



MISSOURI SOUTHERN

STATE UNIVERSITY®

SOCIAL WORK

SOCIAL WORK STUDENT MANUAL

BACHELOR OF SOCIAL WORK

3950 E. Newman Road
Joplin, MO 64801

Phone: (417) 625-3144

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Welcome to the Bachelor of Social Work (BSW) Program at Missouri Southern State University! The social work program at MSSU is accredited by the Council on Social Work Education (CSWE). The BSW Program builds on a liberal arts foundation and is designed to prepare ethical social workers for leadership roles in providing services to diverse individuals, families, groups, organizations, and communities grounded in scientific inquiry. The BSW program also prepares students with the knowledge, values, and skills to impact the wellbeing of global communities by addressing social, racial, economic, and environmental justice, as well as policies that support human rights.

The primary purpose of this handbook is to provide you with a manual that contains the policies, procedures, and descriptions of the Social Work Program at MSSU. We hope you find this to be a useful guide as you progress through the social work program.

Connect | Advocate | Empower

BSW Administrative Faculty

Ethan Potter, DSW, LICSW, LCSW, ACSW
BSW Program Director
Office: Webster Hall, 212
Potter-e@mssu.edu

Jannette Eldred, MSW, LCSW
Field Education Coordinator
Office: Webster Hall, 212
Eldred-j@mssu.edu

Dr. Megan Bever
Social Sciences Department Chair
Office: Webster 237
Bever-m@mssu.edu

Overview of Missouri Southern State University

Missouri Southern State University Mission Statement

Since 1937, Missouri Southern State University has provided educational opportunities for Southwest Missouri and beyond. Missouri Southern has evolved from an outstanding junior college to its role today as a comprehensive four-year, state-supported institution.

The University's academic programs are organized into four schools: the College of Arts & Sciences, College of Education, the Robert W. Plaster College of Business, and the College of Health Sciences. The university also offers a division of Graduate Studies and Distance Learning.

For more than 75 years, Missouri Southern has developed outstanding, state and nationally accredited programs that prepare our students for the competitive and changing 21st century society.

For the last several years, our affordable in-state tuition has been offered to residents of every several other states, through our **Lion Pride Tuition Discount program**. This means the students of Iowa, Illinois, Kentucky, Tennessee, Arkansas, Nebraska, Kansas, Oklahoma, and Texas can take advantage of this excellent tuition discount.

Institutional Mission:

Missouri Southern State University will educate and graduate knowledgeable, responsible, successful global citizens.

Distinct Statewide Mission:

Missouri Southern stands alone in the state of Missouri as the only university whose mission integrates Immersive Learning Experiences, Health and Life Sciences, and Global Education as core pillars. This unique combination empowers our students to lead with vision, serve with compassion and innovate with purpose across every academic discipline.

Vision:

Missouri Southern State University will be a premier public comprehensive university that is the first-choice destination for students, faculty, and staff. The university will be recognized for its innovation and productive partnerships spanning from regional to global. We will be dedicated to educating and inspiring diverse learners, external engagement, and helping students and communities realize their greatest potential.

Values:

We believe in:

- Academic Excellence
- A Student-Centered Culture
- Global Knowledge
- Community Engagement
- Integrity, Responsibility, and Accountability
- Caring, Respectful, and Supportive Community

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- Fairness and Belonging

Institutional Accreditation

Missouri Southern State University's regional accrediting body is the Higher Learning Commission (HLC). Missouri State University has successfully maintained continuous regional accreditation with the Higher Learning Commission (HLC) since 1949.

Overview of Social Work Program

Philosophy and Generalist Practice Definition

The MSSU Social Work Program is committed to educating students based on the generalist practice model incorporating the empowerment and ecosystem theory. The generalist social worker is guided by the National Association of Social Workers (NASW) Code of Ethics and is committed to evidence-based practice to promote the strengths and wellbeing of diverse client systems through being policy informed, culturally competent, and promote advancement of human rights and social, economic, and environmental justice. This model is reinforced through the knowledge and skill content of the Social Work courses and field education.

The program's mission is grounded in core professional values of service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry. These values are consistent with the international affairs mission of the university in terms of producing social workers more sensitive to cultural diversity and committed to their ability to contribute to a global society. The region is beginning to see an influx of diverse cultures. Thus, the mission of the Social Work Department is well matched with the political, economic, social, cultural, and demographic environment of the region and to the purpose of the profession.

Social Work Program Mission

MSSU Social Work Program will provide a learning environment where students are taught to think critically, be creative, participate actively in their education, and grow as individuals while respecting the rapidly changing and diverse world in which they live and practice social work. Class work and immersive learning experiences demonstrate respect for all people and recognize emotional, social, economic, political, racial, and spiritual factors that shape experiences of those we seek to empower. We strive to develop competent, ethical professionals with the knowledge, values, and practice skills needed to serve individuals, families, groups, and communities.

Social Work Program Goals

The Social Work Program goals reflect the purpose of undergraduate social work education and are derived from the Program's mission. The Social Work Program goals are as follows:

1. To prepare a diverse student population for generalist social work practice on all system levels in various community-based service areas and interpersonal global relations.
2. To provide an educational program that increases the students understanding of variables

that affect the person within their region and global environment by developing ethical leadership strategies, global perspective, and developing reciprocal support from community partners starting as students and then as competent generalist social work professionals.

3. Provide immersive learn opportunities to encourage active participation in discovering students' self-passion of various social work sectors, and active participation in developing critical thinking in the development and evaluation of evidence based social work practice.
4. To prepare graduates to foster their commitment to lifelong learning and development of social work knowledge, values, and skills, which will empower conceptualizing of client systems levels, strength-based strategies in all helping phases, and ability to promote justice for human and community well-being.

Program Competencies

The MSSU Social Work Program utilizes a competency-based outcome performance approach designed to integrate and apply measurable practice behaviors with the goal of preparing its graduates for generalist practice through the demonstration of the achievement of core competencies. These competencies outlined by the Council on Social Work Education are included in our program. Upon completion of the program students will be able to:

1. Demonstrate ethical and professional behavior
2. Advance human rights and social, racial, economic, and environmental justice
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

Social Work Program Accreditation

Social Work Program is accredited by the Council on Social Work Education (CSWE).

Bachelor of Social Work Program

General Education Requirements

Each student is required to complete 42 credit hours of general education requirements as outlined by MSSU [General Education Requirements](#) can be accessed and reviewed on the MSSU website. Students can also use Lionet to review their general requirements and complete a degree audit.

Admissions for Transfer Students

A faculty advisor in Social Work Program will be assigned to transfer student upon declaring Social Work as major. Transfer students are required to complete an application for admission to the university and a formal application for admission to the social work program. Transfer student applicants must meet all the social work program admission requirements. Transfer

courses are evaluated on an individual basis for equivalency to the current program requirements. The Social Work Program will only consider transfer courses from a Council on Social Work accredited Social Work Program where students have a grade of “C” or better.

Admissions Criteria

Upon admission to MSSU, students may declare Social Work as their projected major. These students are considered Pre-Social Work majors. As a Pre-Social Work major, you will be assigned an advisor in the Social Work Department. Declaring as a major in Pre-Social Work does not guarantee admittance into the Social Work Program. All students intending to major in Social Work are required to apply to the Social Work Program and complete the formal admission process to be fully accepted as a Social Work major.

Applications are only accepted once a year and are due by March 15th. Applications submitted after the deadline will not be considered. Incomplete applications may result in not being considered.

Students who are planning to pursue a BSW degree must complete the following steps:

1. Complete the general education requirements for MSSU. It is preferable for students to have completed 60 credit hours by the end of the spring semester they apply. This is generally second semester of sophomore year or last semester of associate degree.
2. Complete the pre-requisite courses with a grade of C or above: PSY 100: General Psychology; SOC 110: Introduction to Sociology; PSC 120 American Government or concurrent enrollment.
3. Have a cumulative GPA of 2.70 or higher.
4. Preferred completion of SW 231: Introduction to Human Services with a grade of C or better; or enrollment at the close of the application semester.

Application Guidelines

Applicants have a firm date of March 15th for priority placement consideration for the following academic year. A secondary application timeframe may be re-opened in the same semester if cohort spots are still available with a firm deadline of July 30th.

1. There is no application fee.
2. Only completed applications will be evaluated and considered.
3. Transfer students submit completed Social Work Application after being admitted to Missouri Southern State University.
4. International students will meet with an advisor in International Student Services at the time of Social Work application. This meeting is to review immigration policies and complete required CPT documents that lead to successful degree completion which requires all students to complete background check and volunteer hours in a community social serve organization for practicum requirements.

Application Process

Students are planning to peruse a BSW degree must complete the following steps:

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1. Submit a formal application including the application form, a professional resume, two references including professional and/or an academic, a transcript, and professional essay statements. Application materials for Social Work are available online.
2. Read and sign the BSW student statements found in the BSW application packet. The NASW Code of Ethics is found on the Social Work Admission webpage.
3. Submit the complete application packet to the Bachelor of Social Work program found on the MSSU Social Work [Admission to the Program](#) website.

BSW Student Statements found in the BSW application packet.

	Students who are accepted into the BSW program with a conviction are required to meet with the Field Education Coordinator to discuss field practicum options/limits prior to their junior year of classes. Has any governmental agency sever substantiated allegations made against you for physical, mental, or emotional abuse or neglect, sexual abuse or exploitation of a 1) a child, 2) a resident of an adult care home, medical care facility, psychiatric hospital, or state institution for vulnerable populations or 3) an adult? Yes No
	Review and initial to indicate you have read the statements (even if you don't have any criminal history):
	I understand that prior convictions, diversions, pending, and or/future charges may affect my ability to be placed in a field practicum which is necessary to complete the BSW program.
	I realize that while I may be admitted into the program, I may not be able to complete my degree if there is something in my background that would prevent from being placed in a field agency.
	I recognize that many field agencies require background checks that might deny me based on previous criminal history and/or substantiated allegations.
	I understand that some criminal charges might affect my ability to become licensed, and I know it is my obligation to contact any licensure board to explore in if my criminal charges and/or substantiated allegations could prevent me from licensure.
	Read the following statements carefully before initialing:
	I have read and will adhere to the NASW Code of Ethics available at www.socialworkers.org.
	I have read and agree with the policies outlined in the MSSU BSW Handbook

	found on the MSSU Social Work webpage. Including the Social Work Professional Behavior Standards.
	I understand that I should meet with my assigned BSW advisor each semester for advisement.
	I know I am ultimately responsible for adhering to my degree plan and knowing the classes and steps I need to take to graduate on-time.
	I understand this program requires me to take part in activities that occur outside of the classroom and I will be available to participate in these activities.
	I know that I am applying to a professional degree program that requires a large commitment. I recognize that some extra-curricular activities and/or a full-time job might make it difficult to be successful in this program.

Application Review and Decisions

Once an application is deemed complete, the application and supporting documents are carefully reviewed by the Social Work faculty to verify that all requirements have been met.

Students will be notified via MSSU email by the BSW Program Director of their full acceptance, conditional acceptance, or non-acceptance into the Bachelor of Social Work major. Applicants are requested to send a return email stating whether they accept or decline the admission offer. All applicants will be notified prior to registration.

1. Acceptance

- Student is granted full admission to the program.
- Students accepted will automatically be enrolled in core social work courses and will meet with a faculty advisor in person, remotely or through email communication to ensure an understanding their of plan of study. and meet with a faculty advisor to ensure understanding of Social Work plan of study.

2. Conditional Acceptance

- A student may be conditionally accepted into the program with specific conditions or recommendations that they will need to rectify, such as improving their GPA, completion of credit hours beyond four semesters to meet credit hour requirements for bachelor degree, or other academic expectations. The conditions that need to be remedied will be outlined for the student in the written communication they receive.
- Students who are accepted conditionally will receive a written plan outlining the specific requirements needed to be fully accepted into the BSW program. Student will notify the BSW Program Director within five (5) working days to confirm if they agree to the written plan. The student can also meet with the BSW Program Director and/or an advisor. A completion timeline will be documented in the plan and be placed in the student file.
- Students accepted will automatically be enrolled in core social work courses and will meet with a faculty advisor in person, remotely or through email communication to ensure an understanding their of plan of study.

and meet with a faculty advisor to ensure understanding of Social Work plan of study.

3. Non-Acceptance

- A student that is denied acceptance into the program. The reasons for non-acceptance will be provided to the student. Examples include failure to comply with GPA, missing application documents, or serious concerns regarding the student's professional behavior.
- Students who are not accepted to the BSW program will be responsible for meeting with their advisor to transition into another major.

Bachelor of Social Work Curriculum

BSW Program Requirements

The social work major consists of 48 credits hours of foundation generalist social work courses and nine credits of pre-requisite general education course including PSC120: American Government; PSY100: General Psychology and SOC110: Introduction to Sociology; it is recommended additional three credit course of TH220: Professional Interactions. All social work students are required to complete the MSSU Core 42 general education curriculum including 39 hours of upper division (300-400) courses. The Social Work degree requires:

- A total of 120 credits for graduation.
- Students are required to maintain cumulative and major 2.70 GPA,
- Obtain C or above in all Social Work (SW) courses.
- Earning a "D" grade or below in a Social Work (SW) course, they must retake the course before progressing.
- Courses in the Social Work major can only be taken twice. Student will be dismissed if earns a "D" grade or below in same course twice.
- "Pass" grade in SW480 Field Education I and SW485 Field Education II, as evidence of completing 400 hours of field education hours (or number specified by CSWE), and meeting competency requirements on learning plan and senior Capstone Case Conceptualization Study paper. A "Not Pass" grade means the student must reapply for admission and be readmitted to the Social Work Program.
- Students who successfully complete these general education, all general baccalaureate requirements and major requirements are awarded a Bachelor of Social Work degree. A copy of the Social Work Degree Plan for part-time and full-time can be found in **Appendix A** and utilized for advising for registration of course sequence.

Social Work course descriptions can be found in **Appendix B**. The social work foundation generalist curriculum and major requirements consist of the following:

Transfer of Credit

Credits earned at other universities are evaluated one of two ways for acceptance. For all academic courses outside of social work, the university has a policy that is used to determine what courses transfer and how they transfer from other universities. If a student believes the

transfer credits have not been correctly evaluated, they can request the respective department head re-evaluate the course for credit using the standard university criteria.

Course equivalencies for social work courses are determined by the Social Work Program Director. Course equivalency is determined by ensuring the course was taken at a CSWE accredited program, reviewing course description and syllabus course objectives and related assignments. In accordance with CSWE policy, the Social Work Program does not require students to repeat coursework determined to be successfully completed elsewhere from other accredited Social Work Programs. The Social Work Program will only consider transfer courses from a Council on Social Work accredited Social Work Program where students have a grade of “C” or better. Course equivalency of Social Work courses will be determined at the time of transfer. No more than nine credit hours of Social Work classes will be transferred from another institution so that Social Work Program can ensure competencies and practice behaviors are obtained. If the student believes this has not been done fairly, the matter is referred to the Dean of Arts and Science whose decision is final.

Life Experience Policy

The Social Work Program does not grant credit for either life or work experience in lieu of any social work course or the field experience. Many of the students bring experience into the classroom and it serves to enrich everyone’s learning, but MSSU cannot give credit for that experience.

Field Education

The BSW field education is an important component of the Social Work curriculum because it provides hands-on training for students to practice their social work theoretic knowledge, values, skills, and cognitive and affective process needed for generalist professional practice. Students are placed in an approved agency that focuses on the development of their professional direct social work practice. It is considered the signature pedagogy for Social Work as it is teaching future practitioners to “the fundamental dimensions of professional work in their discipline- to think, to perform and to act ethically and with integrity” (CSWE, 2017).

The field education requires 400 hours of field placement that is completed over two semesters sequence in their fall and spring semesters of their senior year. Field Seminar will meet on campus over the two-semester sequence. The Field Education Coordinator will work with the student to ensure that they meet all the necessary requirements.

To be admitted to field education students must meet the following criteria:

- Full acceptance into the Social Work major
- Successful completion of the social work foundation courses or concurrently enrolled with passing grade of C or above.
- Obtain 2.70 GPA cumulative and 2.70 GPA within social work (SW) major courses
- Successfully complete SW 453 Foundations in Field Education
- Completed background check
- Review of the student’s academic performance, and an assessment of the student’s

professional performance and ethical conduct in the Social Work Program by the Field Education Coordinator.

Student reviews are generally completed within the spring semester in SW453 Foundations in Field Education prior to the field semesters.

Field education requires the student to prepare ahead of starting the practicum hours. Students are required to meet hourly expectations in a field agency with set times set forth with Field Site Supervisor at the agency. Preparing the schedule in consideration of other obligations will be necessary.

For additional information on the field education, students should refer to the BSW Field Education Manual.

Advisement

Advising

A primary responsibility of the BSW Social Work faculty is the advisement of Social Work majors. Students receive a faculty advisor in social work as soon as they declare a major in Social Work and before formal admission to the BSW program.

Students are to schedule at least one advising conference per semester with their Social Work faculty advisors until they graduate. **An advising appointment must be set with advisor to complete MSSU's application to graduation paperwork before signature will be provided by program director. This ensures the student has a copy and knows of any missing credits.**

Additionally, faculty advising has several specific objectives to accomplish:

1. Faculty advisors explain requirements, and expectations for general education and the social work major, including review of any Social Work policies in handbook and/or MSSU policies.
2. Advisors assist students in meeting all MSSU and Social Work degree plan requirements listed in Appendix A and Appendix B. The student is ultimately responsible for completing all requirements and knowing all requirements of the major and for graduation. Advisors recommend that students use the undergraduate catalog to familiarize themselves with admissions requirements, Social Work courses and their prerequisites, and program requirements for graduation.
3. Advisors assist transfer students and review of any previously taken courses being requested for substitute of BSW required courses. Student will need to bring the syllabus of the course they want to transfer to an advisement meeting. Once the faculty advisor has received and approved the documents, the faculty member will forward the documents to the Social Work Program Director. The Social Work program Director will approve/deny the course substitution and notify the student, faculty advisor, and Registrar's Office of the decision. If the student feels the decision isn't correct, they can

request the Social Work Program Director send the information to the Dean of Arts and Sciences for review. *It should be noted; general education course substitutions should be initiated through the Registrar's Office. Steps can be found on MSSU Registrar Department webpage under Determination of Transfer Credit.*

4. Advisors discuss prerequisites, co-requisites, and the overall relationship of social work courses to each other and in preparation for Social Work field education.
5. Advisors review students' educational performance in all facets of the Social Work Program, along with being available to discuss personal/academic concerns of students and serving as a broker to link students to needed services.
6. Advisors provide professional guidance by modeling social work values and professionalism and assist students in assessing their aptitude and motivation for a career in social work.
7. Advisors provide professional guidance with information about extracurricular activities, Social Work learning opportunities, and professional development within the Social Work Department, within MSSU, and within the Social Work community at local, state, and global levels.
8. Advisors provide professional guidance with information about graduate school opportunities, assisting students interested in pursuing this option, and discussing career and professional volunteer and employment opportunities.

Students may make a request to the BSW Program Director for a change in advisor and, whenever possible, this request is honored.

MSSU Policies and Procedures

Social Work Program adheres to all university level policies and procedures. The following are most commonly referred to as part of student academic success and will be followed by all Social Work faculty.

Academic Integrity

Missouri Southern State University is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Submitting work that is not one's own is unacceptable and is considered a serious violation of university policy. Cheating is a serious offense that invalidates the purpose of a university education.

Any student, who takes credit for the work of another person, offers or accepts assistance beyond that allowed by an instructor, or uses unauthorized sources for a test or assignment is cheating. Students must be conscious of their responsibilities as scholars, to learn to discern what is included in plagiarism as well as in other breaches of university policies and must know and practice the specifications for citations in scholarly work.

When dealing with cases of academic dishonesty, the course instructor may choose to use the campus judicial system; this includes filing an incident report in Lion Alert with the Student

Conduct Office, who may act on the report by issuing a written warning or by recommending disciplinary probation or suspension. Penalties for academic dishonesty may include a failing grade on the assignment, a failing grade in the course, an XF grade in the course, or any other course or program related sanction the instructor or program designee(s) determines to be appropriate. Faculty should report, in writing, cases of academic dishonesty to Lion Alert. In cases where an F or XF grade is deemed appropriate by the faculty member, the faculty member should report, in writing, to the program coordinator/department chair. The program coordinator/department chair will then authorize the Office of the Registrar to issue an F or XF grade. The Registrar's office will issue a letter to the student informing them of this decision and will initiate their removal from the course. Academic dishonesty "XF" grades are non-repeatable.

Incomplete (IN) and In Progress Grades (IP)

Incomplete (IN): A grade of 'IN' may be recorded by an instructor if a student is unable to complete the work of the course within the semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. Incomplete grades are approved at the sole discretion of the instructor. Students must initiate communication with the instructor prior to the end of the course to discuss the option of an IN grade. Coursework for an incomplete grade must be made up by the last day of class to the final's week of the next semester (excluding summers) or the grade will be converted to an 'F' automatically; however, instructors set the specific dates the coursework is due to them. Both credit and grade points for that course are suspended until the incomplete is converted to either a passing grade or an 'F'. A student will not be able to graduate with an incomplete grade on their transcript.

In Progress (IP): A grade of 'IP' will be recorded by an instructor in a situation in which a student is unable to complete the work of the course within the semester for a valid non-emergency reason, such as a research project or internship that overlaps two semesters. It is not intended as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. In Progress grades are approved at the sole discretion of the instructor. Students must initiate communication with the instructor prior to the end of the course to discuss the option of an IP grade. Coursework for an 'IP' must be made up by the by the last day of class to the final's week of the next semester (excluding summers) or the grade will be converted to an 'F' automatically; however, instructors set the specific dates the coursework is due to them. Both credit and grade points for that course are suspended until the 'IP' is converted to either a passing grade or an 'F'. BSE majors will not be able to begin student teaching if an 'IP' grade is in force. A student will not be able to graduate with an 'IP' grade on their transcript.

No Grade Assigned (NO): A grade of 'NO' will be substituted if the instructor does not assign a grade to the student by the grading deadline. A grade should not be left blank as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. A grade of 'NO' must be corrected or updated by the by the last day of class prior to the final's week of the next semester (excluding summers) or it will be converted to an 'F' automatically. Both credit and grade points for that course are suspended until the 'NO' grade is converted to either a passing grade or an 'F'. A student may not graduate with a grade of 'NO'.

Withdrawal from a Single Class with a Grade of 'W'

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A student may initiate the withdrawal from a course in the Office of the Registrar. Deadlines cited in the Schedule of Classes apply. Withdrawn students are no longer permitted to attend the class.

Withdrawal from All Classes

A student who wishes to completely withdraw will initiate withdrawal in the Financial Aid Office (Hearnes Hall). A student who completely withdraws from the University prior to the last week of classes in a regular or summer semester will receive a grade of “W” in all courses in which the student is enrolled. Withdrawn students are no longer permitted to attend classes. If the last date of attendance precedes the official withdrawal date, the earliest date will be used as the separation date. A student who leaves school without officially withdrawing will receive grades of ‘F’ in all courses.

Military Withdrawal Policy

Persons involuntarily called to active duty in any branch of the military services of the United States while enrolled as students at Missouri Southern State University will be released from their academic responsibilities without penalty. The following options are available:

1. Complete Withdrawal*

A student called to active duty may request to be withdrawn from all classes and receive a full refund of tuition paid for class enrollment. Students selecting this option will follow the normal process for a Complete Withdrawal from the University. A copy of their orders must be submitted along with the Total Withdrawal form to receive a refund.

2. Incomplete Grade

A student called to active duty may contact course instructors to explore the option of receiving an “IN” (incomplete) grade for the course. The normal procedures for an incomplete grade will apply. The approval of this option is left to the discretion of each individual instructor.

3. Single Course Withdrawal*

A student called to active duty may request to be withdrawn from a single course past the normal published deadlines so long as the active duty orders were not received prior to the published deadline. Students are to complete the Single Course Withdrawal form. The military orders must be submitted along with the Single Course Withdrawal form to receive a tuition refund.

Prerequisite Override

To request an override for a course due to a course prerequisite, the student will need to obtain permission from the department offering the course. The department can then enroll the student into the course, or the email can include the major department to designate the pre-requisite approval. Departments cannot override another department’s course without permission. Please be sure your Social Work advisor is notified or included in all pre-requisite approval requests.

Grade Changes

A change of grade is initiated by the faculty member by filing a Change of Grade form with the Registrar. No change of grade is to be made without good cause. Exceptional cases will be reviewed by the school dean and Vice President for Academic Affairs. Change forms must be submitted within one year.

Academic Appeals

Students can appeal academic suspension by filing a suspension appeal form with the Registrar's Office. Failure to file an appeal for academic suspension will result in the cancellation of a students' schedule for the following term.

Academic Probation, Suspension, and Reinstatement

Each student should consider a GPA of less than 2.0 as a warning. Those falling below the standards of progress toward graduation will be placed on academic probation. If the GPA is not raised to the minimum standard of progress during the probationary semester, the student is subject to immediate academic suspension from the University.

Notification of academic probation and academic suspension is mailed to a student's mailing address on file with the Registrar's Office at the close of each regular academic term.

To view academic standing in LioNet:

- Select "Student Menu" from the Student Quick Links menu
- Select "Student Records"
- Select "Academic Transcript"
- The transcript level should be "All Levels" and the transcript type should be "Web Transcript- Unofficial." Click submit.
- The academic standing in effect will be shown with the most recent semester attended.

A student receiving academic suspension may not enroll at Missouri Southern for one semester. Re-entry may be denied by the Vice President for Academic Affairs, if the student cannot present evidence that indicates a high probability of academic success.

To appeal academic suspension, students must file a suspension appeal form with the Registrar's Office. Failure to file an appeal for academic suspension will result in the cancellation of a student's schedule for the following term.

University Grievance Procedure

The MSSU Social Work Program adheres to the MSSU Student Grievance Procedure which is outlined below:

The University strives to treat all students and campus community members fairly and responsibility in accordance with campus policies and procedures. The University takes the concerns of members of the University community seriously and is committed to hearing concerns and working towards an acceptable resolution. If a student or a member of the campus

community has a concern or grievance related to the University, he or she is encouraged to address their concern in accordance with this Policy and procedures set forth below. This Policy applies to all University students.

To the extent possible, all concerns or grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as a formal grievance only when either party feels that a fair and equitable solution has not been reached in the informal discussion stage.

Student Conduct Member – if a student has a complaint or disagreement with a faculty member, he/she should:

1. First speak with the individual faculty member.
2. If the student does not reach an acceptable solution with the individual faculty member, he/she should then speak with the Department Head of the specific college.
3. If the student does not reach an acceptable solution with the Department Head of the college, he/she should then speak with the Dean of the specific college.
4. If the student does not reach an acceptable solution with the Dean of the specific college, he/she should then speak with the Vice President of Academic Affairs.

Student/Staff Member - if a student has a complaint or disagreement with a staff member, he/she should:

1. Contact the Student Affairs Office and arrange a meeting with the Director of Student Life & Conduct.

Student/Student - if a student has a complaint or disagreement with another student, he/she should:

1. Contact the Student Affairs Office and arrange a meeting with the Director of Student Life & Conduct.

Formal Process

Any student concern or grievance that was not resolved through the informal process may be presented in writing and filed with the Vice President of Academic Affairs for academic grievances or the Vice President of Student Affairs for any grievance concerning staff or students. Students are encouraged to file grievances in the same school year in which they occur. For additional information on filing a grievance please contact the Director Student Conduct office in 347 Billingsly Student Center – 471-625-9522.

Nondiscrimination

Missouri Southern State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including,

but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. Persons having inquiries concerning the University's compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following: An employee with questions or concerns about any type of discrimination in the workplace, including discriminatory harassment, is encouraged to bring these issues to the attention of Director of Human Resources, who may be contacted at: (417)-625-9805. Questions or concerns regarding the University's compliance with Title IX may be directed to the University's Title IX Coordinator or Deputy Title IX Coordinator. The University has designated the following Title IX Coordinator and Deputy Title IX Coordinator as named in the University's Title IX Policies and Procedures. Further information can be found on MSSU Business Affairs/Human Resources Office Home Page webpage.

Student Rights and Responsibilities

The School of Social Work adheres to the Code of Students Rights and Responsibilities found on the Missouri Southern State University website under the MSSU Student Handbook and MSSU website. In addition to the Code of Student Rights and Responsibilities, the School of Social Work expects students to adhere to the NASW Code of Ethics. The Code of Ethics can be found at www.socialworkers.org. Failure to adhere to the Codes, may result in the student being referred to the procedures found in the Retention, Remediation, and Dismissal Policy.

Confidentiality and Review of Student Files

MSSU follows guidelines that implement the Family Educational Rights and Privacy Act of 1974 as amended by Buckley/Bell Amendment, Section 153 of the Education Amendments of 1974. The Social Work Program, in keeping with the Family Educational Rights and Privacy Act of 1974, retains confidential records for each Social Work major. Students have the right to file a complaint with the Department of Education if violations of the act are found.

Students may request Social Work Faculty to write letters of recommendations for as needed for field placement interviews and upon graduation for future employers. The MSSU Authorization for letter of Recommendation can be obtained from a Social Work faculty member and can be downloaded by student in LionNet under Academic Forms: Registrar: Authorization for Letter of Recommendation. A signed consent is required for references over the phone, email, or letter correspondences to third parties.

Social Work Policies and Procedures

Communication

The Social Work Program will communicate with students using their MSSU email. Students are responsible to check their MSSU email regularly to ensure that they are receiving the necessary communications and information from the Social Work Program, their academic courses, and MSSU. MSSU email is the official mechanism for communication sent from the Social Work Program or its faculty and therefore notifications sent to this account are considered official notice.

MSSU Social Work Program Professional Behaviors

Social work is a profession with ethical and professional standards of behavior. These standards are a vital part of the educational components of the Social Work curriculum and field education.

All MSSU Social Work Students must adhere to the [National Association of Code of Ethics](#). The Social Work Program is preparing students to be members of the profession of social work.

Students are, therefore, expected to demonstrate respect, integrity, accountability, and empathy when working with students, university faculty, staff, field site supervisors, field agency staff, and clients and uphold the professional behavior standards. Students are also expected to adhere to these guidelines and expectations in their field education.

Social Work students will be assessed using these professional behavior standards throughout their academic career at MSSU and as they apply to their field education. Continued concerns with these professional behaviors may warrant that a student being referred to the procedures found in the Social Work Retention, Remediation and Dismissal Policy

The MSSU Social Work Program and Social Work students will adhere to the following professional expectations and standards of behaviors:

NASW Professional Values and Ethics

The NASW Code of Ethics is important to the professional social work practice and to generalist social work education.

Students must:

- Maintain the professional standards of the MSSU Social Work Program
- Adhere to the NASW Code of Ethics and conduct oneself in a manner consistent with the NASW Code of Ethics.

Integrity and Accountability: Attendance, punctuality, and preparedness:

Students must:

- Maintain integrity and honesty in all academic settings and during field placement.
- Assume responsibility and accountability for all academic and professional actions.
- Demonstrate appropriate conduct including being punctual, prepared for class and field placement, and complete work in a timely fashion.
- Communicate to faculty, staff, and field personnel when absences and lateness are deemed necessary.

Appearance

Students must:

- Adhere to a professional code of dress when needed and to agency standards when in field placement.

Respect/Conduct:

Students must:

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- Treat all students, university faculty, staff, field personnel, field agency staff and clients with respect and dignity.
- Demonstrate active listening
- Show respect for other's opinions and their right to self-determination
- Conduct oneself in accordance with the NASW Code of Ethics

Confidentiality

Students must:

- Maintain confidentiality standards in academic and professional settings
- Use technology in a way that maintains confidentiality of students, university faculty, staff, field personnel, field agency staff and clients.
- Use discretion and professional judgment when self-disclosing to students, university faculty, staff, field personnel, field agency staff, and clients
- Do not disclose identifying information or use name of clients when in their field education.

Professional Communication (written, electronic, and oral)

Students must:

- Demonstrate professional demeanor in oral, written, and electronic communication when addressing students, university faculty, staff, field personnel, field agency staff, and clients.
- Clearly articulate one's ideas, viewpoints, and philosophies in written and oral communication
- Use technology and electronic communication appropriately and adhere to the NASW Code of Ethics regarding use of technology in communication.

Collegiality

Students must:

- Treat colleagues including students, university faculty, staff, field personnel, and field agency staff with respect and dignity and work to resolve any concerns or problems in a timely fashion.
- Adhere from spreading rumors, gossip, or talking poorly about their colleagues including students, university faculty, staff, field personnel, and field agency staff.
- Work collaboratively with colleagues and conduct oneself in accordance with the NASW Code of Ethics.

Self-awareness and self-reflection

Students must:

- Demonstrate the use of reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
- Accept constructive feedback from university faculty, staff, field personnel, and peers and adjust academic and professional behavior accordingly.
- Work to effectively manage stressors and use appropriate methods of coping.
- Actively works to resolve personal issues that may impact professional performance.

Competence

Students must:

- Meet the MSSU academic standards and the requirements for attaining the CSWE competencies.
- Demonstrate effective critical thinking and problem-solving skills.
- Demonstrate proficiency in generalist social work practice.

Social Justice and Diversity

Students must:

- Demonstrates respect for a person's right to self-determination, their freedom of choice and does not violate other's professional integrity.
- Understands the impact of privilege, institutional discrimination and oppression and actively seeks practice as a diversity informed practitioner.
- Demonstrates a commitment to social justice and has the capacity to work effectively with diverse populations.
- Manage personal bias and uses supervision as needed.

Repeating a Foundation Social Work (SW) Course

Students must receive a grade of C or above in all Social Work (SW) courses. Courses in the Social Work major cannot be taken more than twice. Students must repeat courses where an acceptable grade (C or above) has not been obtained. A withdrawal from a Social Work course is considered a failing attempt at passing the course. If the student does not receive an acceptable grade in the repeated Social Work course in the second attempt, the student will be dismissed from the Social Work major and will be referred to the Student Success Center and would have to reapply to the Social Work Program. A student must earn a "Pass" grade in SW480 and SW485 Field Education I and II. A "Not Pass" grade means the student would be dismissed from the program and have to reapply to the BSW program and repeat all 400 field education hours.

Student in Good Standing

Students must remain "in good standing" as they progress through the program. To remain in good standing, students shall:

- Complete all required coursework with at least a grade of "C" or above
- Maintain an overall GPA of 2.70 and in Social Work (SW) course GPA of 2.70
- Complete advisement at least once per academic semester
- Adhere to the [NASW Code of Ethics](#) at all times
- Adhere to the professional standards at all times

Students are informed of the criteria for evaluating their academic and professional performance in several ways. Instructors provide students with the academic criteria on each of the course syllabus. The course syllabi are posted on Blackboard for so that students so that students can access it any time.

Advisors meet with student regularly. During these meetings, the student's academic performance is reviewed and assessed. If a student falls below the academic performance expectations, the advisor works with the student to develop a plan of improvement. A student's academic performance is reviewed before they enter their field education by the Field Education Coordinator.

Social Work Grading System

The Social Work program doesn't give out plus/minus on final grades. The following is the grading scale used in all classes:

Grade	Grade Range	Social Work Competency Level
A	90-100	Exceeds Competency
B	80-89	Meets Competency
C	70-79	Emerging Competency
D	60-69	Limited Competency
F	0-59	Competency Not Met

Re-Admission to the Social Work Program

For students, whose progress through the program is interrupted by two (2) or more years, re-application to the program is required. Additionally, there may be required repetition of designated courses, particularly in social work practice. The field education is considered a single, continuous course education. Students who fail to complete the field education in two successive semesters will be required to repeat the entire 400 hours of the field education upon readmission.

Students who have been dismissed from the program due to academic and/or professional behavior concerns may re-apply to the program following the same procedure as a new applicant. Additional documents may be required from the department based on the dismissal. For more information, students should contact their Social Work Faculty Advisor or the Social Work Program Director.

AI Policy

Missouri Southern State University is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Submitting work that is not one's own is unacceptable and is considered a serious violation of University policy. Cheating is a serious offense that invalidates the purpose of a university education. Any student who takes credit for the work of another person, offers or accepts assistance beyond that allowed by an instructor, or uses unauthorized sources for a test or assignment is cheating. Students must be conscious of their responsibilities as scholars, to learn to discern what is included in plagiarism as well as in other breaches of the *Student Handbook*, and must know and practice the specifications for citations in scholarly work.

- Students are must generate their own work in social work courses. When a student submits any kind of work (including papers, projects or discussions), they are asserting they have generated and written the text unless they indicate otherwise by the use of quotation marks and proper attribution for the source. Submitting content that has been generated by someone other than the student, *or was created or assisted by a computer application or tool, including artificial intelligence (AI) tools such as ChatGPT* is cheating and constitutes a violation of the MSSU Academic Integrity Code.
- Students may use simple word processing tools to update spelling and grammar in their assignments, but may not use AI tools to draft work, even if they edit, revise, or paraphrase it.
- There may be opportunities for students to use AI tools in social work classes. Where they exist, the instructor will clearly specify when and in what capacity it is permissible for students to use these tools.
- Any violation of the integrity standard will result in a “0” for the assignment.

Leave of Absence

Students who are in good standing in the Social Work major may request a leave of absence from the program for up to one year. Good standing is defined as having grades of “C” or above in the BSW foundation and pre-requisite courses including field education. This policy does not apply to military students and dependents regarding class drops and refunds associated with active orders (see separate, applicable University policy for these circumstances). There are rare circumstances in which students must interrupt their Social Work studies and may request a leave of absence. A leave of absence is not approved automatically, nor does the Social Work department consider students who choose not to enroll as being on a formal leave from study. A leave of absence may be granted up to one year before returning to their coursework for students.

A student who leaves during the semester can request a leave of absence but will have to repeat the academic course work including field education for that semester. Students who return from their leave of absence within the requested year will not be required to reapply to the Social Work major.

Requesting a Leave of Absence:

Students must complete the following process for requesting a leave of absence from MSSU Social Work Program:

1. Discuss with your academic advisor the impact of a leave of absence on the following issues:
 - Progress towards degree
 - Catalog year and status following leave of absence
 - Academic standing at the time of requested leave
 - Transfer policies, incomplete grades, cohort requirements, and other academic issues as applicable

2. Contact the Office of Financial Aid if you are receiving financial aid and/or scholarships to learn the impact a leave of absence may have on your financial aid status.
3. Write a letter to the Social Work Program Director formally requesting a leave of absence no later than 3 working days before the final day to drop/withdraw from course(s) currently enrolled set by MSSU academic calendar. The letter is to state the Social Work Program status (part-time/full-time), and the semester/year of expected return.
4. If you are currently enrolled in classes, contact the Office of the Registrar to formally drop/withdraw from your classes. Notifying the Social Work department of your intent to leave study *does not* drop/withdraw you from classes. If you stop attending classes but do not follow proper procedure for dropping/withdrawing, you will receive a failing grade and will be financially obligated to pay for the classes. Students who withdraw once classes have started are subject to the withdrawal/grading policies of the University and academic standards of the social work programs in order to maintain good academic standing.
5. Contact other University offices as applicable:
 - Bursar's Office
 - Campus Dining
 - Counseling & Testing Center
 - Financial Aid
 - International Student Services
 - Residential Life
 - Safety & Transportation (Parking)
 - Willcoxon Health Center
 - Veteran Student Services
6. Students will receive written notification from the Social Work Program Director on the outcome of their request within seven (7) business days.

Returning from a Leave of Absence:

When students return from a leave of absence, they are subject to the University's readmissions policy.

Students must follow this process for returning from a leave of absence from MSSU Social Work Programs:

1. Student should be ready physically, mentally, and emotionally to resume studies.
2. Student must be eligible to register upon return (e.g., no financial, academic, or disciplinary holds).

3. The deadline for a student to notify the Social Work Department of return from leave of absence is 30 business days prior to the first class date of the semester in which the student plans to re-enroll.
4. Notify in writing the Social Work Program Director of your intent to resume coursework.
5. Reapply to Missouri Southern State University, if applicable.
6. Meet with your academic advisor to review course of study and obtain release to register at least 14 business days prior to the first class date of the semester in which the student plans to re-enroll.
7. Resume coursework according to completion of pre-requisite classes in the correct cohort of the Social Work Program.
8. For students returning to complete a social work practicum must contact the Field Education Coordinator by August 1 in order to complete mandatory pre-practicum requirements. Failure to complete mandatory practicum preparation will prevent students from participating in practicum in the fall.

Appealing a Denied Leave of Absence:

Students who have been denied a leave of absence or students who have been granted leaves but believe that either the period of leave awarded, or the conditions specified are unreasonable have the right to appeal the decision.

Students can appeal a negative decision of the Social Work Program Director. The steps in the appeal process are as follows:

- The first step is to send a letter to the Social Work Program Director within five (5) business days of the denial detailing the following information: name, S-Number, and information about requested leave including starting and ending dates, with a clear statement of the leave request and reasons which justify the request;
- Then to the College Dean;
- Next to the Dean of the to the Vice President of Academic Affairs, who may refer the appeal to his/her designee for a hearing and recommendation;
- Finally, to the Provost of the University.

At any step of the appeals process, any of the above individuals can authorize a leave of absence, and must notify the involved individuals of their action (i.e., the Director must notify the student of his/her decision; the College Dean must notify the Director and student of his/her decision; the Graduate Dean; the Provost or designee is responsible for notifying the College Dean, Director, and student of his/her decision. If the request for a leave of absence is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, College Dean, Director, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

Retention, Remediation, and Dismissal Policy Related to Academic and Professional Concerns

The Social Work program faculty are committed to quality MSSU's Value Proposition Personal, Global Immersive experience. MSSU and Social Work Program know students are more than ID number and a valued member of our Lion community. We are committed to an immersive environment to gain practical knowledge that can prove invaluable in the workforce, and strive to broaden your horizons. To accomplish this goal, the Social Work Program requires students to meet all academic standards as described in the MSSU Student Code of Conduct and the Academic Integrity Policy, the NASW Code of Ethics, and the Social Work Professional Behavior Standards. Concerns of any of these could lead initiation of Retention, Remediation, and Dismissal Policy

All students are expected to meet with their advisor each semester to discuss academic and professional development. Occasionally, students may demonstrate difficulties with academic and professional concerns that are not resolved in a timely fashion, and questions arise regarding the fitness of that student for the program and profession. If a student is struggling, the following procedures are intended to provide support for continued student development. Note: All grade-related appeals should follow the Missouri Southern State University policies found on the website.

Missing Field Orientation and/or Program Orientation:

If a student does not attend Field Orientation and/or the BSW Program Orientation, the student must participate in a professional readiness meeting. The meeting must take place before moving forward in the program. The meeting will be with the Professional Readiness Committee. The Committee is an ad hoc committee of 3-4 faculty members who have agreed to assist students with professional readiness.

The purpose of this meeting is to provide support, encouragement, and structure so that the student has an opportunity to address identified concerns and establish a Plan for Success. Also, meeting with the Professional Readiness Committee provides an opportunity for students to assess their personal readiness for the program and make alternative plans, if necessary. The professional readiness meetings will be scheduled before the student is allowed to move forward in the BSW Program or Field. The student will be notified of the date via email and asked to present information that will confirm professional readiness (e.g., time management, managing multiple roles, etc.). If the student is unwilling to attend the meeting, the Professional Readiness Committee will refer the student to the Director of the School of Social Work to discuss retention and/or dismissal from the program following the following Retention, Remediation, and Dismissal Policy steps.

All Other Academic and Professional Concerns:

If a faculty member(s), advisor(s), and/or BSW Committee Member(s) has (or have) academic and/or professional concerns about a student in the social work program, the following steps should be followed.

This would include but not limited to:

- concerns of student's implementation of professional expectations and standards of

behaviors outlined in Social Work Student Handbook or NASW Code of Ethics

- dropping below cumulative and/or Social Work major 2.70 GPA
- more than one C in Social Work (SW) foundation and Social Work (SW) elective course
- earning a grade D or below in a Social Work (SW) foundation course.
- scoring *3-Emerging Competency* or below on EPAS core assignment in any foundational course
- concerns of academic misconduct, plagiarism, misuse of AI
- not developmentally progressing by mid-term learning plans in either Field Education Seminar (SW481 and/or SW486) competency evaluation
- no meeting the minimal competency requirements for the Field Education Learning Plan
- not submitting, inadequate completion, or not meeting minimal competency requirements of Senior Capstone Case Study paper

Retention, Remediation, and Dismissal Policy Steps

1. The academic/professional concern(s) are discussed with the student by the faculty member, and/or advisor, and an attempt will be made to resolve the concern. The concern and any remediation efforts will be documented, and a copy shared with the Social Work Program Director.
2. If informal efforts by the faculty member, and/or advisor are viewed as unsuccessful, the academic/professional concerns are expressed in writing to the Social Work Program Director or Field Education Coordinator by the faculty member(s)/advisor, including specific concern(s), documentation of related event(s) and any attempts to resolve the concern with the student. A meeting to discuss the concern within 5 business days following receipt of the documentation.
3. The Social Work advising faculty and appropriate Field Education Coordinator or Program Director will meet with the student. The meeting should take place no later than 5 business days following the faculty member's written complaint. The Social Work faculty and students will develop a Plan of Success to support the student's academic and/or professional performance. Copies of the Plan will be maintained by the student and the Social Work student file.
4. Remediation plans should be completed in one academic semester. A written explanation must be attached to the remediation plan if a longer time frame is required. If the remediation plan is successful, the Program Director will provide written confirmation to the student.
5. If the concerns are too serious that remediation is not suitable or has not been successful, the Program Director will inform the student in writing about the outcomes of the remediation plan and dismissal from the program.
6. If the student has not shown significant improvement within the set timeframe, as evidenced by the Plan of Success developed, the Program Director will set a meeting

within 5 business days to assess the student's academic, and/or professional performance. The Director will decide about student status (suspension, dismissal, or further remediation) within 5 business days of the meeting.

If the student disagrees with the Social Work Program Director's decision, the student may present the appeal:

- A. The Social Sciences Department Chair
- B. Then to the Dean of Arts and Sciences
- C. Then to the Vice President of Student Affairs, who may refer the appeal to his/her designee for hearing and recommendation
- D. Finally, to the Provost of Missouri Southern State University

Social Work Program Grievance Procedures

These are handled via the established University policy, as outlined below: Student Grievance Procedure Missouri Southern State University strives to treat all students and campus community members fairly and responsibly in accordance with campus policies and procedures. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as a formal grievance only when either party feels that a fair and equitable solution has not been reached in the informal discussion.

Informal process: Student/Faculty Member – If a student has a complaint or disagreement with a faculty member, he/she should:

1. First speak with the individual faculty member.
2. If the student does not reach an acceptable solution with the individual faculty member/ they then speak with the Department Head of the specific college.
3. If the student does not reach an acceptable solution with the Department Head of the college, they then speak with the Dean of the specific college.
4. If the student does not reach an acceptable solution with the Dean of the specific college, they should then speak with the Vice President of Academic Affairs.

Informal process: Student/Staff Member – If a student has a complaint or disagreement with a staff member, he/she should:

- Contact the Student Affairs office and arrange a meeting with the Dean of Students or with the Vice President of Student Affairs.

Informal process: Student/Student – If a student has a complaint or disagreement with a faculty member, he/she should:

- Contact the Student Affairs office and arrange a meeting with the Dean of Students or with the Vice President of Student Affairs.

Formal Process: Any student grievance that was not solved through the informal process may be presented in writing and filed with the Vice President of Academic Affairs for academic grievances or the Vice President of Student Affairs for any grievance concerning staff or students. A student must file a grievance within the current school year. For additional information on filing a grievance please contact the Vice President of Student Affairs office in 347 Billingsly Student Center @ 471-625-9522.

Student Evaluation of Educational Experience

Students have the right and the opportunity to participate in the evaluation of their educational experience, and the Social Work Department provides various opportunities. Each semester students will have a chance to provide feedback to the Social Work Department on the instruction they receive through course evaluations sent to each student for every course through Academic Affairs. To ensure greater candor, the results of student evaluations of faculty are not shared with faculty until after grades have been turned in for that semester. In addition, evaluation forms are utilized to assess the quality of advising provided and the field experience with agency and field liaison roles performed by faculty. Normally, all of these opportunities occur at the end of the semester and within the classroom setting. Students are also invited to attend Social Work Advisory Board meetings held in fall and spring of each academic year.

Green Dot School of Social Work Pledge

Missouri Southern State University is committed to being a safe, violence-free zone for students. To make sure this happens, all social work students and faculty are strongly encouraged to play a role in combatting violence by being a positive and active bystander. If you, or someone you know, has experienced violence please know you will be supported and heard. Also, know that you are not alone. If you need immediate assistance, please call 911. In all other situations, please contact the following resources for assistance: Lafayette House (417-782-1772); Ozark Center (417-347-7630); Campus Police (417-625-2222); MSSU Health Center (417-625-9223); Freeman SANE Program (417-347-SANE); Mercy SANE Program (417-556-2300).

Student Resources

Student Success Center

The Student Success Center offers classes and other services designed to meet the individualized academic needs of students. Services offered include classes to improve your academic abilities, tutoring, a computer lab, and disability accommodations. All Student Success Center services are free to MSSU students. Further information can be found on MSSU Student Affairs/Student Success Center webpage.

Student Disability Services

Missouri Southern State University is committed to providing accessible, inclusive experiences for all students, employees, and visitors. Accessibility at MSSU encompasses academic accommodations, workplace support, digital content and teaching and learning resources across

the university. Further information on accessibility services and ADA Compliance Plan can be found [Disability Services](#) webpage.

Accommodation is individualized based on the needs of each student as identified in documentation of the student's disability. Examples of what we can do include:

- Review of documentation to establish eligibility for services
- Letters to faculty identifying appropriate classroom accommodations
- Classroom and course requirement accommodations
- Materials in alternative formats
- Academic aides (note takers, sign language interpreters, readers, scribes, etc.)
- Equipment loan related to academic needs
- Advocacy

Veteran Services

The Mission of the Veteran Services Office at Missouri Southern State University is to create a welcoming environment that is dedicated to supporting the needs of military service members, veterans, and dependents as they make the transition to higher education and pursue their career goals. The Veteran Services Office assists military service members, veterans, and dependents with utilizing their VA and military education benefits at Missouri Southern State University and is responsible for certifying enrollment to the VA. Further information can be found on MSSU Student Affairs/Veterans Services webpage.

Counseling Services

Counseling Services provides free, individualized, confidential, brief, time-limited counseling sessions for currently enrolled MSSU students. These sessions are geared toward helping students meet the challenges that stand in the way of success. Successful relationships and personal satisfaction frequently result from the solutions to life problems addressed in college. Members of the counseling staff are available for consultation to students who may have concerns about another student or friend, or about a particular situation. Counseling Services staff are also available to consult with faculty and staff regarding such issues. They can also assist in making referrals to off-campus professionals when specialized or intense long-term services are needed. Further information can be found on MSSU Student Affairs/Advising Counseling and Testing Services webpage.

MSSU Financial Aid Office

MSSU Financial Aid Office's mission is to enable you to successfully complete a university education regardless of your financial background. Our Financial Aid Team strives to keep students informed of current government regulations, to foster open communication between staff and students and maintain positive customer service. We participate in a variety of aid programs to assist qualified students. These funds – from private, institutional, state, and federal sources – are coordinated to meet your individual financial needs, performance ability and academic excellence. Further information can be found on MSSU Student Affairs/Financial Aid webpage.

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Be the Change – Social Work Scholarship

The Be the Change Social Work scholarship was started by regional social workers and is funded in part each year by their registration fees and donations at the annual Joplin Professional Social Workers seminar. This scholarship is awarded to students admitted into the Social Work program with a minimum GPA of 2.75, and preference is given first-generation college students from an ethnic or racial minority. If you are interested in applying for the Be The Change Social Work Scholarship, you must fill out the application found on the [Foundation Scholarships](#) website.

Allan Craig Stephens Scholarship

The Allan Craig Stephens Scholarship is awarded to students accepted into the Social Work major (SW01) with a focus on Autism Spectrum population in their field education practicum and/or completion of autism related courses or certificates. If you are interested in applying for the Allan Craig Stephens scholarship, you must fill out the application found on the [Foundation Scholarships](#) website.

New Student Orientation

The BSW New Student Orientation introduces students to the expectations of the Social Work Program that are outlined in this student handbook. Orientation includes informing students about the policies and procedures for the social work major. Students are provided a digital copy of the BSW Student Handbook, and it is also available for them on the MSSU Social Work webpage. Students are expected to read the handbook thoroughly and sign the student acknowledgement form that indicates that have read the handbook. Students' orientation is held at the beginning of the fall semester and is mandatory for all newly admitted social work major.

Field Education Orientation

The BSW Field Education Orientation provides student and field practicum agency representatives with vital information for successful practicum placement and development of social work generalist competencies and practice behaviors. The orientation will provide opportunities to discuss field documents, policies, and competency evaluation methods.

Social Work Professional Organizations

Joplin Professional Social Workers

Joplin Professional Social Workers (JPSW) has been in existence since 2002. It is a grass roots, voluntary membership comprised of social work students, degreed social workers, and licensed social workers. Students have the opportunity to volunteer and/or attend the annual seminar held each March for Social Work Month. Students are also able to network with other social workers, as about resources, and learn about community opportunities through the JPSW Facebook page, which can be accessed at <https://www.facebook.com/groups/107461642614409/>

National Association of Social Workers

The National Association of Social Workers (NASW) is the professional organization for practicing social workers in the US. It provides leadership on social issues at the state and national levels, supports a wide variety of social legislation beneficial to social workers and their clients, publishes a monthly journal entitled *Social Work*, and is dedicated to encouraging high standards of social work practice.

NASW Missouri Chapter

The Missouri Chapter of NASW has several divisions including one that covers the Springfield area. There is also a NASW-Missouri Student Network that is dedicated to social work students. The Student Network section of the NASW website provides students with resources such as scholarship information, licensure, accreditation, loan forgiveness. It also provides an opportunity to learn from other social work student contributions to the field and volunteer opportunities. Further information can be found on NASW Missouri Chapter webpage.

National Association of Social Workers Code of Ethics

Students can access the <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English> NASW Code of Ethics at www.socialworkers.org

Social Work Student Involvement Opportunities

Social Work Advisory Board

The Social Work Program has a Student Advisory Committee that allows for student participation in formulating and modifying policies affecting academic and student affairs. This committee meets at least once each semester. Additionally, all students are offered the opportunity to complete periodic course evaluations, satisfaction, and climate surveys. Members of the community, the Social Work faculty, and Social Work students. Their role is to offer recommendations and guidance for the Social Work Program and to provide information about the current changes in the Social Work field and profession.

Social Work Student Organization: League of Lions

The Social Work Program sponsors a student organization that has existed from the very beginning of the Social Work Program at MSSU. Each year members of the Social Work staff and/or faculty are chosen or volunteer to serve as sponsors of the Social Work student organization, League of Lions (LOL). Student officers are also elected each year. The LOL Social Work organization is available to fully admitted Social Work students and students who have declared Social Work as their major. This club provides avenues for service and leadership opportunities, along with connection to resources in the community.

Social Work Honor Society

The Social Work Program sponsors a student honor society, Chi Gamma Phi Alpha, that began in December 2016. The honor society has GPA criterion of 3.0 overall and 3.25 for Social Work coursework and has completed at least 9 hours in the Social Work curriculum.

League of Lions Student Organization Facebook Page

The League of Lions Facebook page is for current, former, and prospective students, members of the social work community. It provides posts of job listings, training, current news, and policy updates relative to the Social Work profession. It is also a forum to view current events involving the Social Work Department and Social Work students as a means to organize and inform opportunities for involvement.

MSSU Student Research Symposium

Social Work students are encouraged to utilize the research projects under the guidance of Social Work faculty and participate in the MSSU Student Research Symposium. This provides students opportunity to demonstrate competencies and disseminate knowledge for the social sciences category.

Appendix A

Social Work Plan of Study for Full-Time and Part-Time Students

Social Work Plan of Study for Full-Time Students			
Year 1 & 2 Gen Ed + Electives* + SW 231 (Introduction to Social Work)			
	FALL	SPRING	SUMMER
Year 3 (Junior)	SW 231 Introduction to Human Services	*Social Work or Certificate Elective Opportunity	
	SW 300 Social Welfare Policies and Services	SW 370 Social Diversity	*Social Work or Certificate Elective Opportunity
	SW 310 Human Behavior and the Social Environment I	SW 420 Generalist Practice with Families & Groups	
	SW 410 Generalist Practice with Individuals	SW 430 Generalist Practice with Communities & Organizations	
	*Social Work or Certificate Elective Opportunity	SW 453 Foundations in Field Education	
	(12-15 Hours)	(15 Hours)	
Year 4 (Senior)	SW 470 Social Research and Evaluation	SW 475 Social Justice Practice	

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	SW 480/481 Field Education I & Seminar I	SW 485/486 Field Education II & Seminar II	
	*Social Work or Certificate Elective Opportunity	*Social Work or Certificate Elective Opportunity	
	(12-15 Hours)	(12-15 Hours)	
SW Electives Options: Choose two from list.			

Social Work Plan of Study for Part-Time Students			
Year 1 & 2 Gen Ed + Electives* + SW 231 (Introduction to Social Work)			
Application to Social Work Program occurs in Spring of Sophomore Year			
	FALL	SPRING	SUMMER
Year 3 (Junior)	SW 231 Introduction to Social Work	*Social Work or Certificate Elective Opportunity	
	SW 310 Human Behavior and the Social Environment I	SW 370 Social Diversity	
	*Social Work or Certificate Elective Opportunity		
	(6-9 Hours)	(6 Hours)	
Year 4 (Junior)	SW 300 Social Welfare Policies and Services	SW 420 Generalist Practice with Families & Groups	
	SW 410 Generalist Practice with Individuals	SW 430 Generalist Practice with Communities & Organizations	*Social Work or Certificate Elective Opportunity
	(6 Hours)	(6 Hours)	
Year 5 (Senior)	SW 470 Social Research and Evaluation	SW 475 Social Justice Practice	
	SW Elective	SW 453 Foundations in Field Education	
	(6 Hours)	(6 Hours)	
Year 6 (Senior)	SW 480/481 Field Education I & Seminar II	SW 485/486 Field Education II & Seminar II	
	(6 Hours)	(6 Hours)	
SW Electives Options: Choose two from list.			

Appendix B: Social Work Course Descriptions

SW 231: Introduction to Human Services (3 credit hours)

Provides students with an introduction to the profession of social work. The history of the profession, social work values, ethics, skills, and areas of practice will be examined. This course emphasizes the importance of social justice, diversity, and advocacy in the social work profession through a generalist practice perspective.

SW 298: Special Topics in Social Work (1 credit hour)

Special Social Work topics of current interest. Subjects and instructors may vary each semester. Students are encouraged to submit areas of interest to the Social Work Program Director.
Prerequisites: SW 231 with a grade of 'C' or higher and admission to the Social Work program.

SW 300: Social Welfare Policy and Services (3 credit hours)

Describes the role of social policy in the organization and the delivery of social services. Presents a framework for the analysis of policy development and impacts. Presents methods of influencing policy development and implementation. Prerequisites: Admission to the Social Work program.

SW 310: Human Behavior and Social Environment I (3 credit hours)

Major theories of human development across the life span and life course. Ecological relationship of diverse individuals and families with other systems in the social environment described with focus on biological, psychological, and social context and content. Prerequisites: admission to the Social Work program or permission of the Program Director.

SW 370: Social Diversity (3 credit hours)

An examination of the effects of race, gender, religion, disability, sexual orientation, and other factors of social relationships and opportunity. Presents theories about the relationship between diversity, social injustice, and oppression. Examines ethical issues in relation to social conflict and cooperation. Prerequisite: SW 310 with a grade of 'C' or higher.

SW 410: Generalist Practice with Individuals (3 credit hours)

Explores generalist social work practice and theory in working with individuals emphasizing the generalist intervention model. The basic knowledge, principles, and skills for effective interviewing and case management are examined and applied. Prerequisites: SW 310 with a grade of 'C' or higher, may be taken concurrently.

SW 420: Generalist Practice with Families & Groups (3 credit hours)

This practice course examines mezzo level generalist social work practice with families and groups. Explores evidenced-based strategies in working with families and groups emphasizing the generalist intervention model which involves engagement, assessment, planning, intervention, evaluation, termination, follow-up, and appropriate related documentation for each helping phase. The basic knowledge, principles, and skills for case conceptualization examined and applied. This practice course also emphasizes group leadership skills, group dynamics, and the stages of group development. Topics include types of groups, ethics, conflict resolution, and working with diverse populations. Course pre-requisites: SW410 Generalist Practice with Individuals with a grade of 'C' or higher, may be take concurrently.

SW 430: Generalist Practice with Communities and Organizations (3 credit hours)

This practice course focuses on generalist social work practice with communities and organizations. This course integrates the knowledge, values, and skills needed to implement the planned change process to communities and organizations. Students will examine and apply leadership and advocacy skills to facilitate macro practice interventions and to empower diverse populations in society. Prerequisites: SW410 Generalist Practice with Individuals with a grade of 'C' or higher.

SW 453: Foundations in Field Education (1 credit hour)

Field education is a capstone experience that students apply knowledge, skills, and values in an approved community organization, with regular evaluations before concluding the Bachelor of Social Work (BSW) degree. This course is designed to orient students to the field education policies and procedures, prepare for roles and responsibilities, develop students' professional leadership skills, and ensure foundational CSWE social work competency levels are developed before entering the capstone BSW field experience. Throughout the course, students will become familiar with documents utilized during field experience and complete documents required to be approved for field education placement. Additionally, the student will decide on a practice area of social work and complete required interviews. By the end of the course, student will confirm placement at an approved community agency to complete the field experience hours the following fall and spring semester.

Prerequisites: SW410 Generalist Practice with Individuals with minimum grade of C and SW420 Generalist Practice with Families and Groups with minimum grade of C (may be taken concurrently) and SW430 Generalist Practice with Communities and Organizations with minimum grade of C (may be taken concurrently).

SW 470: Social Research and Evaluation (3 credit hours)

The study and experience in current methods of social research and evaluation with an emphasis on proposal development and implementation of project measurement and design. Prerequisites: SW410 Generalist Practice with Individuals with minimum grade of C and SW420 Generalist Practice with Families and Groups with minimum grade of C (may be taken concurrently) and SW430 Generalist Practice with Communities and Organizations with minimum grade of C.

SW 475: Social Justice Practice (3 credit hours)

The study and experience in advocacy practice to affect social justice for marginalized populations. Prerequisites: SW453 Foundations in Field Education all with a grade of 'C' or higher (may be taken concurrently).

SW 480: Field Education I (4 credit hours)

Supervised experience in a community social service agency. Application of the knowledge, values, and skills of generalist social work practice to work with client systems in an organizational setting. Prerequisites: SW 453 with a grade of 'C' or higher (may be taken concurrently), and SW 470 with a grade of 'C' or higher (may be taken concurrently). Co-requisite: SW481 Field Seminar I

SW 481: Field Seminar I (2 credit hours)

Supervised experience in a community social service agency. Application of the knowledge, values, and skills of generalist social work with practice to work with client systems in an organizational setting. Prerequisites: SW453 Foundations in Field Education with a grade of 'C' or higher and SW 470 with a grade of 'C' or higher (may be taken concurrently). Co-requisite: SW480 Field Education I.

SW 485: Field Education II (4 credit hours)

Continuation of SW 480. This course serves as the capstone of the social work program.

Prerequisites: SW480 with a grade of 'C' or higher and SW 481 with a grade of 'C' or higher. Co-requisite: SW486 Field Seminar II

SW 486: Field Seminar II (2 credit hours)

Supervised experience in a community social service agency. Application of the knowledge, values, and skills of generalist social work with practice to work with client systems in an organizational setting. Prerequisites: SW 480 and SW 481 both with a grade of 'C' or higher. Co-requisite: SW485 Field Education II

SW 498: *Advanced Topics in Social Work* (1-3 credit hours)

Special social work topics of current interest. Subjects and instructors may vary each semester. Students are encouraged to submit areas of interest to the social work Program Director. Prerequisite: SW 231 with a grade of 'C' or higher and admission to the Social Work program.

SW 499: *Independent Study Social Work* (1-3 credit hours)

Individually directed study for advanced majors in area of social work selected with advisor approval. The proposal must be approved by program director and school dean. Prerequisites: admission to the Social Work program.

Social Work Elective Course Descriptions (6 credits required)

SW 391: *Substance Abuse Services* (3 credit hours)

The course is an analysis of the policies, services, treatment modalities, and related intervention processes related to the abuse of and addiction to alcohol and other drugs. The purpose of the course is to familiarize the student with the substance abuse process, the various treatment modes and the policies that have directly and indirectly contributed to the continuation and growth of this bio-psycho-social-spiritual problem. Social workers need to understand substance abuse and addiction regardless of the practice setting and population. Substance abuse occurs across all populations and settings and is a component of the generalist social work perspective.

Prerequisite: Grade C or above in any of the following courses: SW231, PSY100, SOC110 or CJ100.

SW 392: *Mental Health Services* (3 credit hours)

The course is an analysis of the policies, services, treatment modalities, and related intervention processes related to mental health and mental disorders. The purpose of the course is to familiarize the student with mental illness, the various treatment modes and the policies that have directly and indirectly contributed to the continuation and growth need for services. Social workers need to understand dimensions of mental health and mental disorders, as well as mental health service delivery. Mental illness occurs across all populations and settings and is a component of the generalist social work perspective. Prerequisite: Grade C or above in any of the following courses: SW231, PSY100, SOC110 or CJ100.

SW 393: *Family and Children Services* (3 credit hours)

The course is an analysis of the policies, services, treatment modalities, and related intervention processes related to families and children. The purpose of the course is to familiarize the student with family and children social problems and the importance of services that support the health

and well-being of families and children. Prerequisite: Grade C or above in any of the following courses: SW231, PSY100, SOC110 or CJ100.

SW 394: Gerontology Services (3 credit hours)

An analysis of the policies, services, and related intervention processes related to the care of the aged. The purpose of the course is to familiarize the student with the aged population, the service continuum of care and the policies that have directly and indirectly supported the elderly in our society. Prerequisite: Grade C or above in any of the following courses: SW231, PSY100, SOC110 or CJ100.

SW 395: The Happiness Project (3 credit hours)

The course has 3 components: understanding oneself, understanding and building interpersonal relationship skills, and understanding and committing to social advocacy within the students' community. The purpose of the course is to familiarize the student with these three components and their interactions with sustained happiness.

SW396: Crisis Services and Intervention Strategies (3 credit hours)

An analysis of services and helping process related to crisis interventions in various practice settings and respect of diverse population. The purpose of the course is to familiarize the student with crisis continuum of care, crisis theories and foundational skills for crisis services. Will emphasize knowledge from a trauma-informed lens and importance of developing self0care plan for vicarious trauma. Prerequisite: Grade C or above in any of the following courses: SW231, PSY100, SOC110 or CJ100.