



Master of Social Work  
Student Handbook

2018-2019

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 onboard 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's in 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,

Jarod T. Giger, PhD, MSW  
Director of Graduate Studies  
Associate Professor  
College of Social Work  
University of Kentucky

**University of Kentucky**  
**College of Social Work**  
**Master of Social Work Handbook**

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## **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. The MSW program employs the CSWE competencies and practice

behaviors as student learning outcomes.

## **NEW 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

### **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 specialties and tracks have designated electives. Students can also use Social Work Certificate programs to fulfill elective hours. For students pursuing specialties, here are some prescribed elective options:

Prescribed Electives for Clinical Focus:

- SW 726- Psychopathology for Clinical Social Work
- SW 728-Comparative Treatment Modalities
- SW 730-Evidence-Based Practice for Social Workers

Prescribed Electives for IBH Specialty Area of Study:

- SW 726- Psychopathology for Clinical Social Work
- SW 730-Evidence-Based Practice for Social Workers
- SW 580- Case Management for IBH Specialty

### **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
- Applied Research Methods in Social Work
- Advanced Practicum II

## **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 aim to adhere to their program models. If 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. Advanced Standing MSW students are exempt from repeating the foundation courses. Candidates who are not admitted to Advanced Standing usually can be automatically considered for the Regular 60-credit program. Additionally, **at least 1 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 Program, applicants must have received their Bachelor's degree from an 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 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 60-Hour MSW degree program and the advanced standing.

The admissions process involves 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.

Both the part-time advanced standing and the 60-credit hour MSW program begin in the fall semester. The full-time advanced standing program begins in the summer. Application deadlines for all programs are generally the first week of February of that year. For specific application deadlines please visit our [website](#).

***\*\*Note: The GRE is not currently required for admission to the MSW degree program\*\****

All applications for graduate study at the University of Kentucky Graduate School must be submitted on-line. We are now part of the Hobsons 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>

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. You can also review recommender requirements via the following link:

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

***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 resumé 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)

**\*\*We do not take applications for the spring semester. If you have questions about your ability to begin the program in the spring semester please contact the MSW Advisor/Admissions Officer at [swgraduate@uky.edu](mailto:swgraduate@uky.edu) before applying to the Graduate School.\*\***

### **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 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 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 Sara Green at [swgraduate@uky.edu](mailto: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.

## **APPLYING TO OUR OFF CAMPUS PROGRAMS**

The College of Social Work recognizes that not every student has the option of being a full-time student and moving to Lexington. Accordingly, we have developed MSW programs for students who live in geographical areas too far to commute to the main campus for classes. These programs serve the eastern Kentucky areas (sites at [Morehead State University/Ashland](#) and [Southeast KY](#) in Hazard

and Prestonsburg). All off-campus programs are designed for the working student who must 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.

## GRADUATE CERTIFICATES

Students have the option of increasing their competencies in sub-specialty areas by earning graduate certificates in the following areas: [Military Behavioral Health](#), [School Social Work](#), [Developmental Disabilities](#), and [Gerontology](#).

## 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 resources of its own, through budget allocation and fundraising, 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 run down on funding opportunities that are currently available.

## FIELD EDUCATION

Field Education courses in the College of Social Work encourage you to think beyond yourself, to ask the most complex questions, and to try out your knowledge and skills in the arena of practical experience. As you struggle with ideas and test them in the real world, you will have the opportunity to explore, to grow, to become well educated for a career in social work.

The College of Social Work's Field Education program is designed to prepare MSW level social workers who are competent to improve the quality of lives of individuals and to provide leadership in the areas of social justice and community development. Students may choose agencies in the areas of public welfare, education, healthcare, mental health, community justice, and faith-based organizations just to name a few.

The University of Kentucky College of Social Work utilizes [Intern Placement Tracking \(IPT\)](#), a field placement database. All agency information is housed within the database. Student and faculty are granted access prior to beginning their field courses. You can locate other field information such as [student forms](#), [evaluations](#), and field director information on our [website](#).

You may contact [Pam Weeks](#), Field Education Director, [Desha Scanlon](#) or [Lynn Wallace](#), Field Education Office 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 Failure Policy

*Process following failure of the MSW comp exam*

- 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 COSW Lexington and Ashland/Moreland and Hazard students toward the end of the Fall, Spring, and Summer II semesters. 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 WITHDRAWAL 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 WITHDRAWAL**

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.

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 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.

### The Center on Trauma and Children (CTAC)

[The Center on Trauma and Children \(CTAC\)](#) is a secondary associated partnership with the UK College of Social Work and is primarily associated with the UK College of Medicine-Department of Psychiatry. CTAC is dedicated to the enhancement of the health and well-being of children and their families through research, service, and dissemination of information about child abuse and trauma. The Center's primary mission is to develop, assimilate, and disseminate knowledge and best practices that will contribute to reducing and ending violence against children and the effects of that violence across the life cycle.

## 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/>

**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 weekly Graduate Student Support Group.

<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/>

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

**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/>

**Thomas D. Clark Study-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://wrd.as.uky.edu/writing-center>

**Dining Services:** 18 different spots to grab a bite to eat. Here's how to get there from here!

<http://uky.campusdish.com/>

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

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

**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/>

**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/uhs/>

**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/>

**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/>

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

Campus Bookstore: [click here](#)

Around Campus: Kennedy Bookstore <http://www.kennedys.com/>

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/>

UK Transformative Learning: offers academic resources, including academic preparation and coaching. <http://www.uky.edu/tl/our-programs>

## 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

### 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 [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 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 home page](#) and use the online directory from the search option by checking the “people” button in the search.