MSW Handbook Overview

The Master of 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 Graduate Bulletin, their academic advisor, or program director if they have further questions about any of the topics addressed.
DIRECTOR’S WELCOME

Welcome to the University of Kentucky College of Social Work!

We are excited to have you join our Big Blue Nation Social Work Family and look forward to sharing this journey with you. Our highly dedicated faculty and staff are here to challenge and inspire, guide and assist you throughout your graduate student career. We are committed to your success, both as students in our Master of Social Work program and as professional social work practitioners in whatever arena you may choose to practice.

Graduate education is both challenging and rewarding. It is a joint venture undertaken by educators and students collectively, and thus is most fulfilling when everyone comes together with a commitment to the learning process. The faculty of the UK College of Social Work will work diligently to assure we do our part in this collective enterprise. In addition, we know you will learn a great deal from one another, just as we will learn much from each of you. Embrace it all and you will complete your degree with an enriching educational, professional, and personal development experience that is unique to graduate education.

Thank you for choosing the University of Kentucky College of Social Work as your academic home. We are excited about working with you as you begin this new chapter in your personal journey.

Sincerely,

[Signature]

Kalea Benner, PhD, MSW, LCSW
Associate Dean of Academic Affairs
Associate Professor, Director of Graduate Studies
University of Kentucky College of Social Work
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## College of Social Work

### MSW Administrative and Advising Directory

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College Site: [https://socialwork.uky.edu/](https://socialwork.uky.edu/)

MSW Program Site: [https://socialwork.uky.edu/msw/](https://socialwork.uky.edu/msw/)

Full College of Social Work directory: [https://socialwork.uky.edu/college-directory/](https://socialwork.uky.edu/college-directory/)
ABOUT THE COLLEGE OF SOCIAL WORK

College of Social Work Vision Statement

We will make major contributions 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.

College of Social Work Mission Statement

The University of Kentucky’s College of Social Work promotes community and individual well-being 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 competency, systematic ethical analysis, and a keen and pragmatic understanding of the human condition.

Values and Principles

We expect graduates from the MSW program to understand and adhere to the traditions, values, and ethics as expressed in the NASW Code of Ethics as students and later as practitioners.

Social Work Professional Core Values
The social work profession is organized around the following core values:

- Service
- Social Justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

Social Work Ethical Principles

- Social workers have a primary goal to help people in need and to address social problems.
- Social workers challenge social injustice.
- Social workers respect the inherent dignity and worth of the person.
- Social workers recognize the central importance of human relationships.
- Social workers behave in a trustworthy manner.
- Social workers practice within their areas of competence and develop and
enhance their professional expertise.

*The entire Code of Ethics can be found at the NASW website*

**MSW PROGRAM GOALS**

These goals are grounded in the missions of the University of Kentucky, the College and the MSW program, and reflect the institutional context.

1. MSW graduates will be able to critically assess the role of the organizational workplace and conduct themselves ethically and professionally within that setting, as well as utilize supervision, self-reflection, and continued life-long learning to assist with professional development and the delivery of quality practice with individuals, families, groups, organizations, and communities.

2. MSW graduates will conduct themselves ethically by adhering to the moral ideals, values, rules, and principles embedded in Social Work and applying the NASW Code of Ethics and ethical problem solving strategies to resolve moral problems at all levels of practice.

3. MSW graduates will demonstrate an understanding of and ability to employ and effectively communicate the processes of intellectual inquiry to the practical and complex problems inherent in social work practice as clinicians or change agents in a variety of settings.

4. MSW graduates will recognize and understand how diversity influences individual lives and societal forces in relation to decision-making and social work practice with individuals and local, national, or global communities.

5. MSW graduates will recognize and understand the complexities of various forms of discrimination and oppression as they apply to members of diverse groups and communities and will advocate for social and economic justice for individuals, families, groups, and communities.

6. MSW graduates will understand and use research methods and findings in their practice, developing the necessary analytic and methodological skills to conduct ethical research and evaluation of social work practice at all levels.

7. MSW graduates will demonstrate knowledge of and ability to apply theories of human behavior and conceptual frameworks to assessment, intervention, and evaluation in social work practice with individuals, families, and groups.

8. MSW graduates will develop the knowledge, skills, and values required to engage in effective policy practice to enhance the quality of social work services at all levels, to promote human rights, and to improve social and economic well-being.

9. MSW graduates will acquire skills to locate, evaluate, and apply evolving organizational, community, and societal contextual information to respond proactively to current needs
and issues at all levels of practice.

10. MSW graduates will acquire and be able to apply the knowledge, theory, values, and skills necessary to engage, assess, intervene, and evaluate practice with individuals, families, groups, organizations, and communities.

**ACCREDITATION**

The Master's program for the College of Social Work conforms to the structure and guidelines of the Council on Social Work Education (CSWE). The MSW program was first accredited in 1970 and has maintained reaccreditation since with our most recent affirmation in 2019. The MSW program employs the CSWE competencies and practice behaviors as student learning outcomes.

**MSW PROGRAM CURRICULUM**

**Foundation Courses (27 hours)**
- Professional Behavior & Ethics
- Practice with Individuals & Families
- Theory in Social Work Practice
- Intro to Social Work Policy & Services
- Poverty, Inequality, & Injustice
- Social Work Practice with Organizations & Community I
- Practice with Groups
- Research Methods
- Foundation Practicum

**Advanced Generalist Curriculum (21 hours):**
- Psychopathology for SW Practice
- Advanced Practice w/Individuals & Families
- Advanced Social Work Policy & Analysis
- Practice w/Organizations & Community II
- Advanced Practicum I
- Advanced Practicum II

**Electives (12 hours for 60 Hour Students, 9 Hours for Advanced Standing)**

These courses are required of all MSW students. Students can take any elective 500 level or above to fulfill this requirement. Certain Cognate Area of Studies have recommended electives. Students can also use Social Work Certificate programs to fulfill elective hours. For students interested in pursuing a Certificate, there are prescribed electives that must be followed.

**Graduate Certificates**

Students have the option of increasing their competencies in sub-specialty areas by earning graduate certificates in the following areas: Child Welfare, Clinical Social Work, Military Behavioral Health, School Social Work, Developmental Disabilities, and Gerontology. Students must apply for the certificate by creating an additional account within the Graduate School's ApplyYourself application. Currently enrolled degree-seeking students are not required to pay
an additional application fees for certificate seeking applications.

**Prescribed Electives for Child Welfare Practice Certificate (9 hours):**
- SW 505 - Introduction to Child Welfare Services (3 hours)
- SW 550 - Child Sexual Abuse: Assessment and Intervention (3 hours)
- SW 640, 740, 741, 742, or 743 - Graduate Practicum courses in a setting serving children and adolescents (3 hours)

**Prescribed Electives for Clinical Social Work Certificate (9 hours):**
- SW 726 - Psychopathology for Clinical Social Work (3 hours)
- SW 728 - Comparative Treatment Modalities (3 hours)
- SW 730 - Evidence-Based Practice for Social Workers (3 hours)

**Potential Electives for IBH Focus/Cognate Area of Study (9 hours):**
- SW 726 - Psychopathology for Clinical Social Work (3 hours)
- SW 730 - Evidence-Based Practice for Social Workers (3 hours)
- SW 580 - Case Management for IBH Specialty (3 hours)

**Prescribed Electives for Military Behavioral Health Certificate (12 hours):**
- SW 530 - Responding to Military and Veteran Populations (3 hours)
- SW 738 - Independent Work with Military and Veteran Populations (3 hours)
- FAM 600 - Working with Military Families (3 hours)
- Qualified Elective (Preapproved List or Petition the Certificate Advisory Board for Approval of an alternate elective course) (3 hours)

**Prescribed Electives for School Social Work Certificate (12 hours in addition to SW 740 built into MSW program, 15 hours total):**
- SW 616 - Social Work Practice in a School Setting (3 hours)
- SW 580 - Topical Seminar in Social Work: Mental Health Assessment and Interventions with Children and Adolescents (3 hours)
- EDS 516 - Principles of Behavior Management and Instruction (3 hours)
- SW 740/741 - Field Education Practicum in a School Setting

**Prescribed Electives for Developmental Disabilities Certificate (10 or 11 hours):**
- HDI 600 - Interdisciplinary Approaches to the Needs of Persons with Developmental Disabilities (2 hours)
- HDI 602 - Interdisciplinary Supports (2 hours)
- HDI 603 - Practicum (2 hours)
- HDI 604 - Leadership Seminar (2 hours)
- Qualified Elective (Preapproved list) (2 or 3 hours)

**Prescribed Electives for Gerontology Certificate (15 hours):**
The Graduate Certificate in Gerontology is awarded to individuals who complete 15 graduate credit hours in an approved multi- and inter-disciplinary curriculum in gerontology. Twelve hours of coursework must include at least one course (3 hours) in each of the following:
- Biomedical and Health Sciences
• Social and Behavioral Sciences
• Policy, Planning and Ethics

Students may choose courses according to their preference and course availability. To ensure an interdisciplinary experience, no more than 2 courses may be taken from each department. Special requests for a waiver of this policy must be submitted to the program director or coordinator and approved in advance. Please visit the College of Public Health’s website for more information on approved electives: http://www.uky.edu/academics/graduate-certificate/publichealth/gerontology-graduate-certificate

**MSW ADVISING**

MSW students’ advising is provided by the MSW Advisor/Admissions Officer for Lexington campus students. Off-campus students are advised by their respective program coordinator (MSU/Ashland campus, Southeast Kentucky campus). There are no academic advisor holds for Graduate Students at the University of KY so you are not required to meet with your advisor prior to registering for classes unless you have questions or concerns about your schedule.

All students should adhere to their program models. Because changes will affect a graduation date, if any deviations from the program model are necessary, students should contact the MSW Admissions Officer before adding or dropping courses.

For registration instructions, please visit the registrar for complete registration instructions and current academic calendars.

**MSW STUDENT COMMUNICATIONS**

All official College communications will be sent to you via the list serve, official UK email, and/or Canvas. Please visit our website for complete instructions on how to sign up to receive important emails from the College of Social Work.
MSW ADMISSIONS REQUIREMENTS FOR ADMISSION

Advanced Standing (30 Credit Hours) Eligibility Criteria:

To be eligible to apply for Advanced Standing, applicants must have received their BASW or BSW from a CSWE accredited program within the last 5 years and present Grade Point Averages (GPA) at or above the following (firm) minimums:

Undergraduate GPA 3.0 Social Work GPA 3.5
Graduate GPA (if applicable) 3.0

MSW students who are awarded advanced standing enrollment do not repeat foundation level courses required for the 60 hour MSW program, thus eliminating 30 hours from their degree program. Students who do not meet the eligibility criteria for Advanced Standing are required to complete the foundation courses within the regular program. Candidates who are not admitted to Advanced Standing usually can be considered for the Regular Standing 60-credit program. Additionally, at least one year of previous full-time paid social work-related experience is recommended.

Regular (60 Credit Hour) Program Eligibility Criteria:

In order to be eligible for the Regular Standing Program, applicants must have received their Bachelor's degree from a nationally and regionally accredited institution and present a Grade Point Average (GPA) at or above the following minimums:

Undergraduate GPA 3.0
Social Work GPA (if applicable) 3.0 Graduate GPA (if applicable) 3.0

If your past academic performance does not meet one or more of the GPA standards for admission to the Regular Standing 60-credit hour program, then you must complete the Petition for Exceptional Consideration in addition to the other application components described below.

MSW APPLICATION INSTRUCTIONS

Please note that the admission procedures are the same for both the Regular Standing 60-Hour MSW degree program and the Advanced Standing program.

The admissions process involves both the College of Social Work and the Graduate School; you must be accepted by both. The College’s Admissions Committee reviews your application materials and then forwards a recommendation to the Graduate School. The Graduate School makes an independent determination based largely upon your transcripts. The College of Social Work and the Graduate School will email separate letters after your application has been evaluated.

All program models begin in the fall semester and the online program also starts in the spring and summer semesters. The early application deadline to be considered for scholarship support is January 15th. The rolling deadline for applications is April 15th for a fall start.

**Note: The GRE is not required for admission to the MSW degree program**
All applications for graduate study at the University of Kentucky Graduate School must be submitted online. We utilize the Apply Yourself Application Network, a system used by over 700 colleges and universities that provides an opportunity to submit all Graduate School and program requirements in one application including letters of recommendation.

**Step 1** in the process is to set up a new account and establish a user name and password. Do not lose this information; you will need it if you wish to return to continue an unfinished application or review a completed application. Access the Graduate School Application here: [http://www.research.uky.edu/gs/ProspectiveStudents/Admission.html](http://www.research.uky.edu/gs/ProspectiveStudents/Admission.html)

In order to complete the application, you will need to gather several pieces of information including the following:

**Transcripts:**
You will be asked to upload copies of transcripts from all higher education institutions attended and, in the case of domestic students, to self-report cumulative GPA's for each institution. If you are offered admission and decide to enroll you will then be required to submit official transcripts to the Graduate School.

**Letters of Recommendation:**
The MSW Program at the University of Kentucky requires applicants to provide three references. These references must be obtained from individuals in the following categories:

- Professor
- Social Work Professor
- Professional Social Worker/Field Instructor
- Work or Volunteer Supervisor

Please exclude personal, pastoral and relative references. If you graduated within the past 5 years you must provide at least one academic reference.

As part of the online application you will be asked to supply email contact information for your three references. Once your application has been submitted, the system will contact each person identified and their recommendations will be submitted directly to us. You can check back into your application at any time to see who has submitted a recommendation.

**Writing Sample (uploaded electronic document)**
In 250 words or less, describe an ethical dilemma you encountered in either your professional or personal past. Identify and define the ethical problem, the parties involved, the values you relied upon to make your decisions, and how the dilemma was resolved. Explain how the outcome has affected you and any lessons you learned.

**Personal Statement Autobiography (uploaded electronic document)**
Your autobiography should be approximately four pages in length, double-spaced, and the following topics must be addressed within the narrative:

1. Motivation for social service, social work education, and a career in the profession: State your reasons for wanting to pursue an MSW degree. Why are you applying to the University of Kentucky College of Social Work? What are your social service interests and career goals?
2. Personal life experiences and relevant events: Briefly describe your personal history as it relates to your interest in the profession of social work. What do you consider to be your
particular strengths, skills and abilities that will contribute to your success in this field?

3. Capacities for professional social work education: Briefly describe your professional, volunteer and/or educational history as it relates to your capacity for success in graduate study in the field of social work. What characteristics, circumstances, or challenges could serve to enhance or limit your capacity to pursue graduate level education in the field of social work?

**Personal Resume (uploaded electronic document)**

Please list in resume format your work and volunteer experience.

Access the Graduate School Application here:

[https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad)

**Criteria Used by the Admissions Committee:**

- Undergraduate GPA
- Social Work GPA for advanced standing applicants
- Graduate GPA (if applicable)
- Course work in Statistics, Psychology, and Sociology
- Professional Experience/Demonstrated Commitment to Social Work Values
- Reasoning and Writing Ability
- Resumé Factors/Autobiographical Considerations

The College of Social Work MSW program is an academically rigorous program, requiring students to have high intellectual ability and strong motivation. One of the best predictors of success in the program is a record of high accomplishment in previous academic work. For some applicants, circumstances in their lives interfered with their ability to achieve their full potential. In some such instances the Admissions Committee may waive minimum GPA standards, provided there is strong justification. If past academic performance does not reflect accurately your ability to succeed in an MSW program and falls below one or more of the GPA minimums provide what evidence you can of your ability to succeed in the MSW program in the [Petition for Exceptional Consideration](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad).

Please remember that it is essential to have all application materials on file here by the deadline date.

Admission decisions are made by a faculty Admissions Committee and you will be notified of your status within four to six weeks after the application deadlines. Please email the MSW Advisor at swgraduate@uky.edu if you have any questions.

**Notes:**

In addition to the GPA requirements, applicants must have taken a course in each of the following: statistics, psychology, and sociology or anthropology. If you are missing a required course, you may be admitted provisionally. This means that you will be expected to satisfactorily complete the required course either in the semester before you begin the degree program or in the semester concurrently with your social work courses. You will remain in provisional status until this course is completed.

1. The MSW curriculum as well as admission standards are subject to change as faculty
identify a need for revision

The College of Social Work adheres to the Code of Ethics of the National Association of Social Workers. The Code of Ethics can be found here:

https://www.socialworkers.org/About/Ethics/Code-of-Ethics

Students and faculty are expected to abide by the provisions of the Code at all times.

**Eastern Kentucky MSW Program**

The College of Social Work recognizes that not every student has the option of being a full-time student and residing in Lexington. Accordingly, we have developed MSW programs for students who live in geographical areas too far to commute to the main campus for classes. Students unable to attend classes in Lexington can either enroll in the online program or attend classes in Southeast KY in Hazard. All off-campus programs are designed for the working student who frequently has to complete his or her graduate education by attending part-time. To apply for any of these programs please follow the instructions here and indicate on your MSW application your preferred campus location.

**Applying to Our Fully Online Program**

As of fall 2019, the College of Social Work is now offering a fully online part-time MSW program. The program is fully online and asynchronous, mirroring the part-time curriculum of our hybrid 60 hour and Advanced Standing programs. The application process for the online program remains the same as both our on- and off-campus programs and can be found here: https://socialwork.uky.edu/msw/msw-application-information/

For more information about our fully online program, please contact our Admissions Counselors: SWOnlineadmissions@uky.edu
FINANCIAL ASSISTANCE

The College of Social Work makes every effort to assist its students in locating and securing financial assistance so they may pursue a career in social work. The college has only limited scholarship resources of its own, through budget allocation and development, and so the student must explore a multitude of potential sources.

The University of Kentucky Office of Student Financial Aid's mission is to provide financial aid to students who would be unable to attend the University without such assistance. You can find more specific information regarding graduate school funding by visiting their resource page. We encourage you to contact the Office of Student Financial Aid if you require any assistance with financial aid.

The Graduate School offers a variety of funding opportunities including fellowships, assistantships, and scholarships. Be sure to check out their funding website for complete information. Note, if you wish to be considered for a UK Graduate School Fellowship, then you should take the GRE.

Please visit the College of Social Work’s financial aid site for a complete review of funding opportunities that are currently available.
FIELD EDUCATION

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 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 important within the curriculum, and each contributes to the development of the requisite competencies of the professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria which student demonstrate the achievement of program competencies. (CSWE Educational Policy 2.2)

The College of Social Work's Field Education program uses and internet-based placement system called Intern Placement Tracking (IPT). The Field Education Program uses IPT to provide pertinent field placement information to students in the MSW program. You can locate other field information such as current student resources, calendars and general information, and answers to frequently asked questions on our Field Education website.

You may contact Pam Weeks, Field Education Director, Desha Scanlon, Field Placement Coordinator, or Lynn Wallace, Field Education Program Assistant with any questions.
POLICIES AND PROCEDURES PROFESSIONAL PERFORMANCE

Graduate students of the College of Social Work are held to the highest standards of professional performance. These standards are reflected in the University of Kentucky Code of Student Conduct that applies within the university setting and the NASW Code of Ethics that applies within practicum settings.

For students found to have violated the University of Kentucky Code of Student Conduct, procedures outlined in Part I of the Student Rights and Responsibilities Handbook will be followed. Part I addresses the rules, procedures, rights and responsibilities governing non-Academic relationships and includes the identification of offenses that are punishable by disciplinary action, the role and responsibilities of university officials, recommended sanctions and the right and procedure of student appeal.

For students found to have violated the NASW Code of Ethics within the professional or practicum setting, the Policies and Procedures for Addressing Practicum Student Violations developed by the College of Social Work will be followed. This Policy Statement addresses the establishment, role, and procedures of the Practicum Committee to examine and hold hearings on reports of serious violations and the types of problems to be brought before the Practicum Review Committee.

MSW Comprehensive Exam Policy

Students must successfully complete the comprehensive exam with a score of 70% or higher prior to graduation.

A. MSW Students should be aware of the graduate school final exam policy which is discussed during orientation (both face-to-face and online), through reading this MSW Handbook, and in the review process required (prior to sitting for the exam). Students are strongly encouraged to secure and provide documentation of any accommodations for which they are eligible as soon as possible so that they will be able to exercise these for the final comprehensive exam.

B. Students who fail the final comprehensive exam after their first attempt will be notified by the DGS. The student should meet with the DGS to discuss the results. The student will be reminded in writing of the Graduate School policy (see section D below) that does not allow for a third attempt to pass the comp exam. A second failed attempt results in dismissal from the program.

C. Students who fail the final comprehensive exam will be permitted to sit for a re-take of the exam in 4 to 12 months after the first attempt per the Graduate School’s policy. Students who wish to take the exam earlier than the 4 month waiting period will need to submit their request and rationale in writing to the DGS (approval required to sit for the exam during Summer II semester). An exception to this time window could be granted at the student’s request with approval from the DGS.

D. The final comprehensive exam will be offered to MSW students in April prior to the
anticipated graduation. Students who wish to schedule and re-take the exam need to submit their intention to do so and the date they plan to sit for the exam in writing to the DGS within one month of the scheduled exam date. Students will receive confirmation from the DGS that they have been scheduled as requested to sit for the exam, along with the date of the exam, any procedural information, and a reminder of the policy that precludes the taking of the exam a third time and dismissal from the program if the second attempt is failed.

Students who fail the comp exam for the 2nd time will be dismissed from the program per Graduate School policy. They will be eligible to apply for re-admission to the program. If accepted, they may begin to take classes after 8 months from the date of the failed 2nd exam attempt (it is expected that this time will be used to increase their level of preparedness for success in graduate school studies). They will enter the program as new students and will take all required courses for the degree per Graduate School policy. Scheduling and sitting for the exam a second time signifies to the College of Social Work that a student has read and understands the aforementioned Comprehensive Exam failure policy.

**Graduate School Academic Probation Policy**

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA.

If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the eight-week summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School.

Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for Master’s final examinations. You can find the above policy in UK’s Graduate School’s most current Bulletin.
Add/Drop and Withdraw from Classes

The MSW Program follows the rules of the University Senate as administered by the Registrar's Office. Complete instructions on how to add/drop classes or completely withdraw from the University can be found here.

Retroactive Withdraw

Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. A grade of E assigned as a result of an academic offense may be changed to a W only by a petition to the University Appeals Board and only after a retroactive withdrawal for the semester in which the grade was assigned is granted. The student must demonstrate that the hardships enumerated in the request for the Retroactive Withdrawal also resulted in the academic offense in a manner that the student’s culpability was severely diminished as a result.

Requests for retroactive withdrawals shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken. The complete request shall be made before the student has graduated and no later than two calendar years from the last day of class for the semester for which the withdrawal is requested. This fully complete request shall be submitted using the University Senate Retroactive Withdrawal Application that includes a form on which an instructor can offer feedback, along with the documentation required by the University Senate as described on that form.

Retroactive withdrawals may be granted only 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.

The above policy can be found on the current University Senate’s webpage.

Transfer of Credits

Upon request of the DGS, a total of 9 hours (or 25% of regular course degree requirements) may be transferred into a Master's degree program. The transferable hours include all post-baccalaureate work, graduate work taken at another regionally-accredited university or as a student in another graduate program at the University of Kentucky. The following rules also apply to credit transfer:

- Course credits applied toward a previously awarded graduate degree cannot be transferred.
- Transfer of independent work, research, thesis or dissertation credit is not permitted.
- Short courses lasting fewer weeks than the number of credits may not be transferred.
- A student must have been in graduate status at the time the courses were taken in order for the courses to be transferable.
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.
Incomplete Grades

A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student’s graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the Director of Graduate Studies in the student's program.

Instructors who assign an I grade must file with the student's Director of Graduate Studies information which includes 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their Director of Graduate Studies concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

All I grades must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances, and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.

Both the student and instructor must complete and sign the appropriate “Incomplete Grade Form” which is placed in the student file. When the work is completed; the final grade is then posted. Requests can be made to MSW Advisor/Admissions Officer for the appropriate forms.

Please check the Office of Academic Ombud Services for complete information. You may find all academic policy related material in UK’s Graduate School’s most current Bulletin.

Student Rights, Responsibilities, and Grievance Procedures
University of Kentucky student rights and responsibilities will provide you with important information such as the student code of conduct, student records, grievance procedures for complaints regarding grades and other issues, university policies and regulations, and student responsibilities. Another office that may be helpful to you is that of the Academic Ombudsman, an office that serves as a neutral problem solving resource for students who have disagreements over issues such as grades or other academic concerns. More information about this helpful resource may be found at the Office of Academic Ombud Services.
Student Records and Privacy Rights

The University of Kentucky complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). The University is permitted to provide directory information without the student’s consent unless he or she requests in writing that such information not be disclosed. In order to prevent the “directory information” items listed above from appearing in the University’s annual printed telephone directory, students must file a “Request to Prevent Disclosure of Directory Information.” To find more information on what UK considers to be directory information and on how to request nondisclosure, please contact The Graduate School at the University of Kentucky.

Note: If you request a Privacy Flag be placed on your record, then the University cannot acknowledge the fact of your enrollment to anyone who requests verification of enrollment. This would include deferring loan repayments or inquiries from a prospective employer. Please keep this in mind when requesting that a Privacy Flag be placed on your record. Direct questions concerning this law and the University’s policy concerning release of academic information to the Student Records Office, 257–8729.

COLLEGE OF SOCIAL WORK RESEARCH

The Training Resource Center

The Training Resource Center (TRC) is the organizational home for many outreach programs within the College of Social Work. The TRC sees itself as the link between research, the evidence base and practice. The staff of the TRC is comprised of a team of professional educators and consultants who provide innovative training, technical assistance, assessments, consultation, evaluation, and “best practices” to human service providers and parents working to improve the well-being of children and families in Kentucky and across the nation. While child welfare has been the primary focus of the TRC, it also has programs focusing on mental health, domestic violence, youth work and aging. Some of TRC’s programs include Continuing Education, Comprehensive Family Services, and Successful Transitions.
**STUDENT RESOURCES**

**University of Kentucky Visitor Center:** offers campus tours and has a variety of printed materials including maps, resource guides, and informational brochures.  
[http://www.uky.edu/VisitorCenter/](http://www.uky.edu/VisitorCenter/)

**Counseling & Testing Center:** provides academic, career, and personal counseling, outreach programs, consultation, training and community service to help all students succeed academically, develop and make progress toward life goals, and be productive members of the university and society. The center also holds a weekly Graduate Student Support Group.  
[http://www.uky.edu/StudentAffairs/Counseling/](http://www.uky.edu/StudentAffairs/Counseling/)

**UK’s Computer Purchasing Portal/Ebuy:** UK students, faculty, and staff can purchase a variety of computer equipment and software at a discounted rate through this website.  
[http://www.uky.edu/Purchasing/ebuy/](http://www.uky.edu/Purchasing/ebuy/)

**UK’s Download Center:** download a variety of software applications including Microsoft Office for free.  
[https://download.uky.edu/](https://download.uky.edu/)

**Office for Institutional Diversity:** offers underrepresented students support services through scholarship, mentoring, tutoring, and cultural programming. OMSA provides support services needed to ensure the academic success and personal development of all ethnic minority students. Further, OID provides cultural programming to promote mutual respect and attributes of global citizenship on the part of students from all backgrounds.  
[http://www.uky.edu/Diversity/](http://www.uky.edu/Diversity/)

**Violence Intervention and Prevention Center:** The Violence Intervention and Prevention (VIP) Center works with faculty, staff, students and community partners toward the mission of eliminating the perpetration of power-based personal violence including sexual assault, partner violence and stalking.  
[http://www.uky.edu/StudentAffairs/VIPCenter/](http://www.uky.edu/StudentAffairs/VIPCenter/)

**Robert E. Hemenway Writing Center:** assists University of Kentucky students, faculty, and staff with the process of writing. Staffed by English graduate students, full-time instructors, part-time consultants, and undergraduate peer tutors, the Center offers free individual and group consultations on prewriting, writing, and rewriting.  
[https://wrд.as.uky.edu/writing-center](https://wrд.as.uky.edu/writing-center)

**Dining Services:** Multiple spots to grab a bite to eat. Here’s how to get there from here!  

**University of Kentucky Campus Directory:** search for all faculty, staff, and students associated with UK.  

**University of Kentucky Parking and Transportation Services:** obtain your parking
permits through their online system. You can also view parking lot maps and review rules and regulations. [http://www.uky.edu/pts/](http://www.uky.edu/pts/)

**Student Health Services:** Offers a variety of services including Primary Care, Gynecology, Behavioral Health Clinic (Mental Health) and Health Education programs. [http://ukhealthcare.uky.edu/ubs/](http://ukhealthcare.uky.edu/ubs/)

**Student ID Card:** Use to access a variety of services including library, athletics, plus accounts, Johnson Recreation Center, Student Health, etc. [http://www.uky.edu/Police/UKID/](http://www.uky.edu/Police/UKID/)

**Campus Police:** Offers a variety of services including self-defense classes for women and their escort and safe transportation through the “catspath” program. [http://www.uky.edu/Police/](http://www.uky.edu/Police/)

**Textbooks:** You can visit local bookstores or purchase through online companies Campus Bookstore: [https://uky.bncollege.com/shop/uky/home](https://uky.bncollege.com/shop/uky/home) Online: [www.amazon.com](http://www.amazon.com); [www.half.ebay.com](http://www.half.ebay.com)

**UK Office of Academic Ombud Services:** Responsible for assisting students and instructors work through and resolve academic related problems and conflicts. [http://www.uky.edu/Ombud/](http://www.uky.edu/Ombud/)

**UK Transformative Learning:** Offers academic resources, including academic preparation and coaching. [http://www.uky.edu/tl/our-programs](http://www.uky.edu/tl/our-programs)

**PROFESSIONAL DEVELOPMENT**

**What is Licensure?**

The [Kentucky Board of Social Work](http://www.uky.edu) 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. Please note: Licensure requirements vary from state to state.

**Career Services**

The [James W. Stuckert Career Center's](http://www.uky.edu) goal is to provide students with career exploration and job search tools. The Center can help students:

- Explore career options
- Determine your skills, values, and interests
- Explore internships to gain experience in a particular field before you graduate
- Connect with employers in your area of interest
- Polish your resume & cover letter
- Practice your interviewing skills
- Negotiate a top salary
National Association of Social Workers (NASW)

The NASW is the largest national membership organization of professional social workers in the world, with a membership of approximately 160,000. The purpose of NASW is to advance the profession, develop professional standards, promote social welfare policies, educate the public about social work as a profession, and facilitate professional development of its members.

Student membership is open to anyone currently enrolled in a degree program accredited by CSWE. This membership is available at a highly discounted fee.

UK College of Social Work’s PhD Program

The PhD program in social work at UK is designed to prepare educators and scholars—individuals well-prepared to teach the next generation of social workers and to conduct publishable research aimed at improving the lives of the distressed, the mistreated, and forgotten. It is a part-time program that demands full-time dedication and motivation. The program accepts approximately students per year which allows faculty to work closely with each doctoral student. Faculty help you develop critical thinking skills, to learn to think and write like a scholar and you will have the opportunity to gain actual experience teaching students.

COLLEGE ADMINISTRATION CONTACTS

Please visit the College of Social Work Directory for all administrative and faculty contact information.

You may also go to UK's homepage and use the online directory from the search option by checking the “people” button in the search.