



Master of Social Work

**Student Handbook
2020-2021**

MSW Handbook Overview

The Master of Social Work Program Handbook contains general information about the College of Social Work and the MSW program, its mission, policies, and organizational structure. This handbook is intended to be a quick reference for students and is not intended to be comprehensive or 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 pleased to have you join our UK 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 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 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 look forward to working with you as you begin this new chapter in your professional journey.

Sincerely,



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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INSTITUTION OVERVIEW

About the University of Kentucky

The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service and health care. As Kentucky's flagship institution, the University plays a critical leadership role by fostering diversity, inclusion, economic development and human well-being.

The University of Kentucky contributes to the quality of life with the borders of the Commonwealth and beyond, nurturing a diverse community characterized by fairness and equal opportunity. Because of the lives we touch, we remain anchored in our mission to Kentucky– to educate, innovate, heal, and serve. To be sure, our sense of responsibility to our communities on campus and across the region is resolute. The mission has evolved and grown. The commitment of service to our Commonwealth and the world beyond remains the same and is our compass – the soul of the University of Kentucky.

ABOUT THE COLLEGE OF SOCIAL WORK

For over 80 years, the College of Social Work (CoSW) has been the heart of social work education in the Commonwealth and beyond. Our mission is clear: through rigorous research, excellence in instruction and steadfast service, the CoSW works to improve the human condition. Always, in all ways.

Unequivocally, that mission is actualized through our deeds.

CoSW faculty are renowned academicians committed to ensuring graduates from any of our academic programs are ready to tackle contemporary social problems. At the CoSW, we foster an unparalleled academic experience aimed at developing critical thinkers, inquisitive life-long learners and advanced social work clinicians, educators and leaders.

In addition to our unique academic programming, the CoSW is home to six research centers and labs. Researchers, program evaluators and students work on cutting edge initiatives in a variety of substantive areas including child welfare, advanced clinical practice, substance misuse, military behavioral health, gerontology, inequality and social justice, poverty, leadership, health disparities, self-care and wellness, and suicide, among others. For more information about the CoSW, visit: <https://socialwork.uky.edu/>.

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 College of Social Work promotes community and individual well-being through 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.

MASTER OF SOCIAL WORK (MSW) PROGRAM

The Master of Social Work (MSW) program is accredited by the Council on Social Work Education (CSWE) and employs an outcome focused, competency based education model. The MSW program assists students in achieving proficiency in the practice behaviors, knowledge, skills, ethics and attitudes requisite for professional social work practice. Students may complete the advanced or regular standing programs in either our online or hybrid modalities.

MSW PROGRAM MISSION

The Master of Social Work Program at the University of Kentucky seeks to prepare competent, evidence informed social work practitioners and leaders who are ethical, culturally aware change agents to promote social justice and improve quality of life for all.

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 MSW program in 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

The MSW program is available in both an online and a hybrid format. Students may enroll part-time or full-time, or in an accelerated program that allows a quicker completion of the advanced or regular standing programs. **The GRE is not required for admission to the UK MSW degree program.**

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 this program please indicate on your MSW application Hazard as your preferred campus location.

Online MSW Program

The online MSW program is asynchronous, mirroring both the part-time and full-time curriculum of our hybrid regular and advanced standing programs. Our certificates are also available for our online students. For more information about our fully online program, please visit our [website](#) or contact our [Online Admissions Counselors](#).

ADMISSIONS REQUIREMENTS

Regular Standing (60 Credit Hour) Program Eligibility Criteria:

Students with a bachelor's degree in any discipline from a regionally accredited institution are eligible to apply for the regular standing program. Applicants must meet the following GPA requirements:

- 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.

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 7 years and meet the following GPA requirements:

- Undergraduate Cumulative 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 of the regular standing 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

program.

MSW APPLICATION INSTRUCTIONS

How to Apply

Please note that the admission procedures are the same for both the regular standing and the advanced standing programs and the application process for the online program remains the same as both our on- and off-campus programs.

The admissions process requires the College of Social Work and the Graduate School both review your application and 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 applications for graduate study at the University of Kentucky Graduate School must be submitted online through ApplyYourself. You will need to keep your username and password if you wish to return to continue an unfinished application or review a completed one. **Access the MSW Application [here](#).**

In order to complete the application, you will need to upload the following:

Transcripts:

You will be asked to upload copies of transcripts (unofficial is fine) 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 two references. These references must be obtained from individuals in the following categories:

- Former professor, advisor, field practicum supervisor
- Professional social worker
- Employment 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 which can include a former instructor, your field supervisor or advisor.

As part of the online application you will be asked to supply email contact information for your two references. Once your application has been submitted, an automated email will be generated

for 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.

Personal Statement

Your statement should be approximately three pages in length, double-spaced, and the following topics must be addressed within the narrative:

1. Please describe relevant experiences that motivate you for a professional career in social work. What are your 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. Capacity for professional social work education, 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?

Ethical Dilemma Essay

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 Résumé – include work and volunteer experience.

Application Deadlines:

- **April 1st** for the summer semester
- **July 15th** for the fall semester
- **November 15th** for the spring semester

If you have questions about your ability to begin the program please contact Kyle Phillips, the Admissions Officer, coswadmissions@uky.edu before applying to the Graduate School.

Criteria Used by the Admissions Committee:

- GPA – including social work GPA for advanced standing applicants and graduate GPA (if applicable)
- Professional Experience/Demonstrated Commitment to Social Work
- Social Work Values
- Reasoning and Writing Ability

If you have any remaining questions, please contact Kyle Phillips, the Admissions Officer, at coswadmissions@uky.edu.

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 Social Work Values
- Reasoning and Writing Ability
- Resumé Factors/Autobiographical Considerations
- Alternative Measures for Academic Promise (if applicable)

The College of Social Work's 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.

Please remember that it is essential to have all application materials on file 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 [Admissions Officer](#) if you have any questions.

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
- Applied Research Methods in Social Work

Electives - 12 hours for Regular Standing Students, 9 for Advanced Standing

These courses are required of all MSW students. Students can take any 500 level or above courses to fulfill the elective requirement. Certain Cognate and Certificate areas of study have required electives that are outlined below.

COLLEGE OF SOCIAL WORK PERSONNEL

MSW Administrative and Advising Directory

Name	Title	Room #	Phone	Email
Jay Miller, PhD	Dean	619 POT	859-257-6650	justin.miller1@uky.edu
Kalea Benner, PhD, MSW, LCSW	Associate Dean for Academic and Student Affairs Director of Graduate Studies Director, Clinical Certificate Director, Substance Use Disorder Certificate	631 POT	859-323-0586	kaleabenner@uky.edu
Sara Green	Academic Advisor - Lexington	601 POT	859-257-1971	saragreen@uky.edu
Kyle Phillips	Admissions Officer - Lexington			kyle_phillips@uky.edu
Pam Weeks, JD, MSW	Director of Field Education	641 POT	859-257-6666	plweeks@uky.edu
Desha Scanlon, MSW	Field Placement Coordinator – Hybrid Program	637 POT	859-257-6652	desha.scanlon@uky.edu
Renee Campbell	Online Field Coordinator	639 POT		renee.campbell@uky.edu
Gary Trumble	IT Manager	602 POT	859-257-6662	trumble@uky.edu
Janet Doss	Director, School Social Work Certificate	603 POT	859-257-8233	Janet.doss@uky.edu
Chris Flaherty	Director, Military Behavioral Health Certificate	649 POT		chris.flaherty@uky.edu
Stephanie Ratliff	Director, Child Welfare Certificate	525 POT	859-257-0088	stephanie.ratliff@uky.edu

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

MSW Program Site: <https://socialwork.uky.edu/msw/>

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

ACADEMIC ADVISING

MSW student advising is provided by the [MSW Advisor](#) on the Lexington campus students. Off-campus students are advised by their respective program coordinator (Army MSW or [Southeast Kentucky campus](#)). There are no academic advisor holds for Graduate Students at the University of Kentucky 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 Advisor 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. All students are added to the MSW listserv through their UK email. This ensures access to important emails from the College of Social Work.

FINANCIAL SUPPORT

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 some scholarship resources available but we strongly suggest you explore a multitude of potential sources.

The [University of Kentucky Office of Student Financial Aid's](#) mission 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:* some of the UK Graduate School Fellowships may require a GRE score.

Please visit the College of Social Work's [Scholarship Page](#) 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 students 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 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 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, 2015).

The College of Social Work's Field E Program uses an internet-based placement system, [Intern Placement Tracking \(IPT\)](#) 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](#).

For questions regarding field, please contact:

[Pam Weeks](#), Field Education Director

[Desha Scanlon](#), Field Placement Coordinator for the hybrid program

[Renee Campbell](#), Coordinator for the Online Program

[Lynn Wallace](#), Field Education Program Assistant

ACADEMIC POLICIES AND PROCEDURES

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.

Students found to have violated the [University of Kentucky Code of Student Conduct](#) will follow procedures outlined in Part I of the Student Rights and Responsibilities Handbook. 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.

Registration

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 by a medical professional.

The above policy can be found on the current [University Senate's webpage](#).

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](#).

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](#).

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 and December, roughly two weeks 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.**

Transfer of Credits

Upon request of the DGS, a total of 9 hours (or 25% of regular course degree requirements, whichever is greater) 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.
- Short courses lasting fewer weeks than the number of credits may not be transferred.
- Transfer of independent work, research, thesis or dissertation credit is not permitted.
- 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.

You can find the above policy in UK's Graduate School's most current [Bulletin](#).

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 and compelling reason to delay the grade 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](#) for the appropriate

forms.

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.

ACADEMIC INTEGRITY

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed. Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the [Ombud](#) website. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see the [UK Senate](#) for the current set of Senate Rules) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database (such as Turnitin) to check for plagiarism comparison. A penalty for an academic offense, such as cheating or plagiarism, can be as severe as a failing grade on the assignment or failing the course.

ADDITIONAL COLLEGE OF SOCIAL WORK OPPORTUNITIES

Graduate Certificates

Students have the option of increasing their competencies in specialty areas by earning graduate certificates in the following areas: Child Welfare, Clinical Social Work, Military Behavioral Health, School Social Work, Substance Use Disorder, 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 additional application fees for applications to certificate programs.

Required 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)

Required Electives for Clinical Social Work Certificate (9 hours):

- SW 726 - Psychopathology for Clinical Social Work (3 hours)
- SW 728 - Comparative Treatment Modalities (3 hours)
OR SW 580 – Case Management for IBH (3 hours)

- SW 730 - Evidence-Based Practice for Social Workers (3 hours)

Required 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)

Required 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)

Required 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

Required Electives for Substance Use Disorder Certificate (9 hours):

- SW 524 – Substance Misuse (3 hours)
- SW 580 – Trauma Informed Care (3 hours)
- SW 640, 740 or 741 – practicum in a substance misuse treatment agency

Required 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)

Required 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.

UK College of Social Work's Doctoral Programs

PhD Program

The [Ph.D. 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 those most vulnerable to oppression, trauma, health disparities, etc. The PhD program demands full-time dedication and motivation. The program accepts approximately five 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. The program has a fall start date. For more information, please contact the [Director of Doctoral Programs](#).

Doctorate of Social Work (DSW) Program

The DSW program is an advanced practice doctorate and was conceptualized with practitioners in mind. This is a high-quality, rigorous program aimed at ensuring that practitioners are prepared to face the realities of a contemporary practice landscape. Graduates from our DSW program are uniquely poised to excel and advance in a competitive job market and make the most of forecasted growth within the social work profession. It is available in both a 2 year (full-time) and 3 year (part-time) model, with three concentration areas available – Administrative Leadership, Clinical, and Military Behavioral Health. The program has a summer start date. For more information, Please contact the [Director of Doctoral Programs](#).

COLLEGE OF SOCIAL WORK RESEARCH CENTERS AND LABS

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.

LICENSURE PREPARATION INITIATIVE

The University of Kentucky College of Social Work (CoSW) is dedicated to ensuring our students are ready for social work practice upon graduation. For most of our alumni, this includes obtaining social work licensure. The CoSW has a unique licensure preparation workshop for our MSW students as well as a comprehensive exam that is developed similarly to the licensure exam.

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. 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>.

STUDENT INVOLVEMENT

At the heart of social work is community, we encourage all of our students to engage with UK, with our college and with our profession. UK has over 300 student groups to fit a wide variety of interests while within the CoSW, our social work students have multiple opportunities to be involved.

Social Work Association

The Social Work Association (SWA) is a student led organization that aims to build relationships within the College of Social Work while providing service to the surrounding community. All of our students, both undergraduate and graduate, are encouraged to join and 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 the College of Social Work. Activities include assisting with recruitment and college sponsored events such as orientation, the Rosenstein lecture, etc. Applications for the upcoming academic year are accepted in the spring semester. For additional information, please contact Stephannie Early, stephannie.early@uky.edu.

Phi Alpha National Honor Society

The University of Kentucky College of Social Work maintains the Xi Sigma chapter of the Phi Alpha Social Work national honor society. Applications are solicited each semester with eligibility requirements and information calling for applications posted on the MSW listserv each semester. Both undergraduate and graduate students are welcome to join and are

invited to complete the application process. There is a lifetime dues fee of \$30 to join Phi Alpha that goes solely to the national organization. Graduate students are required to have completed 15 hours of graduate social work courses and have a minimum GPA of 3.8.

For additional information regarding the Xi Sigma chapter of the Phi Alpha national honor society, please contact Kalea Benner, kaleabenner@uky.edu.

STUDENT RESOURCES

University of Kentucky Visitor Center: offers campus tours and has a variety of printed materials including maps, resource guides, and informational brochures.

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.

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.

UK's Download Center: download a variety of software applications including Microsoft Office for free.

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.

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.

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.

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.

Student Health Services: Offers a variety of services including Primary Care, Gynecology, Behavioral Health Clinic (Mental Health) and Health Education programs.

Student ID Card: use to access a variety of services including library, athletics, plus accounts, Johnson Recreation Center, Student Health, etc.

Campus Police: offers a variety of services including self-defense classes for women and their escort and safe transportation through the “catspath” program.

Textbooks: you can visit local bookstores or purchase through online companies

Campus UKY Bookstore: <https://uky.bncollege.com/shop/uky/home>

Additional Options: www.amazon.com;

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.

UK Transformative Learning: offers academic resources, including academic preparation and coaching.

PROFESSIONAL DEVELOPMENT

What is 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. Please note: Licensure requirements vary from state to state.

Career Services

The **James W. Stuckert Career Center's** 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**