



Bachelor of Arts
in
Social Work
Student Handbook
2017-18

Welcome to the College of Social Work!

The Bachelor of Arts in Social Work Program Student Handbook contains general information about the College of Social Work, its mission, policies, and organization. This handbook is intended to be a quick reference for students. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and resources described.

The procedures and policies described here may be modified or discontinued from time to time. Every effort will be made to inform students of such revisions. It is the student's responsibility to review college and university policies in detail and to request any clarification needed.

Students should consult the [Undergraduate Bulletin](#) , their academic advisor, or program director if there are further questions about any of the topics addressed.

Director's Welcome

Welcome!

I am so pleased that you are interested in the Bachelor of Arts in Social Work. The social work profession has one of the fastest growing job outlooks in the nation; dedicated professionals make a difference daily in the lives of individuals, families and communities. Social work students learn to assess and critically examine needs and available resources to create maximum opportunities for people of all ages, from the very young to the nicely aged. Our alums work in a variety of settings including counseling agencies, schools, mental health agencies, police departments, hospitals, child welfare and social welfare organizations and with a diversity of populations including the elderly, the impoverished, the homeless, veterans and their families, children and adolescents, and refugees and immigrants.

The mission of the College of Social Work (CoSW) is to promote wellbeing for all; our faculty are invigorative scholars and practitioners who are committed to enhancing the lives of others. The value on student learning, particularly with the emphasis the CoSW places upon experiential learning, where the classroom extends to the community at the local, national and global levels, allows multiple opportunities for students to grow and develop in to well-rounded professionals. The diversity of the classroom experiences as well as the student service activities reflect our belief that the college experience should enable each growing student to nurture all aspects of life, not just complete a degree.

People who are dedicated and passionate critical thinkers are essential to the social work profession. If you are seeking a degree with a direct career path and one that provides variety and fulfillment, then the BASW may be for you.

Best wishes as you move forward in your educational goals and career.



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College of Social Work

BASW Administrative and Advising Directory

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College Site: <https://socialwork.uky.edu/>

BASW Program Site: <https://socialwork.uky.edu/basw/>

Full College of Social Work directory: <https://socialwork.uky.edu/college-directory/>

College of Social Work

Mission Statement

The University of Kentucky College of Social Work promotes community and individual wellbeing through its translational research and scholarship, exemplary teaching, and vital community engagement. The College is committed to the people and social institutions throughout Kentucky, the nation, and the world. The College, like the University, is an organization that cultivates a diverse academic community characterized by interpersonal fairness and social justice. The College is fiercely committed to developing outstanding social work professionals and scholars – leaders who will serve individuals, families, and communities through innovative and effective practices that are guided by cultural competence, systematic ethical analysis, and a keen and pragmatic understanding of the human condition.

College's Vision Statement

We will make major contribution to the generation of knowledge that will alleviate contemporary social problems as the social work profession enters its second century of service to the nation and the world. By consistently striving for excellence, we will earn entry into the ranks of the foremost schools of social work through our research, teaching, and community engagement. We will invigorate the lives of all people who join us in this endeavor. We are committed to a renewal of collaborative public service that is grounded in an intellectual and moral seriousness that reflects the enormous challenges faced by our global community. Such achievements will require individual excellence, effective partnerships, and innovative solutions. This vision is the hallmark of our college.

BASW Program Mission Statement

The BASW program mission flows from the University's and College's mission statements as well as the College's vision statement. Inspired by social work's core values, it affirms a commitment to education, research and community engagement and the integration of these emphases in education and practice with diverse populations. Our focus is on preparing entry-level generalist practitioners who can solve problems through the application of moral decision-making, theory, research and evaluation to guide practice decisions and the interweaving of human behavior, culture, and diversity and the resultant impact of these dimensions affecting advocacy, policy and practice. The program mission is:

The Bachelor of Arts in Social Work program at the University of Kentucky seeks to prepare effective, competent, generalist social work practitioners who are ethical, engaged, culturally aware and informed agents for social change.

BASW Program Goals

Goal 1. BASW graduates will identify and conduct themselves as professional social workers by adhering to professional values and utilizing ethical problem-solving strategies and by employing critical thinking and communication skills to effectively assess, understand and intervene in complex problems inherent in social work practice.

Goal 2. BASW graduates will recognize and appreciate the nature of diversity and how it influences individual lives and demonstrate the knowledge and skills necessary to work effectively with populations at risk including strategies to address the complexities of various forms of discrimination and oppression affecting members of diverse groups and communities.

Goal 3. BASW graduates will develop the knowledge, skills, and values required to engage in effective policy practice to enhance the quality of social work services, to promote human rights, and to improve social and economic well-being.

Goal 4. BASW graduates will employ methods of quantitative reasoning and utilize empirically based knowledge to develop practice strategies and understand the influence of research on service delivery as well as the ability to evaluate their own practice.

Goal 5. BASW graduates will be able to effectively apply the knowledge, theory, values, and skills necessary for the generalist practice framework of engagement, assessment, intervention, and evaluation of practice with individuals, families, groups, organizations, and communities.

Council on Social Work Education Accreditation

The Bachelor's and Master's programs for the College of Social Work conform to the structure and guidelines of the [Council on Social Work Education](#) (CSWE). The undergraduate program was first accredited in 1974, the year the Council began to accredit undergraduate programs, and has maintained reaccreditation since. The BASW program employs the CSWE competencies and practice behaviors as student learning outcomes. CSWE has 9 social work competencies that emphasize integration of the knowledge, skills and values necessary for professional practice:

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Engage Diversity and Difference in Practice
- Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
- Competency 4: Engage In Practice-informed Research and Research-informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Licensure

The Kentucky Board of Social Work administers and enforces the statutory authority and monitors the needs of the consuming public. The Board examines and licenses all eligible candidates for entry into the profession of Social Work. For more information about social work licensure in the state of Kentucky, please visit <http://bsw.ky.gov>.

Please note that social work licensure requirements vary from state to state. To find licensing information for the state in which you intend to practice, please visit

<http://www.socialworklicensure.org/>.

Bachelor of Arts in Social Work

Social work offers opportunities to help people in many different ways and is the only helping profession that emphasizes both human well-being and social justice. Social workers empower vulnerable populations, exploring both individual and situational influences and solutions. This person-in-environment perspective is unique to the profession and addresses multiple factors of client oppression. Social workers also advocate to improve the institutional systems responsible for education, justice, health, business, labor and welfare.

The Bachelor of Arts in Social Work (BASW) program is accredited by the Council on Social Work Education and employs an outcome-focused, competency-based education model—assisting students to achieve competencies in the practice behaviors required for beginning social work practice and/or advanced graduate education. The curriculum is grounded in a liberal arts foundation, emphasizing inquiry-based and ethical practice, cultural and diversity sensitivity, engagement, and critical thinking. The social work curriculum is augmented by social work electives as well as social science and behavioral science electives, and participation in experiential learning including two intensive field practicums.

UK College of Social Work students have the advantage of belonging to a small college community within a large university. Students have access to the amenities and rich learning environment that are part of a research intensive institution. After class, there are many opportunities for students to get connected, from attending College sponsored lectures and events to the Student Ambassador Program, there are many options for cultivating student leadership and professional development.

The BASW is crafted to be completed in four years; typically the first two years are dedicated to completing UK Core classes and program pre-major requirements. The final two semesters are typically completion of the BASW professional program courses, once admitted to the program.

Exploratory Studies Option in Social Work

The University of Kentucky College of Social Work is an academic home that encourages a wide array of academic and social justice pursuits. The Exploratory Studies option offers students the opportunity to explore both social sciences and the social work field, providing students with the unique opportunity to explore multiple areas of interest during their first semesters on campus. Exploratory Studies in social work serves as a starting point for students eager to explore a variety of areas related to helping professions. Exploratory studies students work closely with their academic advisor to cater their career interests with an academic plan at UK. Students can then progress into the full social work major program or transition to an academic program that best fits their career goals during the freshman or sophomore year.

Curriculum

Degree Requirements

The College of Social Work requires students to earn a minimum of 120 hours for the Bachelor of Arts in Social Work with a minimum grade point average of 2.5. In addition, students must earn a grade of C or better in all professional social work major classes. Students may take additional hours in accordance with stated University policy.

UK Core Requirements

See the UK Core section of the 2017-2018 Undergraduate Bulletin for the complete UK Core requirements. The courses listed below are a) recommended by the college or b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core requirements and ensure all pre-requisites courses are met.

UK Core Area	Recommendation	Hours
Intellectual Inquiry in Arts and Creativity	Choose one course from approved list	3 hours
Intellectual Inquiry in the Humanities	Choose one course from approved list	3 hours
Intellectual Inquiry in the Social Sciences	BASW Required: SOC 101, PSY 100 and ECO 101 or 201	3 hours for UK Core
Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences	BIO 103	3 hours
Composition and Communication I	CIS 110	3 hours
Composition and Communication II	CIS 111	3 hours
Quantitative Foundations	BASW Required: PHI 120	3 hours
Statistical Inferential Reasoning	BASW Required: STA 210	3 hours
Community, Culture and Citizenship in the USA	BASW Required: PS 101	3 hours
Global Dynamics	BASW Required: Anthropology (ANT 160 recommended to meet Global Dynamics requirement)	3 hours

Graduate Composition and Communication Requirement (GCCR)

SW 470 – Senior Seminar – 3 hours

Pre-Professional Social Work Courses

Course	Notes	Hours
SW 124 – Introduction to Social Services	Students must earn a B or higher	3 hours
SW 222 – Development of Social Welfare	Students must earn a B or higher	3 hours
OR SW 322 – Social Work and Social Welfare	Students must earn a B or higher. Students with 60 credit hours or more may take SW 322 in lieu of SW 124 and SW 222 to meet this pre-major requirement.	4 hours

Pre-Major Requirements

Course	Notes	Hours
PSY 100 – Intro to Psychology	Must be completed prior to admission to the professional program.	3-4 hours
SOC 101 – Intro to Sociology	Must be completed prior to admission to the professional program.	3 hours
BIO 103 – Basic Ideas of Biology	Must be completed prior to admission to the professional program.	3 hours
PS 101 – American Government	Must be completed prior to admission to the professional program.	3 hours
ANT course	ANT 160 recommended to meet UK Core	3 hours
ECO 101 – Contemporary Economic Issues or ECO 201 – Principles of Economics I		3 hours
MA 109 – College Algebra OR MA 111 – Intro to Contemporary Mathematics		3 hours
STA 210 – Statistics: A Force in Human Judgment	Must be completed prior to taking SW 450 in the third semester of the professional program, typically the senior year.	3 hours
PHI 120 – Introductory Logic		3 hours

Professional Social Work Program Courses

Course	Hours	Notes
SW 300 – Social Work Practice I	4 hours	First Social Work Semester
SW 421 – Human Behavior and Social Environment I	3 hours	
SW 430 – Social Welfare Policy: Theory and Implementation	3 hours	
SW 350 – Social Work Practice II: Survey of Groups	3 hours	Second Social Work Semester
SW 422 – Human Behavior and Social Environment II	3 hours	
SW 435 – Foundations of Professional Ethics in Social Work	3 hours	
SW 444 – Educational Practicum I	5 hours	
SW 400 – Social Work Practice III	4 hours	Third Social Work Semester
SW 450 – Social Work Research	4 hours	
SW 460 – Understanding Behavior from a Socio-Cultural Perspective: Exploring Explanatory Theories	4 hours	
SW 445 – Educational Practicum II	8 hours	Fourth Social Work Semester
SW 470 – Senior Seminar	3 hours	

Note: Students must earn a grade of C or higher in all professional social work major courses.

Social and Behavioral Sciences and Social Work Electives

Students must complete 12 hours of upper-division courses (300 level or above) from any of the following:

- Anthropology
- Economics
- Family Sciences
- Political Science
- Psychology
- Social Work
- Sociology

Free Electives

Students must complete enough free elective courses from any discipline to meet the minimum 120 hour requirement to successfully graduate. Under no circumstances can students receive course credit for life experiences or employment; all credit hours must be earned at an accredited institute of higher learning.

BASW Program Admissions Information

Pre-Social Work and Exploratory Social Work Majors

The Bachelor of Arts in Social Work is a selective admissions program. Prior to applying for the professional program, a student is admitted as a pre-social work or exploratory major which is a general admission to the College of Social Work. Admission to pre-social work does not guarantee admission to the professional social work program.

New UK Students: Students are accepted by the College of Social Work as pre-majors or as exploratory social work students after being accepted by the University. Students may declare their major as pre-social work on their application to the University. Academic Preparation Program (APP) students in writing are not permitted to major in pre-social work or exploratory social work until their writing APP course work is complete.

Current UK Students: Students who plan to change their major to pre-major in social work or exploratory social work may drop off a major change form in the drop-box outside POT 619. Major change forms can be obtained from the student's current advising office. Once received, the student's major change will be processed and social work advisor assigned.

Selective Admissions Requirements and Application Information

Admissions decisions are made by the Director of Undergraduate Studies and the Admissions Committee. Pre-social work students are eligible to apply for admission to the BASW program if the following criteria are met:

- A grade of B or higher in:
 - SW 124 - Intro to Social Services

- SW 222 – Development of Social Welfare
- Note: Students with 60 credit hours or more are eligible to take SW 322 in lieu of SW 124 and SW 222 and must also earn a B or higher.
- A passing grade in
 - PSY 100 – Intro to Psychology
 - SOC 101 – Intro to Sociology
 - PS 101 – American Government
 - BIO 103 – Basic Ideas of Biology
- Minimum of a 2.5 cumulative GPA on all course work attempted at the University of Kentucky
- Submission of an online [application form and essay](#).

Application Deadlines:

Fall: August 1 (early deadline of June 15th)

Spring: December 1

Petition for Consideration of Exception

Students who do not meet the admissions criteria for a cumulative GPA of 2.5 may submit a Petition for Consideration of Exception along with their application if their cumulative GPA is between 2.25 and 2.49. This petition can be utilized by students who have experienced events that have impacted their academic performance such as:

- Personal illness, trauma, or disability
- Family illness, trauma, or death
- Financial or college adjustment difficulties

In addition, recent semester(s) of academic work need to show substantial academic improvement to clearly demonstrate the ability to meet the program requirements. If you are eligible to apply, you are encouraged to provide specific evidence of your academic abilities, as well as specific steps you plan to take to continue to improve your performance.

The following sections must be clearly addressed in the petition:

- Describe any specific obstacles or circumstances that hindered your past academic achievement.
- Describe how you overcame, or plan to overcome, these obstacles if you are admitted into the BASW program.
- Convince the Undergraduate Admissions Committee that you have greater potential for success in your academics than is reflected in your current GPA.

The petition is reviewed by the Director of Undergraduate Studies and the College’s Admissions Committee when reviewing applications.

2017 BASW SAMPLE Four Year Graduation Plan

Year 1			
Fall	Hr	Spring	Hr
SW 124 -Intro to SW	3	Natural, Physical, Math Sciences (BIO 103)	3
Global Dynamics (ANT 160)	3	PSY 100	4
Composition & Communication I (CIS 110)	3	SW 222 Development of Social Welfare	3
MA 109 or MA 111	3	Composition & Communication II (CIS 111)	3
Humanities	3	Free Elective	3
UK 101 for Pre-Social Work majors	1		
Total	16	Total	16
Year 2			
Fall	Hr	Spring	Hr
Community, Culture, & Citizenship in the USA (PS 101)	3	SW 325 Social Justice Foundations or 300-500 Level Social Work/Social Science Elective	3
ECO 101 or 201	3	Quantitative Foundations (PHI 120)	3
300-500 Level Social Work/Social Science Elective	3	Arts and Creativity	3
Social Sciences (SOC 101)	3	Stats Inferential Reasoning (STA 210)	3
Free Elective	3	Free Elective	3
Total	15	Total	15
Year 3			
Fall	Hr	Spring	Hr
SW 300 Social Work Practice I	4	SW 444 Educational Practicum I	5
SW 421 Human Behavior & Social Environment I	3	SW 435 Intro to Professional Ethics	3
SW 430 Social Welfare Policy	3	SW 350 Practice II - Groups	3
300-500 Level Social Work/Social Science Elective	3	SW 422 Human Behavior & Social Environment II	3
Free Elective	3		
Total	16	Total	14
Year 4			
Fall	Hr	Spring	Hr
SW 450 Research	4	SW 445 Educational Practicum II	8
SW 400 Practice III	4	SW 470 (W) Senior Seminar	3
SW 460 Psychopathology	4	Free Elective	2
300-500 Level Social Work/Social Science Elective	3		
Total	15	Total	13

Professional Program Course Descriptions

SW 300 – Social Work Practice I (4 hours)

An introduction to generalist social work practice theory, a study of skills in professional practice with individuals and families, and an examination of social work functions in the direct delivery of social services. Special attention is paid to the NASW Code of Ethics and to the social worker's obligations towards populations-at-risk. Class includes 30 hours in a social service agency. Prereq: SW 124/222 or 322. Open only to social work majors.

SW 350 – Social Work Practice II: Survey of Groups (3 hours)

This course introduces students to the place of group work in professional social work practice. Examined are the basic knowledge, specific roles, strategies, and skills when working with groups of vulnerable populations. This course assists students in recognizing the efficacy of practice with groups of different types that fulfill diverse populations are conducted in a variety of community and organizational settings. It introduces students to group dynamics, development, and techniques needed to be a successful group leader. Prereq: Open to Social Work Majors, SW 300, SW 421.

SW 400 – Social Work Practice III (4 hours)

Emphasizing an ecological and systems framework, the course explores theories and practice approaches appropriate for work with groups, organizations, and community systems. The impact of discrimination and oppression on populations-at-risk is discussed, along with problem-solving and interventive strategies. The ethical and legal strategies of the generalist practitioner are studied. Prereq: Open only to social work majors, SW 300, SW 444, SW 435.

SW 421 – Human Behavior and the Social Environment I (3 hours)

This foundation course is the first of a two part social work major course sequence that utilizes life course perspective and other theories as tools for understanding human behavior and its development across the lifespan. A “person in the environment” focus is utilized as students explore the interrelatedness of biological, social, cultural, psychological, and environmental factors in human behavior and its ongoing development. Particular attention will be given to exploring the impact of racism, sexism, ethnocentrism, classism, and homophobia on human behavior across the life journey. Prereq: Open to Social Work Majors; SW 124 and SW 222 or SW 322.

SW 422 – Human Behavior and the Social Environment II (3 hours)

This foundation course is the second in the sequence of two social work courses that focuses on theory as a tool for understanding human behavior on multiple interacting levels, including: individual, family, small group, organization, community and society. The

course will explore the interrelatedness of biological, social, cultural, psychological and environmental factors in human behavior and development. Particular attention will be given to exploring the impact of racism, sexism, ethnocentrism, classism and homophobia on human behavior at each level. Prereq: Open to Social Work Majors; completion of SW 300, SW 421.

SW 430 – Social Welfare Policy: Theory and Implementation (3 hours)

The study and demonstration of different analytic models utilized in analysis of social welfare policy. The course also introduces content in the areas of organizational theory, management tools necessary to the understanding of implementation and evaluation of social welfare policy. Prereq: Open only to social work majors, SW 222 or SW 322, PS 101 or equivalent PS course.

SW 435 – Foundations of Professional Ethics in Social Work (3 hours)

This course introduces students to the fundamentals of ethical decision making in generalist professional social work practice. The major philosophical formulations that underlie ethics and relevant concepts derived from these formulations are highlighted as is the development of ethical reasoning and decision-making skills in dealing with moral problems and dilemmas that arise in entry-level social work practice. Prereq: Open to social work majors, SW 300, SW 421.

SW 444 – Educational Practicum I (5 hours)

This course is an introduction to social work field education under faculty direction in the Teaching-Learning Center. Students will begin to apply knowledge from prerequisite courses in experiences which utilize social work practice skills with emphasis on individuals, families and small groups, toward goals of prevention, restoration and enhancement of social functioning. This course includes 18 hours per week of seminar and experiential learning. Prereq: Open only to social work majors, SW 300, SW 420, SW 430.

SW 445 – Educational Practicum II (8 hours)

This course continues the process of social work practicum under faculty direction in a Teaching-Learning Center. Students will continue to apply knowledge from prerequisite and concurrent courses in experiences which utilize social work practice skills with individuals, families, and small groups as well as with organizations and communities toward the goals of prevention, restoration, and enhancement of social functioning. Includes 24 hours per week of seminar and experiential learning. Prereq: Open only to social work majors, SW 400, SW 444, SW 450.

SW 450 – Social Work Research (4 hours)

An introductory study and application of the processes of research in building social work knowledge and developing effective social work practice. Prereq: Open only to social work majors, basic statistics course, SW 444, SW 435.

SW 460 – Understanding Behavior from a Socio-Cultural Perspective: Theories of Psychopathology (4 hours)

Problematic behavior is discussed employing a social work perspective. Students are introduced to a bio-psycho-socio-cultural assessment model and the DSM IV-TR criteria for mental health disorders. Students learn to respect the person in his or her environment and not to categorize them by their problems or diagnosis. Risk/resiliency and strengths perspectives are utilized to understand mental disorders within a socio-cultural context. Emphasis is placed on understanding how theoretical models explain psychopathology and inform interventions in social work practice. Prereq: Open to Social Work Majors; SW 350, SW 422, SW 444.

SW 470 – Senior Seminar (3 hours)

An integrative professional seminar for senior majors in social work, usually taken in the last semester of course work. Social work issues of an educational, professional and practice nature are examined. Prereq: Open only to social work majors, completion of all core social work courses, but SW 445 prerequisite or concurrent.

Field Education

Overview

Field education is recognized by the Council on Social Work Education (CSWE) as the signature pedagogy in social work education. Signature pedagogy represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner.

The mission of the Field Education Program is to provide mutually supportive and positive learning environments that cultivate leadership, increase knowledge, refine skills, and strengthen social work values in student interns as they develop proficiency in the social work core competencies in preparation for professional practice.

The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. The two interrelated components of curriculum, classroom and field, are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies. (CSWE Educational Policy 2.3).

Preparing for Practicum

All students taking a practicum course are required to complete an online Situational Awareness Training. The training must be completed, and the competency quiz taken and passed, BEFORE you start your practicum placement. This training only needs to be taken one time. If you have already taken the training, you do NOT have to take it again.

The entire training takes approximately 2 ½ hours. The training has been broken into 4 modules, so you do not have to view the entire training in one sitting. After completing the training you must take the competency quiz, and pass the quiz with a minimum grade of 70%.

All students must complete the Safety in Practicum Student Checklist for each practicum placement. This checklist is to be discussed with your agency field instructor, signed by the field instructor, and turned in to your practicum course professor. The Checklist is here: [Safety in Practicum Student Checklist \(pdf\)](#)

Enroll in Social Work Field Education Training:

- Go to <http://elearning.uky.edu> and log in with your Link Blue ID.
- Click on the Courses link near the top left of the page (to the right of My Bb and under the Library tab).
- In the Course Search line, type Social Work Field Education Training (exactly as you see it here).
- Find the Course ID (first column) SWFESAT-NC-201399, and click the down arrow next to the Course ID.
- From the drop-down menu, click on Enroll.

- Click on My BB at the top middle of the page and the Social Work Field Education Training course should now be listed under My Courses.

BASW Field Practicum Information

Students in SW 444 must complete 270 hours. Students in SW 445 must complete 275 hours. Practicum hours are a requirement of all BASW programs that are accredited by the Council on Social Work Education. Seminar classes and related learning experiences count toward the total hours. Students should expect to spend approximately 16-18 hours each week in agency work with both SW 444 and 445.

SW 444 may be taken in the summer. Please note that other full major courses, with the exception of upper division electives, are not offered in the summer.

Field Advising

Field Advising is an integral part of the quality practicum experience. All BASW students preparing to take their first practicum are required to attend a field advising seminar which will be scheduled during the semester preceding the student's enrollment in SW 444. All BASW students preparing for practicums will also receive individual advising from the Field Placement Coordinator. Students must meet complete the advising process prior to contacting agencies.

Field Education Department Contacts

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Hazard Program Student Services Advisor
jessica.akers3@uky.edu
606-439-3557 ext. 83464

Intern Placement Tracking (IPT)

The College of Social Work's Field Education Program uses an internet-based placement system called Intern Placement Tracking, or IPT for short. This web-based software was developed to assist colleges with the complex issues associated with managing student interns in their field placements. It is also a valuable tool for students to begin researching prospective agencies for their practicum placements, and provides students with access to descriptive information about agencies and learning opportunities.

The Field Education Program uses IPT to:

- Provide password-protected, web-based access to pertinent field placement information for students, practicum instructors, and field instructors.
- Update and expand our field agency database, so current and future students have quick access to accurate agency information when researching field placements.
- Provide the Director of Field Education and Faculty Practicum Instructors the ability to communicate directly to students and advise them regarding appropriate field placements.
- Maintain accurate and timely information on individual student placements in the field.
- Quickly access information for students when employers and/or graduate schools request information about a student's internship experience.
- Meet accreditation requirements to maintain data, assess and report on Field Education.

Setting up your IPT Account and other helpful information

- [Setting Up Your Student Account](#)
- [Sort and Search Agency Placements](#)
- [Confirming Your Placement in IPT](#)
- [Completing Your CSWE Statistics Page](#)

Important Field Education Dates

Find the latest Field Education Calendar [here](#).

Field Education Practicum Termination Policy

Any BASW student dismissed from their practicum placement for violations of student conduct will undergo a practicum review. The Practicum Review Committee shall examine all reports (see Appendix for the Report Form) of serious violations concerning student interns. The Committee may hold hearings to make findings of fact and will do so within two weeks of having received such a report. The Committee shall make recommendations to the Dean of the College of Social Work concerning actions to be taken regarding reported violations. The Dean will notify the student within 10 days after receiving the Committee's recommendation. Potential consequences include delayed graduation, suspension from the program or finding an alternative placement.

The Committee shall examine the following types of alleged violations:

- The violation of a client's rights
- The violation of the University of Kentucky/College of Social Work's policies, rules, and procedures
- The violation of the NASW Code of Ethics
- Any concern significant enough that an agency no longer allows a student to engage with clients or remain at the agency to complete the required field hours.

When a student has been asked to leave an agency or fails a Field Education course, the Practicum Review Committee will automatically review the situation. Depending upon the behavior that results in failing to complete the practicum, as well as the findings of the Review Committee, the student may not be allowed to continue in the social work program.

Off Campus Program

Hazard Campus

In addition to the Lexington campus, the College of Social Work Bachelor of Arts in Social Work (BASW) program is available at the UK Center of Excellence in Rural Health (CERH) located in Hazard, Kentucky for the convenience of students in Southeastern Kentucky. The UK CERH-Hazard campus program is designed to accommodate transfer students desiring to complete a bachelor's degree closer to home. Pre-major course requirements can be obtained through local community colleges with foundation social work courses offered by the College of Social Work at the UK CERH-Hazard campus. Students are provided with learning seminars, a state-of-the-art computer lab and ITV compatible classrooms, student friendly study rooms and on-site academic advisors who are readily available to support their academic success. The staff and faculty at the UK CERH-Hazard are fully committed to ensuring our students have a comparable experience to those at the Lexington campus while maintaining smaller class sizes and fostering individualized relationships for each student. Visit our UK CERH-Hazard campus located in the mountains of Southeastern Kentucky! For more information, visit www.kyruralhealth.org.

Questions regarding the UK CERH-Hazard campus BASW program should be directed to:

Jessica Williamson, MSW
Academic Advisor | College of Social Work
UK Center of Excellence in Rural Health
750 Morton Blvd.
Hazard, KY 41701
(606) 439-3557 ext. 83464
jessica.akers3@uky.edu

BASW Hazard Campus Sample Graduation Plan:
<http://ruralhealth.med.uky.edu/social-work-curriculum>

Academic Advising

Overview

Academic advising is an integral part of undergraduate education at the University of Kentucky. The goal of all academic advising is to assist students in taking responsibility for developing meaningful educational plans compatible with their potential and their career and life goals. Advising is more than the imparting of specialized information; it includes helping students formulate important questions about the nature and direction of their education and helping them find answers to those questions. Advisors will confer with students about course schedules and educational experiences; students are responsible for their academic program and for ensuring progress towards an academic degree.

The mission of academic advisors, both faculty and professional, is to:

- assist students in taking responsibility for developing meaningful education plans compatible with their potential and their career and life goals;
- help students formulate important questions about the nature and direction of their education and assist them in finding answers to those questions;
- assist students in acquiring accurate and timely information regarding academic policies, procedures, and requirements;
- facilitate the successful transition of prospective, continuing and nontraditional students to the academic and campus environment.

Students are responsible for:

- knowing the requirements of their particular academic program; selecting courses that meet those requirements in an appropriate time frame; and monitoring their progress toward graduation;
- consulting with appropriate advisors designated to handle the kind of questions or concerns they have;
- scheduling and keeping academic advising appointments in a timely manner throughout their academic career, so as to avoid seeking advising only during busy registration periods; and
- being prepared for advising sessions.

Advisors are responsible for:

- helping students clarify their options, goals and potential, and understand themselves better;
- helping students understand the nature and purpose of a college education;
- providing accurate information and educational options, requirements, policies and procedures, and
- helping students plan educational programs and monitor and evaluate their educational progress.

Source: 2017-2018 UK Bulletin, Academic Advising, page 58

http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/acad_8.pdf

Priority Registration

Priority registration for upcoming semesters is held every November and April. Students are assigned a priority registration window. During this time, students may register for courses and add/drop courses for the upcoming semesters.

Advising Holds

Undergraduate students in the College of Social Work must meet with their academic advisor to have their advising hold lifted and be eligible to register for courses. Students should arrange to meet with their assigned academic advisor, listed in myUK, prior to their Priority Registration window opening to discuss their upcoming proposed schedule and have their advising hold lifted.

Adding, Dropping, and Withdrawing from Courses

Specific deadlines for adding and dropping courses for each semester are found in the Course Catalog in myUK and in the University Bulletin. Students receiving or applying for financial aid should check with a financial aid counselor before dropping a class, as course loads may impact financial aid eligibility. Students should be aware that dropping a course may affect their student billing account.

For more information, please see Academic Policies and Procedures.

Source: <http://www.uky.edu/registrar/how-to-register>

Student Load

With few exceptions, the maximum load to be carried by an undergraduate student is noted below by semester.

Term/Semester	Minimum Credit Hours to Remain Full-time Status	Maximum Credit Hours	Maximum Hours if on Academic Probation
Fall	12	19	15
Spring	12	19	15
Summer 4 week	n/a	4	3
Summer 8 week	n/a	9	7

An undergraduate student in the College of Social Work may be permitted by the Director of Undergraduate Studies to exceed the maximum credit hours in a term. The determination is made based upon the student's past performance and the proposed course load.

Source: 2017-2018 Undergraduate Bulletin, Academic Requirements, Student Load, page 76,

http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/acreq_8.pdf

Major Changes

A student who is enrolled in another college at the University may switch to the College of Social Work as a pre-major by going to their current college to obtain a change of major form. There is a drop box for incoming major change forms outside POT 619. New major changes will have their registration changed to pre-social work, be assigned an academic advisor in myUK, and be added to the undergraduate social work student list-serv.

Note: The University prohibits students from changing majors during priority registration. Please check the academic calendar to see when these time periods occur.

Declaring a Minor or Double Major

Students interested in adding a minor or double major to their program of study should inform their academic advisor. It is recommended that students schedule a planning meeting with their academic advisor to review the minor/double major course requirements and discuss how it will impact their graduation plan.

Undergraduate Advising Staff

Lexington Campus

Jaime Wainscott, MSW, CSW
Academic Advisor | College of Social Work
University of Kentucky
603 Patterson Office Tower
Lexington, KY 40506
jaime.wainscott@uky.edu | 859.257.6657

Katie Wilder, MSW, CSW
Academic Advisor | College of Social Work
University of Kentucky
607 Patterson Office Tower
Lexington, KY 40506
katie.fort@uky.edu | 859.257.2316

Hazard Campus

Jessica Williamson, MSW
Academic Advisor | College of Social Work
UK Center of Excellence in Rural Health
750 Morton Blvd.
Hazard, KY 41701
jessica.akers3@uky.edu | 606.439.3557 ext. 83464

Academic Policies and Procedures

Academic Standards

A student must earn a C or better in all social work core courses (SW 300, 350, 400, 421, 422, 430, 435, 444, 445, 450, 460, 470) in order to complete their major requirements and advance through sequential social work courses. A grade lower than a C will require the student to repeat that course and obtain a C or better to meet the major requirement. Students must also maintain a cumulative GPA of 2.5 or higher.

Source: 2017-2018 Undergraduate Bulletin, College of Social Work, page 298,
<http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/socialwork.pdf>

Probation and Suspension

An undergraduate social work student may be dismissed from the College of Social Work for failure to make satisfactory progress. In the Social Work program, the college continuously monitors the progress of all social work students. Consistent with University regulations and the CSWE requirements that social work programs have policies for “terminating a student’s enrollment...for reasons of academic and professional performance,” the following rules apply in the College of Social Work.

Source: 2017-2018 Undergraduate Bulletin, College of Social Work, page 298,
<http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/socialwork.pdf>

Repeat Options

An undergraduate student has the option to retake up to three different completed courses. The repeat option provides students with the opportunity to take a class again and removes the lower grade from the calculation of the student’s GPA. The limit of three repeat options holds for a student’s entire undergraduate career. Students exercising the repeat option must consult with their academic advisor to complete a repeat option request form.

Source: 2017-2018 Undergraduate Bulletin, Academic Requirements, Repeat Option, page 78,
http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/acreq_8.pdf

Incomplete Grades

A grade of Incomplete “I” means that part of the regularly assigned work of the course remains undone. It shall be conferred only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. A grade of I must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student’s graduation.

The social work faculty member must submit an Incomplete Grade Form to the student's academic advisor that details the work to be completed and time frame for completing the incomplete. A copy of the form is filed with the student's academic advisor and added to the student's record.

Source: 2017-2018 Undergraduate Bulletin, Academic Requirements, General Grading System, page 77, http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/acreq_8.pdf

Transfer Credit

Students transferring to UK are required to submit official transcripts from all previously attended institutions as part of the admissions process. They should be sent to the following address:

Office of Undergraduate Admission and University Registrar
100 W.D. Funkhouser Building
Lexington, KY 40506-0054

Credits earned at a fully accredited institution may be transferred to UK and applied toward a degree. Transfer credit below the 100 level is considered remedial work and will not be accepted toward a UK degree.

UK does not accept transfer grades toward the UK grade point average. A UK grade point average is established after the first term of classes at UK. However, all transfer grades in all courses are included and counted in the admissions process.

Students should consult with their academic advisor to determine how their transfer credit will count towards their degree.

The Transfer Equivalency Database can be accessed online:
<http://www.uky.edu/admission/transfer-equivalencies> .

Source: UK Admissions, Transfer Policies and Other Resources, General Transfer Policies
<http://www.uky.edu/Admission/policy.htm>

Pre Mid-Term Course Withdrawals

Students may withdraw from any class during the withdrawal period which is defined as the period prior to and including the:

- a) end of the eleventh week for fall or spring semester;
- b) third day of the fifth week for eight-week summer session/term;
- c) second day of the third week for four-week summer session/term.

Students who withdraw during the first three weeks of the course in the fall or spring semester (or a proportionate amount of time in the summer term/session) shall be removed from the class roll, and no grade or record of enrollment shall appear on the student's transcript.

Students who withdraw during the remaining portion of the withdrawal period will receive a grade of W which will appear on their transcript.

Students can process a pre mid-term course withdrawal in the Student Services tab in their myUK account. To completely withdraw from the university, see "How to Withdraw from the University" below.

Source: 2017-2018 Undergraduate Bulletin, Academic Requirements, Official Withdrawal from a Course, http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/acreq_8.pdf

Post Mid-Term Course Withdrawals

A student may withdraw from a class or from the University after the withdrawal period but through the last day of the semester/session/term upon approval by the dean of the student's college. Students must demonstrate urgent nonacademic reasons including but not limited to:

- a) illness or injury of the student;
- b) serious personal or family problems;
- c) serious financial difficulties; or
- d) having excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade.

To pursue a post mid-term course withdrawal, students should first contact their academic advisor.

Source: 2017-2018 Undergraduate Bulletin, Academic Requirements, Official Withdrawal from a Course, http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/acreq_8.pdf

How to Withdraw from the University

Students may cancel their entire registration at the University of Kentucky before the first day of class by using myUK. See below for dropping a class with a W grade. All students, including degree seeking, non-degree seeking, and visiting students, who wish to leave the university during a term (fall, spring, summer, or winter) must formally withdraw. There are five methods of withdrawing from the University of Kentucky:

1. withdrawing in person at the Registrar's Office in 10 Funkhouser Building;
2. requesting withdrawal from course work via UK email account (@uky.edu);
3. requesting withdrawal from course work via fax;
4. mailing your withdrawal request to the Registrar's Office; and
5. drop or withdraw from all courses using myUK. (available prior to the 1st day of classes).

For more information about submitting a withdrawal request, visit <http://www.uky.edu/registrar/withdrawal>.

Retroactive Withdrawal

Requests for retroactive withdrawal must be made before the student has graduated and not later than two calendar years from the last day of class for the semester for which the withdrawal is requested. The fully complete request shall be submitted using the University Senate Retroactive Withdrawal Application. Retroactive withdrawals may only be granted when the student has demonstrated satisfactory evidence that the student has incurred:

- a) a serious injury or illness;
- b) serious personal or family problems;
- c) serious financial difficulties; or
- d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Documentation supporting the reasons for retroactive withdrawal is required. Undergraduate social work students should contact their academic advisor for more information.

University Senate Retroactive Withdrawals explanation, meeting schedule, and form:

http://www.uky.edu/Faculty/Senate/committees_councils/standing_committees/retroactive_withdrawals.htm

Source: 2017-2018 Undergraduate Bulletin, Academic Requirements, Retroactive Withdrawal, http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/acreq_8.pdf

Academic Bankruptcy

Undergraduate students who have been readmitted through the usual channels after an interruption of two or more continuous years, and who have completed at least one semester of 12 hours with a GPA of 2.0 or better, beginning with the semester of readmission, may choose to have none of their previous University course work counted toward graduation and in the computation of their GPAs. Enrollment for a semester, when terminated by a withdrawal before completion of the semester (grade all Ws), in the two years preceding readmission is not an interruption. Under this circumstance, a student cannot invoke the academic bankruptcy rule.

In addition, the dean of the student's college may permit such a readmitted student who has elected to not count past work to receive credit for selected courses without including those grades in the computation of the student's GPA (cumulative or otherwise).

Source: 2017-2018 Undergraduate Bulletin, Academic Requirements, Readmission after Two or More Years (Academic Bankruptcy),

http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/acreq_8.pdf

Cheating and Plagiarism

All incidents of cheating and plagiarism are taken very seriously at the University of Kentucky, and there are specific policies and procedures in place to prosecute them. A student accused of an academic conduct offense may not withdraw from the class in which the academic conduct violation is alleged to have occurred.

If a student is formally accused of and found responsible for an academic offense, the individual will be informed in writing and given 10 days to appeal the ruling by contacting the Office of the Academic Ombud. Penalties for academic offenses range from a zero on the assignment (for a first offense) to suspension or expulsion. A student charged with an academic offense may contact the Academic Ombud for an explanation of the procedural steps in cases involving academic offenses, including the processes for appealing one's responsibility or the severity of the sanction being imposed.

Source:

2017-2018 Undergraduate Bulletin, Academic Requirements, Academic Integrity

http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/acreq_8.pdf

Office of Academic Ombud Services, Academic Integrity: Cheating and Plagiarism

http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php

Applying for Graduation

Students are required to file a formal Application for Degree. Undergraduate and Graduate students must apply online through the myUK portal. Students should apply for graduation if all of their degree requirements will be completed at the end of the term for which they apply.

The application deadline for undergraduate students is:

- May degree – November 30
- December degree – June 30
- August degree – February 28

The diploma is mailed to the address provided on the Application for Degree. The diploma address is separate from the permanent address and changing one does not update the other. Information about graduation honors and diplomas can be found at

<http://www.uky.edu/graduate/>.

Information about commencement ceremonies can be found at <http://www.uky.edu/Commencement/>.

Residence Requirement

For undergraduate degrees, (a) at least 25 percent of the credits earned presented for a degree; (b) not less than 30 credit hours; and (c) a minimum of 30 of the last 36 credits presented for the degree must be taken from the University of Kentucky.

Source: 2017-2018 Undergraduate Bulletin, Graduation Requirements, Residence Requirements
<http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/gradrec.pdf>

Student Rights, Responsibilities, and Grievance Procedures

Student Rights and Responsibilities

The University Student Rights and Responsibilities, including the Code of Student Conduct, can be found online at: <http://www.uky.edu/deanofstudents/student-rights-and-responsibilities>

College Concerns and Grievances

The Director of Undergraduate Studies is available to hear and respond to student concerns and grievances within the College of Social Work. The Dean of the College of Social Work is available following a consult with the Director of Undergraduate Studies and Associate Dean for Academic and Student Affairs.

Kalea Benner, PhD

Director of Undergraduate Studies

kaleabenner@uky.edu

859-323-0586

Janet Ford, PhD

Associate Dean of Academic and Student Affairs

janet.ford@uky.edu

859-257-6650

Academic Ombud

The Academic Ombud helps resolve academic disputes between students and faculty or administration. When students are unable to resolve grievances or complaints through usual means, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow. Problems include, but are not limited to, admission/registration problems, violation of students' academic rights, unfair teaching and grading practices, and cheating and plagiarism. All cases are held in strict confidence.

The Office of Academic Ombud Services is open from 8 AM to 4:30 PM and is located in 109 Bradley Hall. For information, questions, or appointments, call (859) 257-3737. Website:

<http://www.uky.edu/Ombud/>

Student Records and Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Kentucky complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information. Further information:

<http://www.uky.edu/registrar/FERPA-privacy>

<http://www.uky.edu/deanofstudents/ferpa>

Consent for Release of Information on Academic Record and Progress:

<http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/consentform.pdf>

Public Child Welfare Certification Program

The Public Child Welfare Certification Program (PCWCP) is a pre-service education and training program for undergraduate junior and senior social work majors. It is designed to prepare students for employment in Kentucky's public child welfare services. If you are a pre-social work major or full social work major interested in working with children and families, you may be interested in applying for UK's Public Child Welfare Certification Program. Pre-Social Work majors must be eligible for the full major at the end of the semester in which they apply to PCWCP.

Eligibility and Program Requirements

To be eligible, students must:

- be a full-time Bachelors of Arts Social Work major or eligible for BASW major by the end of the semester in which they are applying for PCWCP
- have an overall GPA of 2.5 and a 3.0 GPA in all Social Work major courses
- after acceptance into the program, have no less than three, but no more than four, regular semesters before graduation
- have no criminal record, which includes felony convictions
- have a solid commitment to the work of public child welfare services
- have a valid driver's license

Benefits of participating in the program include:

- in-state tuition paid in full for up to four semesters (out-of-state students will receive the in-state amount credited to their total bill.)
- a \$1,300 per semester stipend for books, UK fees, and related travel
- priority consideration for employment with Cabinet for Health and Family Services

Required coursework and training:

- take two specific child welfare courses (taken in sequence)
- complete nine days of CHFS Protective Services training in the last semester
- attend and participate in Fall and Spring weekend retreats every term in the program
- complete both practicum placements at the Commonwealth's Cabinet for Health and Family Services, Department of Community Based Services, Protection and Permanency units.

When signing a contractual agreement to participate in this program, students also agree to:

- Maintain regular and reliable contact with the PCWCP coordinator
- Participate in additional training as required
- maintain entrance level GPA requirements
- maintain full-time enrollment each semester in the program

- accept a position with the Department of Community Based Services within two months of graduation, if available, and remain employed for two years
- reimburse the program for all costs incurred on the student's behalf *if* the student fails to meet the contractual obligations.

The goal of this collaborative effort between the Kentucky Cabinet for Health and Family Services (CHFS) and eleven public and private universities is to graduate the most competent and well-prepared social workers possible to join the ranks of public child welfare workers in Kentucky.

For more information or to apply to this program, please contact:

Erin Mayhorn, MSW

erin.mayhorn@uky.edu

PCWCP Coordinator

527 Patterson Office Tower

Telephone: 859-323-7484

<http://socialwork.uky.edu/public-child-welfare-certification-program/>

Student Involvement

Social Work Association

The Social Work Association is a student-led organization that aims to build relationships within the College of Social Work while providing service to the Lexington community. All those interested in social work and service are encouraged to join SWA. Undergraduate and graduate students are welcome to participate.

For additional information, please contact Jaime Wainscott, jaime.wainscott@uky.edu.

Student Ambassador Program

Student Ambassadors are a select group of students that represent and promote the University of Kentucky and College of Social Work. Activities include assisting with recruitment events such as UK and You recruitment events, Come See Blue for Yourself, college sponsored events, and orientations. Applications for the upcoming academic year are accepted in the spring semester. Eligible students will participate in an interview. If chosen as an Ambassador, students are required to participate in trainings and communicate their availability with the program coordinator.

For additional information, please contact Lindsey Booth, lindseybooth@uky.edu.

For more information, visit <https://socialwork.uky.edu/basw/student-ambassadors-program/>.

Phi Alpha Honor Society

The University of Kentucky College of Social Work has a chapter, Xi Sigma, of the Phi Alpha Social Work National Honor Society. Inductions into the Society are held once per semester for students interested in joining. Eligibility requirements and information calling for applications are posted on the student listserv each semester.

Both undergraduate and graduate students are welcome to join the organization and are invited to complete the application process. There is a lifetime dues of \$30.00 to join Phi Alpha that goes to the national organization. Undergraduate social work majors are required to have completed 9 hours of professional social work classes with an A or B in each course, and have at least a 3.35 cumulative GPA with a minimum of a 3.5 social work major GPA. Graduate students are required to have completed 15 hours of graduate social work courses and have a minimum GPA of 3.8.

For more information about the Xi Sigma chapter of the Phi Alpha Social Work National Honor Society, please contact Dr. Kalea Benner – kaleabenner@uky.edu.

Student Resources

Computer and Email Resources

IT Service Desk

Students may receive technical support with email, Canvas, and myUK through the IT Service Desk. Software downloads for students are also available through their website.

(859) 218-4537

218help@uky.edu

<http://www.uky.edu/ukat/help>

6th floor Social Work Student Lab

The student lounge in POT 618 is available to all social work students for studying, group work, or writing papers. Students can log in to the computer with their Link Blue ID and password.

BASW Student Listserv

The student listserv is the primary channel of communication between the College of Social Work and students. Important announcements are sent out on the listserv, including priority registration advising information, campus events, and job opportunities. All incoming students are automatically subscribed to the undergraduate student listserv.

Scholarships and Financial Aid

Academic Scholarships

128-E Funkhouser Building

University of Kentucky

Lexington, KY 40506-0054

(859) 257-4198

<http://www.uky.edu/financialaid/scholarships>

Office of Student Financial Aid

128 Funkhouser Building

University of Kentucky

Lexington, KY 40506-0054

(859) 257-3172

<http://www.uky.edu/financialaid/>

Disability Accommodations

Students with documented physical, learning, or temporary disabilities may receive assistance and support from the Disability Resource Center.

Disability Resource Center

725 Rose Street
Multidisciplinary Science Building, Suite 407
Lexington, KY 40536-0082
(859) 257-2754

For more information, visit <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/> .

Discrimination and Harassment

There may be instances where students perceive that they are being discriminated against or sexually harassed. Students wanting to discuss either of these issues should contact either Patty Bender or Terry Allen in the Office of Institutional Equity and Equal Opportunity.

<http://www.uky.edu/EVPFA/EEO/>

Career Center

Any undergraduate student currently enrolled in a degree program at the University of Kentucky and alumni up to 6 months are eligible for unlimited use of career services including individual appointments, mock interviews, workshops, on campus interviewing, Wildcat CareerLink and the use of the career resource library. For more information, visit

<http://www.uky.edu/careercenter>.

Transcripts

Official transcripts may be requested through the Office of the Registrar and can be requested online, in person, or by mail. Unofficial transcripts may be downloaded in a student's myUK account. For more information, visit <http://www.uky.edu/registrar/transcripts>.

Tutoring

Peer Tutoring

The Peer Tutoring Program offers free drop-in tutoring for many UK courses. Peer tutoring is offered in two locations—[The Study Central](#), on the bottom floor of Donovan Hall (entrance is diagonal from K-Lair) on central campus, and [The Study North](#), on the first floor of Jewel Hall (residence hall across from the Student Center) on north campus.

Mathskeller Math Resource Center

The Mathskeller Math Resource Center is designed for students studying mathematics at UK. The Mathskeller is located in the basement of the Classroom Building and offers free tutoring and group study resources for students. Faculty, graduate students, and undergraduate assistants for 100 level courses hold office hours in the Mathskeller. <http://www.mathskeller.com/>

The Writing Center

The Robert E. Hemenway Writing Center is located in the basement of W.T. Young Library, Room B108B, in the Hub. Graduate students and undergraduate consultants offer individual and group consultations in Face-to-Face, Online, and E-Tutoring Consultations on academic assignments and professional projects. The Writing Center assists students at every stage of the composing and communicating process. <http://wrd.as.uky.edu/writing-center>

After Graduation

Applying to the Master of Social Work Program

To be eligible to apply for Advanced Standing at UK, applicants must have received their BASW or BSW from a Council for Social Work Education (CSWE) accredited program within the last five years and present GPAs at or above the following minimums:

Undergraduate GPA: 3.0

Social Work GPA: 3.5

Graduate GPA (if applicable): 3.0

Candidates who are not admitted to Advanced Standing usually can be automatically considered for the regular 60 credit program.

Contact:

Steven Adkins, MSW Advisor and Admissions Officer

steven.adkins@uky.edu

859-257-1971

<http://socialwork.uky.edu/msw-application-information/>

Licensure

Find social work license requirements by state:

<http://www.socialworklicensure.org/>

Kentucky Board of Social Work

44 Fountain Place

Frankfort, KY 40601

(502) 564-2350 - Office

(502) 696-8030 – Fax

<http://bsw.ky.gov/>

National Association of Social Workers (NASW)

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world. For more information, visit <http://socialworkers.org/>.