Union in the very heart of campus, close to the Admissions and Financial Aid offices, as well as personal and academic counseling centers. Full-time staff director, Robert Ross, runs the center, working with part-time VA work-study students who are former or current active-duty service members. You can also reach the Center by phone at 573-884-4383 and via email at veterans@missouri.edu.

XIV. APPENDICES

Appendix A: School and University Policies

UNIVERSITY DIVERSITY

The University of Missouri School of Social Work 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:

https://www.umsystem.edu/ums/rules/collected_rules/equal_employment_educational_opportunity/ch600/600.020_sex_discrimination_sexual_harassment_and_sexual_misconduct

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, Amber Cheek, at cheeka@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

Honor Pledge: I strive to uphold the University values of respect, responsibility, discovery, and excellence. On my honor, I pledge that I have neither given nor received unauthorized assistance on this work.

Students are expected to (a) attach the above statement to all work, (b) sign the statement, and (c) adhere to this pledge on all graded work whether or not they are explicitly asked in advance to do so.

Statement of Purpose

Academic integrity is essential to our institutional values of respect, responsibility, discovery, and excellence. These values are fundamental to the everyday function of our academic community, as well as to the goals and vision we have for the University of Missouri.

Academic integrity ensures that all students have a fair and equal opportunity to succeed. Any behavior that provides an unfair advantage to one student is unacceptable and will not be tolerated. Each piece of work completed by a student must be solely a reflection of that student's own work or his or her contribution to a collaborative effort.

Each member of our community—faculty, staff, and students alike—must be committed to the principles of honesty and fairness. Faculty and staff are expected to model appropriate behavior and demonstrate their commitment to our community. Students also bear responsibility for upholding the culture of integrity in our community. Maintaining this culture, and our institutional values, requires that students do not tolerate the actions of those community members who engage in inappropriate behavior.



Appendix B: Contact Information for the SSW Faculty and Staff

| FACULTY | PHONE | ROOM | E-MAIL |
|-------------------------------------|----------|-------|--------------------------------|
| Andrea Aderton, MSW, MSA | 823-3532 | NC | adertona@missouri.edu |
| Rachel Bailey, LCSW | 882-4136 | 721 | baileyrm@missouri.edu |
| Kelli Canada, PhD, LCSW | 882-3765 | 706 | canadake@missouri.edu |
| Suzanne Cary, LCSW | 882-7671 | 727 | carys@missouri.edu |
| Danielle Easter, MSW | 884-7405 | 707 | o.danielle.easter@missouri.edu |
| Dale Fitch, PhD, MU SSW Director | 884-7405 | 730 | fitchd@missouri.edu |
| Tammy Freelin, LCSW | 882-1656 | 722 | freelint@missouri.edu |
| Ashley Givens, PhD, MSW | 884-9605 | 710 | givensa@missouri.edu |
| Linda Hillemann, LCSW | 870-0623 | SW | hillemannl@missouri.edu |
| Hsun-Ta Hsu, PhD | 884-6043 | 709 | tah@missouri.edu |
| Alexandria Lewis, LCSW | 884-2336 | 704 | lewisale@health.missouri.edu |
| Precious Mseba, PhD | | 717 | |
| Clark Peters, PhD, JD | 884-1411 | 719 | peterscm@missouri.edu |
| Jane Piester, LCSW | 884-6704 | 726 | piesterj@missouri.edu |
| Kathleen Preble, PhD, MSW | 884-4163 | 728 | preblek@missouri.edu |
| Ginny Ramseyer Winter, PHD, MSW | 884-8077 | 705 | ramseyerwinterv@missouri.edu |
| Erin Robinson, PhD, MSW, MPH | 884-3907 | 708 | robinsonel@missouri.edu |
| Ninive Sanchez, PhD, MSW, MS | 882-0920 | 712 | sanchezni@missouri.edu |
| Carol Snively, PhD, MSW | 882-0675 | 702 | snivelyc@missouri.edu |
| Aaron Thompson, PhD, MSW, MEd | 882-0124 | 718 | thompsonaa@missouri.edu |
| Sarah Myers Tlapek, PhD, MSW | -- | -- | tlapeks@missouri.edu |
| Christine Woods, LCSW, BSW Director | 882-4136 | 711 | woodsc@missouri.edu |
| Mansoo Yu, PhD, MSW | 882-4363 | 720 | yuma@missouri.edu |
| Dong Yoon, PhD, MSW | 882-0916 | 701 | yoond@missouri.edu |
| STAFF | PHONE | ROOM | E-MAIL |
| Sherry Elliott | | 731 | |
| Joann Ferguson | 882-5613 | 715 | fergusonjoa@missouri.edu |
| Amber Francis | 882-9709 | Gwynn | francisa@missouri.edu |
| Carol Heffner | 882-8616 | 703 | heffnercj@missouri.edu |
| Lindsay Hickman | 884-8795 | 725 | hickmanli@missouri.edu |
| Joyce McReynolds | 882-0117 | 523 | mcreynoldsjt@missouri.edu |
| Shannon Mezzanotte | 884-1438 | 724 | mezzanottes@missouri.edu |
| Crystal Null | 884-9385 | 723 | nullc@missouri.edu |



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