



School of Social Work

University of Missouri

Make Tomorrow's Change Today



STUDENT HANDBOOK PHD PROGRAM 2017-2018

GREETING FROM THE PROGRAM DIRECTOR

Welcome to the University of Missouri (MU) PhD program in Social Work! I am pleased to have this opportunity to make a contribution to the program. The program is the only social work PhD program in a Missouri public higher education institution. Consistent with MU's stature as a Carnegie Doctoral/Research Extensive institution and a member of the Association of American Universities (AAU), the goal of the PhD program is to prepare students for excellence and leadership in social work research and teaching.



One of the strengths in our program is that students have opportunities for collaborative research and teaching with other disciplines across campus such as family and community medicine, health sciences, nursing, public health, women's and gender studies, interdisciplinary research centers, and others. Frequently, such collaboration makes an important contribution to students' success in the program.

Our doctoral faculty are dedicated to producing outstanding researchers and educators. The doctoral faculty members encourage students to publish papers in refereed journals, make presentations at regional and national conferences, and have teaching opportunities while in the program. Most of our PhD program graduates are on the faculty of social work programs both inside and outside of the country (see Appendix B). We also have graduates who are working in various settings such as state agencies and hospitals.

I encourage you to visit our program in person and on-line at <http://ssw.missouri.edu/phd.html> and talk with our doctoral faculty to learn about the program. For more information, please contact me at yuma@missouri.edu.

Sincerely,

Mansoo Yu, PhD
Associate Professor
Director of Doctoral Studies, School of Social Work

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¹Students admitted to the School of Social Work Doctoral Program and/or beginning study as of the Fall Semester 2016 and 2017 are subject to the regulations and requirements of this handbook which is the official policy of the program and supersedes all previous published handbooks and policy statements.

I. PURPOSE OF THE HANDBOOK

This handbook has been designed to supplement the University of Missouri (MU) website with details about the School of Social Work's PhD Program, including expectations, policies and procedures. The faculty and staff of the School of Social Work provide education, leadership, mentoring, and guidance to assist students in obtaining the maximum possible benefit from graduate education. For additional advice and/or clarification of policies and procedures, students should consult with their assigned academic advisor, the PhD program chair, or program staff.

II. THE SCHOOL OF SOCIAL WORK IN THE UNIVERSITY CONTEXT

The University of Missouri Tradition

The University of Missouri System has provided teaching, research and service to Missouri and the nation since 1839. The university was the first publicly supported institution of higher education established in the Louisiana Purchase territory. Its philosophy of education was shaped in accordance with the ideals of Thomas Jefferson, who was an early proponent of public higher education. Today, the University of Missouri System is one of the nation's largest and most prestigious public research universities, with nearly 70,000 students on four campuses and hundreds of thousands served statewide through University of Missouri Extension and University of Missouri Health System.

History

Missouri University (Mizzou), established in Columbia in 1839, is the oldest state university west of the Mississippi River. MU is the largest of the four campuses of the University of Missouri System. Other units in the system include The University of Missouri- St. Louis (UMSL), The University of Missouri- Kansas City (UMKC) and the Missouri University of Science and Technology (MUST) in Rolla MO.

The Office of Graduate Studies

MU Master's degrees were first awarded in 1846. The first doctor of philosophy degree was awarded in 1899. MU is one of the most comprehensive and diverse universities in the United States. As a member of the Association of American Universities (AAU) and a Carnegie Foundation Advancement of Teaching classified "Comprehensive Doctoral with Medical/Veterinary degrees," MU is a premier provider of graduate and professional education.

The University offers many developmental experiences outside the classroom, including concerts, theatrical productions, fine art and cultural exhibits, and films. Many campus groups sponsor specialized seminars and

lectures by distinguished visiting scholars. Approximately one-quarter of MU's budget comes from state and federal appropriations. The sources of the remainder of the budget include private gifts, grants, student educational fees, auxiliary enterprises and University Hospital. MU's federal funding for research projects has increased 66 percent since 1997; the University now has \$129 million in ongoing research projects and enjoys broad support from its alumni. The University is distinguished from other public institutions in the state and in the region by the scope and quality of its graduate programs and its scholarly and creative productivity. Closely interwoven graduate education and research enterprises provide a context for high-quality undergraduate and professional education, and for effective outreach sensitive to the needs of the state.

History of the MU School of Social Work

Our BSW and MSW programs are accredited by the Council of Social Work Education (CSWE), the national accrediting body for professional social work education. Our PhD program is the only social work doctoral program available at a Missouri public institution.

BSW Program

While sociology, psychology and related degrees provide generalized preparation for a number of careers, a Bachelor of Social Work (BSW) degree provides you with specific, targeted courses that train you in treating the whole person within the context of his or her environment. BSW students receive training in advocacy, assessment, case management, community outreach, crisis intervention, intake/referral, interviewing, problem solving, research and service planning.

MSW Program

The University of Missouri's MSW Program prepares competent, effective and ethical social work professional leaders for social change. The MSW Program emphasizes a commitment to enhancing human well-being by alleviating social problems, embracing diversity and promoting social and economic justice with systems of all sizes through advanced clinical social work practice and policy planning and administrative social work practice.

PhD Program

Like many other states, Missouri faces a number of socioeconomic and demographic challenges resulting in the need for new, effective social services. MU's Social Work Ph.D. program is the only program located in a Missouri public higher education institution. The Ph.D. program prepares researchers and scholars trained at the highest level of competence for research and higher education careers.

The program is research focused and very selective. Admission to the school is judged on the basis of fit between an applicant's proposed career and the ability of the school to assist in achievement of those career goals. The program builds upon MU's mission of service to the state as a land-grant university and extends it into the 21st century. The research focus of the MU doctoral program is in keeping with MU's stature as a Carnegie Doctoral/Research Extensive institution and a member of the Association of American Universities, The School is also a member of the St. Louis Group for Excellence in Social Work Research and Education, an elite group of research oriented schools of social work.

The faculty has set the school's mission to be developing leadership for social and economic justice. In 2000, the school launched its nationally distinctive PhD program with an emphasis on research, teaching, and assistance to the state of Missouri on state social policy. Between 2000 and 2010, four new faculty members with earned doctorates from Research/Doctoral Extensive institutions joined the school. In fall 2012, three additional scholars with credentials from Research/Doctoral Extensive institutions joined the doctoral faculty along with a newly appointed Director for Research. In 2015-2016, four new tenure-track faculty members joined the School. In 2015, two faculty members were newly elected to the doctoral faculty. In 2016-2017, two new tenure-track faculty members joined the School. Eight doctoral faculty members are currently working in the School of Social Work.

III. THE PHD PROGRAM IN SOCIAL WORK

Objectives:

Students will complete the program with the knowledge and skills to

- Teach research and social work practice
- Conduct individual research
- Inform development and evaluation in policy and social work programs
- Advance research on clinical and macro practice issues

Intellectual and Professional Growth

The PhD program offers students:

- Support for conferences
- Mentorship
- Ongoing seminars & brown bag lunches
- Research assistantships
- Opportunity to participate in the Graduate Student Association and Graduate Professional Council

Basic Components of the PhD Program

The PhD Program is comprised of course work, the qualifying and comprehensive examinations, conducting dissertation research and writing an integrated paper. The program is structured consecutively to prepare students to develop and conduct their research successfully.

Course Work. Courses are taught by social work faculty, as well as faculty from other divisions and specialties.

Courses in:

- Social Work 9100: Essential Social Work Knowledge
- Social Work 9300: Research Methods Seminar (Research I)
- Social Work 9350: Advanced Quantitative and Qualitative Methods in Social Research (Research II)
- Social Work 9500: Professional Development Seminar I
- Social Work 9600: Professional Development Seminar II
- Social Work 9650: Teaching Seminar

Year 1			Year 2		Year 3 & Beyond	
Fall	Spring	Summer	Fall	Spring	Fall	Spring
9100 Knldg bldg 3	9700 Social Welfare Pol 3	Elective 3	9800 Res Application I 3 (Diss Adv)	9890 Diss. Sem. (3)	9900 Dissertation (Diss Adv)	9900 Dissertation (Diss Adv)
9300 Res Meth & Des I 3	9350* Res Meth & Des II 3		Elective 3	Elective 3		
Stats 3 (non-SSW)	Stats 3 (non-SSW)	QUALIFYING EXAM	Elective 3	Elective 3		
9500 Proseminar I 1	9600 Proseminar II 1		9650 Teaching Seminar 1			
			Grad 9010/9020 Preparing Future Faculty 1 (Campus Program)			
10 credit hrs	10 credit hrs	3 credit hrs	10 credit hrs	10 credit hrs		

Dissertation. Development of the dissertation is guided by an advisor and dissertation committee composed of four or more faculty members, three of whom must be SSW faculty and one of whom must be a faculty member from another division of the University.

Dissertation Proposal:

- Proposal Defense

Dissertation:

- Dissertation Defense

IV. SOCIAL WORK DOCTORAL FACULTY AND THE PHD PROGRAM

Director of Doctoral Program

Mansoo Yu, PhD (Washington University in St. Louis), Associate Professor

Current Doctoral Faculty

- Kelli Canada, PhD (University of Chicago), Assistant Professor
- Dale Fitch, PhD (University of Texas-Arlington), Associate Professor
- Colleen Galambos, PhD (The Catholic University of America), Professor
- Clark Peters, PhD (University of Chicago), Associate Professor
- Leigh E. Tenkku Lepper, PhD (Saint Louis University), Associate Research Professor
- Aaron Thompson (University of North Carolina-Chapel Hill), Associate Professor
- Dong Pil Yoon, PhD (University of Illinois-Urbana-Champaign), Associate Professor

Doctoral Program Support

- Ms. Shannon Mezzanotte (mezzanottes@missouri.edu)

Selection of Advisor

The doctoral program director and program support will advise all new students on matters of policies/procedures and academic life at the University of Missouri. New students will be assigned to doctoral faculty members as their first year faculty advisor in terms of similar interests.

During the first year, the program director will help students articulate areas of interest and identify faculty, and opportunities for research and teaching development. At the end of the first year, students will take the qualifying exam. After students pass the exam, students will select a dissertation chair, by mutual consent, from faculty members who are members of the School of Social Work Doctoral Faculty. There is no expectation that the first year advisor will become the dissertation chair.

In the event that an advisor retires or leaves MU, he/she may continue to serve as a student's advisor. If an advisor is unable or unwilling to continue to serve, the program director will assist the student to find a replacement.

Selection of Doctoral Dissertation Committee

The Doctoral Dissertation Committee must be recommended by the student's advisor and approved by the doctoral program director and the Office of Graduate Studies after the successful completion of the qualifying exam and

before one year has elapsed following the student's first registration as a doctoral student.

The Doctoral Dissertation Committee shall be composed of **a minimum of four members of the MU graduate faculty of which** at least three members are from the School of Social Work (including the advisor) **and one outside member** from a different MU program. Of the **THREE** School of Social Work members, **at least two must be doctoral faculty including the chair and one other graduate faculty member**. Additional committee members with specialized expertise who do not meet the criteria for the MU graduate faculty or doctoral faculty may serve on a doctoral committee as a fifth or sixth member, at the request of the dissertation committee's chair and with special permission of the Associate Vice Chancellor for Graduate Studies.

All members of the dissertation committee must be intimately involved and will actively participate in the activities of the doctoral student involving their dissertation's preparation and defense. Dissertation committee members may call for a meeting of the full committee at any time to discuss the student's progress.

V. ADMISSION REQUIREMENTS

Admission to the PhD program is limited and determined on a competitive basis. The doctoral faculty of the School, sitting as a committee as a whole, makes admission decisions. Application deadline is January 15th. Applicants are strongly encouraged to apply earlier for admission to take full advantage of available scholarship funds and assistantship positions.

Criteria used in assessing an applicant's qualifications include all of the following:

1. Applicants are required to hold a master's degree. Applicants who have a master's degree, but not an MSW degree from a CSWE accredited program will be required to take up to 12 credit hours of MSW elective courses while completing their doctoral degree. Non-MSW degree holders are strongly advised to consider entering the Masters of Social Work (MSW) Degree program or the Combined MSW/PhD program (expected to be available in the near future).
2. Research methods and statistics courses with a grade of at least a B.
3. Current curriculum vita. A minimum of two years' postmasters practice experience is preferred.
4. Official copies of all undergraduate and graduate transcripts. A minimum grade point average of 3.0 for the final 60 hours of the baccalaureate degree generally will be required. A minimum of 3.5 GPA for graduate work is recommended.

5. Three letters of recommendation are required. Two letters from professors who have known the applicant in an academic capacity are recommended. Please do not include personal, pastoral and relative references.
6. A writing proficiency sample is required (e.g., previous publication, book chapter, master's thesis, unpublished research paper, etc.).
7. A personal statement of interest (double-spaced, 12-point font, 6 pages maximum) is required.
 - *What is your motivation for a doctoral degree in social work?*
 - *Why the achievement of a PhD in social work is important to your professional development?*
 - *What specifically attracts you to the University of Missouri Social Work PhD program?*
 - *What practice experience in social work have you had?*
 - *What is your career goal? What position do you plan to seek after completing the degree?*
 - *What is your research interest?*
8. A personal interview may be required, and if possible, will be arranged at MU. A telephone/online interview may be utilized in some cases.
9. GRE is not required, but it is recommended that applicants submit GRE scores to be considered for scholarships.
10. Application fees to Office of Graduate Studies.

For International Students:

The TOEFL is required for international students who have English as a second language.

All non-native English speaking applicants must submit either a TOEFL with a minimum total score of 550 on a paper-based test (PBT) or 80 (out of 120) on an internet-based test (IBT), or, an IELTS (academic version) with a minimum total score of 6.5 prior to admission. In addition, it is expected that applicants will achieve subsection minimums of no less than 20 on IBT, 54 on PBT or 6.0 on IELTS (subsections: Reading, Listening, Speaking and Writing). Please note that Institutional TOEFL (TOEFL ITP) results from schools or institutions other than the University of Missouri are not acceptable.

Admitted Students will have completed the admission process before acceptance into the program. Two groups may have special additional requirements and limitations.

Students without an MSW degree (12 hours): Applicants who do not have an MSW degree from a CSWE accredited program will be required to take 12 credit hours of Social Work coursework. Non-MSW degree holders are strongly advised to consider entering the Masters of Social Work Degree program before entering or continuing to the doctoral program, or the Combined MSW/PhD program.

Post-bachelor studies students: Student with or without MSW or other advanced degrees may take doctoral courses as post-bachelor studies students if approved by the director of the doctoral program but are limited to taking not more than 12 credit hours of doctoral courses.

MU Office of Graduate Studies Application. The Office of Graduate Studies uses an online application. Our degree programs have instant access to review applications that have been submitted.

- **Application fee.** No action will be taken on your application until you have paid your application fee.
- **Transcripts or mark sheets.** As part of the submission process, **applicants are required to upload unofficial copies** of all transcripts to the online application. If you are accepted by an academic program, you will then be required to submit official transcripts. After acceptance, official transcripts must be sent directly from each university or college you have attended. (*Note that certain international institutions issue transcripts in officially-sealed envelopes only to their students; if this is the case, MU accepts those sealed official documents when mailed to MU by the applicant.*) Transcripts/mark sheets for all baccalaureate degrees or equivalents and any additional degrees must be sent in both English and the native language. Institutions must mail official transcripts and marks sheets directly to Graduate Admissions, University of Missouri, 210 Jesse Hall, Columbia, MO 65211-1160.
- **Standardized test scores:** Check with your program of interest to see which, if any (GRE, GMAT, MAT, etc.), are required for your application. Official scores must be sent directly from the testing service provider to your academic program.

Please note: The Office of Graduate Studies has additional requirements for international applicants. Students who are veterans can learn about benefits or can visit in the MU Veterans Center on campus. There you can receive G.I. Bill information and certification for eligible veterans, dependents and vocational rehabilitation veterans. The office also furnishes information on military service educational assistance programs.

Transfer of Credit

The doctoral program committee may recommend that a specific number of hours in a master's or educational Specialist degree be transferred toward the total hours required for the doctoral degree, and that additional hours be transferred for continued graduate work done either at MU or elsewhere. Twenty-one (21) hours of credit will be given for coursework taken to obtain an accredited MSW degree. Additional hours past the master's degree are limited to a maximum of six hours. The committee may recommend that courses taken through MU's Extension division be counted toward the credit hour requirement. Extension or correspondence course work from institutions other than MU may not be used to meet the total hours required for the doctoral degree.

VI. PHD PROGRAM REQUIREMENTS

Progression through the Doctoral Program

The PhD program is designed so that students making academic progress can complete the program in three academic years. Many students take an additional year to complete the program related to the complexity of their dissertation. Students have a total of ten years to finish the PhD program per The Office of Graduate Studies policies. The following provides detailed descriptions of the elements of the doctoral program.

Qualifying Examination

When first admitted to the SSW program, students are admitted as "graduate students taking doctoral classes." The student must pass the qualifying examinations to be fully engaged in the doctoral degree program. Following successful completion of the qualifying examinations, students become "qualified doctoral students" and are permitted to name a dissertation committee chair and with their chair select a doctoral committee. The student will then complete and submit the D1 form.

The student's committee and the student will then develop a plan of study and complete for filing the D2 form. Until successful completion of the qualifying examination, the director of doctoral studies or a member of the school's doctoral faculty who is appointed as the advisor acts as the student advisor in all curriculum choices.

Qualifying Exam Procedures and Standards

The Doctoral Program Committee (DPC) has established (approved January 2010 & 2012) the following procedures for the qualifying examination effective for all students admitted to the program in the fall 2010 and after.

The exam will be four-five questions asking the student to respond to stimulus material dealing with an area of social concern. Two or more sets of stimulus material will be provided to the students seven (7) days before the

exam. Students may select one stimulus article on which their exam will be based. The examination will be an essay response to each separate question based upon the four core courses. The examination will be conducted on one day from 9 AM until 5 PM in the School of Social Work. The DPC will establish the specific day following the completion of foundation courses but before the beginning of the summer courses on which the qualifying examination will be given.

On the exam day, each student will be assigned an identification number known only to the persons responsible for proctoring the exam. This number will be the only identifying information on the examination. Computer equipment will be provided for each student along with a removable storage device on which the complete exam will be stored. The completed exam on the storage device will be given to the doctoral program support person (DPSP) or the doctoral program director (DPD) not later than 5 PM on the day of the exam. The student may request an emailed copy of their completed examination.

Two faculty members will be assigned to grade each completed exam. The graders will work independently on the 'blinded' review and grading. They will send their numerical score and any comments they wish to make to the DPD electronically or in writing using the identification number on the exam.

Grading will be on a numerical scale from 1.0 (low) to 4.0 (high). Students must achieve a mean score of 2.5 to achieve a 'pass.' In cases where there is major disagreement between the two initial graders, a third grader will be assigned and the score averaged among the three grades assigned.

Students who fail to achieve a mean score of 2.5 or higher will not be eligible to enroll in the following fall semester or to continue in the doctoral program.

The DPD will be responsible for all logistics and procedures related to scheduling, provision of space and equipment, including requested and officially approved accommodations for students with disabilities, and for arrangement of proctoring of the exams.

A one hour break at mid-day will be available. Students are free to take breaks as desired.

Students will not be permitted to use any outside resources including but not limited to the internet, books, class notes, or prepared materials. The exam will not require APA references, footnotes, or citations. Each student will be asked to sign an honor statement that they do not use prohibited materials or media. Students must take the examination on the date and at the location to be established by the DPD or DPC. Students must take the qualifying examination at the first administration date following their successful completion of the four core courses.

Program Information

Degree Program Forms

Upon successful completion of the qualifying exam; all students should begin submitting degree program forms which will aid the department and the Office of Graduate Studies in tracking the student's progress toward degree completion. All forms are located on the SSW PhD Program website. Descriptions of each follow:

- D-1 Form** - Verifies the qualifying process and confirms the student's advisor and doctoral committee as well as the completion of qualifying exams. This form must be submitted to the Office of Graduate Studies upon the completion of the **qualifying exam**.
- D-2 Form** - Presents the course work to be included in the student's program of study. This form must be submitted to the Office of Graduate Studies by the end of the student's **third semester** of enrollment. The D-2 form should be accompanied by the Plan of Study Worksheet which specifies the course of study.
- D-3 Form** - Records the official results of the doctoral comprehensive examination which consists of the student's oral dissertation proposal defense. This form must be filed with the Office of Graduate Studies within 30 days of successful defense of dissertation proposal.
- D-4 Form** - Reports the official results of the doctoral dissertation defense. This form must be filed with the Office of Graduate Studies within 30 days of completing the dissertation defense.

Full-time Enrollment Status

Without special permission of the Associate Vice Chancellor for Graduate Studies, the maximum credit hours in Office of Graduate Studies is 16 each semester or nine (9) for the summer session. Enrollment in nine hours in the fall and winter and four hours in the summer is considered full-time enrollment for doctoral student.

Residency Requirement

A doctoral student must complete at least two 10-hour semesters or three six-hour semesters in an 18-month period at MU. All courses taken to satisfy the residency requirement must be approved by the student's doctoral program committee.

Credit-Hour Requirement

MU requires a minimum of 72 semester hours beyond the baccalaureate degree for the PhD. The student's doctoral dissertation committee must approve all course work used to satisfy the credit-hour requirement and may require additional course work beyond these minimums.

Graduation Requirements

The PhD curriculum consists of a minimum of 55 post MSW semester credit hours divided among three distinct but highly interrelated elements designed to complement one another in assisting students to achieve the competencies expected of a graduate of this program. A core of social work courses provides the foundation in the traditions and knowledge in the profession and exposure to state-of-the-art research and techniques for the 21st century. Electives from the broad spectrum of social and behavioral sciences offering available through MU departments provide students with the opportunity to design an individualized program of study that capitalizes on their unique interests and talents. A strong regimen of research methodology, theory and policy analysis are designed to prepare students for use of both current and emerging methods of scientific inquiry. The policy of the MU Office of Graduate Studies is that students have 5 years to complete their coursework and 5 years beyond the comprehensive exam in which to complete the dissertation.

Students without a MSW degree (12 hours)

Students entering the program who do not have an MSW degree are required to take 12 hours of MSW coursework while they are in the program.

Social Work courses (33 credit hours)

The School of Social Work offers courses in theory, research methods, quantitative and qualitative statistics, and policy as a foundation for building more specialized knowledge. Other components include a research practicum, a teaching seminar, dissertation seminar, and dissertation hours. Elective opportunities may be offered including independent study or an additional research practicum with a faculty mentor.

Elective Courses (15 hours)

In consultation with the advisor and with approval of the committee a regimen comprising a minimum of 5 elective courses from social and behavioral sciences, one of which must be a research design and methodology course are required. The individualized plan of study may concentrate in one discipline or field or may be an interdisciplinary support area depending on the student's area of specialization and research emphasis.

Statistics (6 hours)

A minimum of 6 hours of statistic courses are required. The coursework may be taken within the School of Social Work or in other departments.

Plan of Study

The doctoral program committee provides departmental approval of the student's plan of study, a list of the courses and the credit to be earned in each of them, which will, when completed:

- Prepare the student for research or scholarly investigation in the chosen field of study.
- Satisfy the credit-hour and residency requirement of the department.
- Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or area program.
- Satisfy the Office of Graduate Studies' requirement for a minimum of 15 hours of course work at the 8000 level (exclusive of research, problems and independent study experiences).

The committee also recommends to the Director of the Office of Graduate Studies, as part of the plan of study, any request for transfer of graduate credit.

The student must substantially complete the course work outlined in the plan of study to the satisfaction of their dissertation committee, the doctoral program committee, and the Office of Graduate Studies before being declared ready for the comprehensive examination.

Reasonable Rate of Progress

Reasonable rate of progress is governed by both the campus-wide policies of the Office of Graduate Studies. Failure to satisfy the Office of Graduate Studies rate of progress policies leading to dismissal are handled by the Request for Extension process and the decision of the Director of the Office of Graduate Studies in these matters are binding. Dismissals arising from violation of departmental policies may be appealed using the Appeals Process outlined below. Students should refer to the section on Dismissal Policy, Extension Requests and Appeals Process for Graduate Students for additional details.

There are **two Office of Graduate Studies policies** in effect for reasonable rate of progress for doctoral students.

1. Effective fall semester 2000, a PhD student must **successfully complete the comprehensive examination within a period of five years** beginning with the first semester of enrollment as a PhD student. Individual departments or area programs may stipulate a shorter time period. For an extension of this time the student must petition the Office

of Graduate Studies by submitting a request to the advisor who, in turn, submits a written recommendation to the Office of Graduate Studies which has been endorsed by the department or area program director of graduate studies.

2. In addition, **the dissertation must be completed within five years of passing the comprehensive examination.** On petition of the candidate and the candidate's department, an extension of time may be granted by the Office of Graduate Studies. Departments specifically reserve the right to re-certify currency in the discipline. All requests for extensions should be endorsed by the departmental director of graduate studies and accompanied by a description of the process whereby currency in the discipline is certified, if required by the department.

Annual Review

Since 2006, the Office of Graduate Studies has required that all graduate students file [annual reports](#) on their academic performance, degree program milestones and related achievements in scholarship, research and creative work.

Students use the [Graduate Student Progress System](#) (<https://gsps.missouri.edu/>) (GSPS) to document their progress toward degree completion. Faculty mentors (advisers) are required to review their advisees' annual reports to assess satisfactory progress toward degree completion. The doctoral program director and/or department chair may also review student progress.

Each division/area/department degree program must inform all students of the annual progress reporting requirement. This includes printed, published or electronic materials provided to graduate students.

Satisfactory progress

The definition of "satisfactory progress" and procedures for verifying satisfactory progress may vary among departments and programs. Each department/program should have a written definition on file in the Graduate School, and this policy should be communicated to graduate students during the first semester.

Students should send their advisor an email message when they have updated the website and reviewed their information.

VII. COURSE REQUIREMENTS

Curriculum Overview

The PhD curriculum consists of a minimum of 55 post MSW semester credit hours divided among three distinct but highly interrelated elements designed to complement one another in assisting students to achieve the competencies expected of a graduate of this program. A core of social work courses provides the foundation in the traditions and knowledge in the profession and exposure to current/emerging research and practice techniques for the 21st century. Electives from the broad spectrum of social and behavioral sciences offering available through MU departments provide students with the opportunity to design an individualized program of study that capitalizes on their unique interests and talents.

Social Work Courses (15 credit hours)

The School of Social Work offers four (4) three (3) credit hour foundation/core program courses and two credit hours of professional development seminars and one credit hour of teaching seminar. These cover theory, research methods, and policy and are the foundation for building more specialized knowledge. The four core course must be successfully completed before the student will be eligible to take the qualifying examination and, if successful, form a dissertation committee. Other curriculum components include one or more research experiences, a dissertation seminar, and dissertation hours. Other elective opportunities may be offered including independent study or additional research experience with a faculty mentor.

- *SW 9100: Knowledge Building in Social Welfare and Social Development I – Micro and Macro theory (3)*
- *SW 9300: Research Methodology and Design (3)*
- *SW 9350: Advanced Quantitative and Qualitative Methods in Social Research (3)*
- *SW 9700: Social Welfare Policy Seminar (3)*
- *SW 9500: Professional Development Seminar I (1)*
- *SW 9600: Professional Development Seminar II (1)*
- *SW 9650: Social Work Teaching Seminar (1)*

Other Required Social Work Courses

SW 9800: Research Application I (3) is designed to provide doctoral students with a supervised research experience in which students work collaboratively on a current faculty research project or on an approved agency-based project under faculty supervision. With support of their doctoral program committee, some students may elect to use the Research Application I course to conduct a pilot study of their potential dissertation plan. The course is designed to involve students in the major phases of a research question(s); assessment and synthesis of the relevant literature; articulation of appropriate

quantitative/qualitative methods; operationalization of theoretical concepts, empirical questions, and research procedures; collection, processing and analysis of data; interpretation of findings and the articulation of implications in terms of original research questions; and research report writing.

Typically, full time students are eligible to enroll in Research Application I upon completion of the first year of their doctoral studies. See Detail requirements for this course on page 21. The required application form is found on the SSW PHD program website.

SW 9850: Research Application II (3) Students may take Research Application II as an elective as continuation of SW 9800 Research Application I: Field experience in research and/or program evaluation in an area agency or organization; choice of the setting will be based on the student's research interest; two days per week for one semester are recommended.

SW 9890: Dissertation Seminar (3) Review of dissertation requirements and procedures are discussed and the first three chapters of a potential Dissertation are drafted. This course may be taught by an individual faculty member working with a student who had chosen the faculty member as their dissertation chair or as a group course.

SW 9900: Dissertation (12) Formal mechanism providing for faculty support from the dissertation chair and committee to assist the student in demonstrating competence to engage in meaningful individual research that contributes substantively to the body of social work knowledge.

Elective Courses (15 hours)

Following successful completion of the Qualifying Exam, the student will develop a plan of study consultation with their dissertation committee chairperson, and with approval of the committee. The plan will be composed of a minimum of five (5) elective courses from social and behavioral sciences, one of which must be a research design and methodology course. Elective courses taken before the Qualifying Exam should be approved by the advisor or the director of doctoral studies. The individualized plan of study may concentrate in one discipline or field or may be an interdisciplinary support area depending on the student's area of specialization and research emphasis.

Statistics (6 hours)

A minimum of 6 hours of statistic courses are required and may be taken within the School of Social Work or in other departments.

Students are encouraged to take these statistics courses in their first two semesters of full time study.

Preparing Future Faculty (PFF): GRAD 9010/9020 (1 hour)

The Preparing Future Faculty (PFF) program is a year-long series of seminars, discussions and activities designed to expose graduate students more fully to the realities of teaching, research and service in higher education. The overarching goal of the program is to enable graduates to make the transition successfully to employment in the academic community equipped with a realistic knowledge of academic culture, behavioral expectations and career expectations.

We encourage any PhD student who is considering a career in academia to consider participating in the PFF program. The program is likely to have the most tangible impact on students in their first or second year of study since the experiences gained can be expanded upon and more fully developed during subsequent years of study before entering the job market.

Grades

Graduate students' grades in all courses counting toward an advanced degree are reported as A (4.0) (outstanding); B (3.0) (entirely satisfactory); C (2.0) (acceptable only to a limited extent in fulfilling the requirements for an advanced degree). **No D grade may be awarded a graduate student, and a grade of F (0.0) means the work has not satisfied the minimum requirements of the course.** W denotes withdrawn passing and does not affect a student's grade point average.

An incomplete grade (I) may be recorded when the student's work is incomplete but otherwise worthy of credit, or when the instructor is unable to assign a grade at the end of the semester. **The student must finish this work (Problems and Research courses exempted) within the next calendar year of residence.** If the work is not completed after one calendar year, the request to change an "I" grade will require an accompanying letter of justification from the instructor. Although grades of "I" do not automatically convert to an "F" if not completed, departments or the instructor may establish conditions or regulations pertaining to "I" grades that are more stringent.

When grades are not reported by the instructor, these "Blank Grades" will be recorded as "NR" (Not Recorded). The NR designation will remain on the student's transcript until a letter grade is submitted. If a letter grade is not submitted, the NR can remain on the student's record indefinitely and will not revert to an "F".

Graduate Credit: **No graduate credit is given for courses numbered below 7000.** Graduate students taking 7000- level courses should expect to be

given additional course requirements in order to warrant graduate credit received for those courses. Courses at the 8000/9000 level are primarily for graduate students. 8090/9090 Research (8990/9990 Research for Engineering students) is reserved for master's and doctoral degree students working on a thesis or dissertation.

Grade Point Average: A graduate student's grade point average is based on the student's entire graduate record at MU. To remain in good standing, a graduate student must maintain a cumulative **GPA of 3.0** or better.

At the end of each semester, graduate students with a cumulative GPA below 3.0 are placed on probation. If at the end of the following semester the cumulative GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or area program, be allowed a second probationary semester. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0. Note: Summer session is not counted as a semester. To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU and not just those courses listed on a program of study.

Detailed Outline of the Research Applications Course

SW 9800

An overarching goal of Research Application I includes strengthening students' ability to synthesize the various phases and components of social policy research as a foundation for subsequent independent research. This synthesis is advanced and demonstrated by the student following 150 hours of research experience that results in a scholarly poster, presentation, or paper of publishable quality.

Course Objectives:

As a result of having completed Research Application I, the student will have:

- Developed a research proposal,
- Participated in the planning and implementation of a research project,
- Engaged in the various tasks associated with the completion of a research project,
- Developed the capacity to plan and carry out an independent research project,
- Prepared a written research report of publishable quality.

The specific objectives for Research Application I are determined in part by the research project itself, and in part by the individualized nature of the student's research interests, knowledge, and skills. Based on self and faculty assessments of a student's research competencies, interests, and learning goals; and on available opportunities for supervised research experience, a

written “contract” or “proposal” is submitted for review and approval by the proposed faculty instructor. The contract/proposal specifies the research plan to be pursued by the student, including the specific knowledge and skills to be attained as well as how they will be attained and evaluated. The proposal, which indicates how the experience will contribute to the student’s capacity to perform independent research, must be mutually acceptable to the student, the faculty advisor, and the Research Application instructor.

Research Proposal:

The proposal must address the following set of criteria:

1. The research competencies to be acquired/strengthened by the student.
2. The specific research problem to be examined.
3. The general methodological procedures to be employed.
4. The specific research tasks/activities to be engaged in by the student over the course of the experience.
5. The research training to be provided by the member of faculty who will serve as the research instructor (mentor) for the project, including the number of hours per week of direct supervision to be provided.
6. The nature of the anticipated scholarly product to be developed.

Approvals

The research proposal and the signed and completed Research Application/Special Topics Approval Form (located on PhD Program website under “forms”) must be submitted to the Doctoral Program Director prior to the beginning of the semester during which the Research Application course is being taken or submitted as soon as practicable by the student’s advisor.

Course Requirements and Evaluation:

Ordinarily, the student’s involvement in Research Application I will culminate in a scholarly product of publishable quality, co-authored by the student and the faculty research instructor (mentor). At minimum, the student is expected to submit a formal written summary (the format of which must be approved by the instructor), which integrates the substantive, methodological, and/or statistical components of the research project. The research instructor evaluates the student’s performance based upon the completion of the tasks specified in the original contract/proposal, including the attainment of the targeted knowledge and skills, and the overall quality of the final written report. This written product must be evaluated as satisfactory by the research instructor before the course is successfully completed. All Research Application courses are graded on a letter grade (A, B, C or F) basis.

**Typical Course of Study Tables
Student with an MSW degree:**

<i>FIRST YEAR in PROGRAM (10 hours/semester)</i>	
<i>1st Year Fall Semester</i>	
SW 9100- Knowledge Building	3 hours
SW 9300 Research Methods and Design I	3 hours
Statistics Course	3 hours
SW 9500- Pro Seminar I	1 hour
<i>1st year Spring Semester</i>	
SW 9350- Research Methods and Design II	3 hours
SW 9700- Social Welfare Policy	3 hours
Statistics Course	3 hours
SW 9600- Pro Seminar II	1 hour
<i>1st Year Summer Semester</i>	
Qualifying Examination	0
Elective Course	3 hours
1st Year TOTAL	23 hours
<i>SECOND YEAR in PROGRAM</i>	
<i>2nd year Fall Semester</i>	
SW 9800-Research Application I	3 hours
Elective Course	3 hours
Elective Course	3 hours
SW 9650-Teaching Seminar	1 hour
<i>2nd Year Spring Semester</i>	
SW9890 Dissertation Seminar	3 hours
Elective Course	3 hours
Elective Course	3 hours
Preparing Future Faculty (year long campus program)	1 hour
<i>2nd Year Summer Semester</i>	
Comprehensive Examination	0
2nd Year TOTAL	20 hours
<i>THIRD YEAR in PROGRAM</i>	
SW9900 Dissertation total number of continuous hours in program	12 hours
	55 hours

Part-time Student:

FIRST YEAR in PROGRAM (6 hours/semester)	
<i>1st Year Fall Semester</i>	
SW 9100- Knowledge Building	3 hours
SW 9300- Research Methods and Design I	3 hours
SW 9500- Pro Seminar I	1 hour
<i>1st year Spring Semester</i>	
SW 9350- Research Methods and Design II	3 hours
SW 9700- Social Welfare Policy	3 hours
SW 9600- Pro Seminar II	1 hour
<i>1st Year Summer Semester</i>	
Elective Course	3 hours
Qualifying Examination	0 hours
1st Year TOTAL	17 hours
SECOND YEAR in PROGRAM	
<i>2nd year Fall Semester</i>	
Statistics Course	3 hours
SW 9800- Research Application I	3 hours
SW 9650- Teaching Seminar	1 hour
<i>2nd Year Spring Semester</i>	
Statistics Course	3 hours
Elective Course	3 hours
Preparing Future Faculty (year long campus program)	1hour
2nd Year TOTAL	14 hours
THIRD YEAR in PROGRAM	
<i>3rd Year Fall Semester</i>	
SW 9890- Dissertation Seminar	3 hours
Elective Course	3 hours
<i>3rd Year Spring Semester</i>	
Elective Course	3 hours
Elective Course	3 hours
Comprehensive Examination	0 hours
<i>3rd Year Summer Semester & Remaining Semesters as Necessary</i>	
SW9900 Dissertation total number of continuous hours in program	12 hours
3rd Year (and beyond) TOTAL	24 hours
	55 hours

VIII. THE COMPREHENSIVE EXAMINATION

Comprehensive Examination Process

Upon substantial completion of required coursework as outlined in the doctoral study plan (D2 form) students will be required to complete a comprehensive examination. The comprehensive examination will contain two parts, a provision of a written dissertation proposal and an oral presentation and discussion of the proposal. The purpose of the comprehensive examination process is to assure that students have the required knowledge and skill to complete their doctoral dissertation.

Oral: The oral exam involves presentation of the proposal to the student's doctoral committee. *Written:* The written portion of the exam will involve approval of the dissertation proposal. The proposal should reflect the first three dissertation chapters. **Chapter one: INTRODUCTION** should include an Introduction to the dissertation, its questions and hypothesis. **Chapter two: LITERATURE** should focus on the review of current literature, and **Chapter three: METHODS** should clearly outline the methods to be used in the dissertation project. The written proposal should be given to the student's doctoral committee and the oral exam scheduled as soon as possible within a minimum of 30 days and a maximum of 60 days. The committee will provide feedback on the proposal and approve a final product. Upon successful completion of the comprehensive examination the chair and committee members will sign the D3 form. The student's chairperson will forward the completed D3 to the doctoral program director for signature and forwarding to the Office of Graduate Studies.

Doctoral Candidacy and Continuous Enrollment

Candidacy for a doctoral degree is established by passing the comprehensive examination. Status as a continuous enrollment doctoral student begins the term after the term in which the comprehensive exam was successfully completed. Candidacy is maintained by enrolling in SW 9900 Dissertation for two semester hours each fall and winter semester and for one semester hour each summer session up to and including the term in which the dissertation is defended. Continuous enrollment provides access to an advisor's support, doctoral program committee guidance and University research facilities for completion of the dissertation. Failure to continuously enroll in SW 9900 Dissertation until the doctoral degree is awarded terminates candidacy.

Candidacy may be reestablished by paying the registration and late fees owed and completing the requirements specified by the student's doctoral program committee. Registration fees owed may not exceed the amount owed for seven terms, regardless of the number of terms beyond seven for which the student failed to continuously enroll. The committee's requirements may include a second comprehensive examination or evidence of currency in the research field as suggested by publications in refereed journals. Candidacy is

reestablished when the student's advisor and the departmental, area program or divisional director of graduate studies submits a written request to the Office of Graduate Studies explaining the basis for the decision. Once approved, a Request to Re-enroll form must be completed by the student and sent to the department/program for processing.

IX. THE DISSERTATION

Dissertation and Dissertation Defense

The dissertation must be written on a subject approved by the candidate's dissertation committee, must embody the results of original and significant investigation, and must be the candidate's own work. Every candidate should obtain "Guidelines for Preparing Theses and Dissertations" from the Office of Graduate Studies. The School of Social Work requires all dissertations comply with APA style and reference format.

All dissertation defenses shall be open to the MU general faculty. The School of Social Work will announce dissertation defense dates to the entire faculty. The candidate must be enrolled to defend the dissertation, which **can only be defended when MU is officially in session.** A report of the examination, carrying the signatures of all members of the committee, is sent to the Office of Graduate Studies before the deadline preceding the anticipated date of graduation. **For the dissertation to be successfully defended, the student's doctoral committee must vote to pass the student on the defense with no more than one dissenting or abstaining vote.**

The final copy of the dissertation must be submitted to the Office of Graduate Studies in electronic format according to the ["Guidelines for Preparing Theses and Dissertations."](#)

Dissertation Committee

The purpose of the Dissertation Committee is to provide scientific/expert oversight in the development of the doctoral student's dissertation and to provide mentorship to the student in the process of completing the dissertation.

Research Related Topics

Protection of Human Subjects

The University of Missouri-Columbia has a continuing affirmative duty to review all research involving the use of human subjects. This duty is imposed by Federal Regulations and the University of Missouri-Columbia Multiple Assurance of Compliance with DHHS Regulations for Protection of Human Research Subjects.

All faculty, staff, and students who conduct research involving human subjects must have their research reviewed and approved, or reviewed and granted exemption, by the appropriate Institutional Review Board. In order to initiate this review process, an investigator must complete and submit the Campus IRB Application Form 99-1 to the appropriate IRB for proper review. Once submitted the IRB will review the project's use of human subjects. The Campus Institutional Review Board reviews all research involving human subjects outside the Health Sciences Center.

Research

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. This definition is sufficiently broad to include social science interviews and surveys, evaluations of non-research activities, ethnographic research, and oral histories. **The University is bound by its assurance agreement with DHHS to apply the Federal Regulations governing human experimentation to all research regardless of the funding source.**

IRB Training

IRB Training is required of all faculty and students who conduct research with human subjects. All doctoral students are required to participate in this training, which can be done online. More information regarding the process and is available at:

<https://research.missouri.edu/irb/index>

School of Social Work Authorship Policy

The question of who should be an author on papers often comes up. This is a particularly sensitive issue between students and faculty because of the power relationships involved. The below recommendations are based on a review of the literature on authorship rights, and policies from various departments in the University:

- All authors must have had a significant role in the design OR analysis and interpretation of the data and findings **AND**
- At minimum, have read the entire manuscript, provided editorial comment, and be willing to be held publicly accountable for the intellectual content. Actual performance of data collection, recruitment of subjects, management of the study and so on do not constitute sufficient intellectual ownership of the work to justify qualification as an author.
- The decision regarding authorship should be made by the “responsible author”. The responsible author is the lead on the study,

generally writes the first draft and incorporates all editing and revisions, and is generally also the first author.

- Authorship order should also be decided by the responsible author, who should attempt to base the order on the intellectual and writing contributions of each co-author. It is recommended that a discussion occur before the writing begins on this issue and that all parties clearly understand their expected role in the publication. There may be an occasion when someone does not fulfill their role or they request to be removed from the project so continued conversations are often necessary.

It is critical that all authors agree to the submission of any scholarship related to the publication- including poster presentations, conference papers, etc. The responsible author should take the lead in assuring this occurs.

X. Special advisement

Purpose

Special Advisement procedures are designated to provide extended advisory resources in the interest of enhancing the student's learning opportunities and/or changing a student's program.

Special Advisement is advisory to the student and his/her faculty advisor and will not relate to administrative decisions about student status.

Special Advisement is one of several possible resources of choice available to advisor and student to supplement or reinforce the regular services of the advisor. Special advisement should be considered by the advisor and the student along with other available advisory supplements.

Initiation

Special Advisement is normally initiated by the faculty advisor; it may also be initiated by the student or a faculty member, upon written request to the advisor, stating the situation which is believed to make special advisement desirable.

Special advisement procedures may be initiated whenever there are special academic interests and/or difficulties believed to require advisory services other than that available from the advisor.

Composition of Special Advisement Committees

A Special Advisement committee will include:

- The student's advisor, who serves as chair, is responsible for a written

- report of the discussion and suggestions made, and shares the recommendations with the student;
- Faculty member(s) concerned with the special interests and/or difficulties; and
- At the option of the student, an additional faculty member of the student's choice.

Procedures for Special Advisement

- The faculty advisor will arrange a meeting of the committee as soon as possible after the need arises or the request is made;
- The student will be provided an opportunity to meet with the committee and participate in discussion when appropriate;
- The advisor will have responsibility for assessing the suggestions and collaborating with the student and others on follow-up actions.

XI. DISMISSAL AND APPEALS PROCESS

The MU-School of Social Work (MU-SSW) Doctoral Program Dismissal and Appeals Process mirrors the MU Office of Graduate Studies policies and procedures.

MU Office of Graduate Studies Dismissal and Appeals Process: *Dismissal Policy*

The progress of each graduate student will be evaluated annually by the student's advisor and/or the doctoral program director. The definition of "satisfactory progress" and policies for verifying satisfactory progress is being made vary among departments/ programs, but each department/program should have a written definition on file in the Office of Graduate Studies. This policy should be communicated to graduate students during their first semester.

When there is a question as to whether or not satisfactory progress is being made, the doctoral program director in the department/ program and/or faculty advisor will write to the student and recommend a face-to-face meeting between the student and the faculty advisor. The Office of Graduate Studies will be informed of all students who are not making satisfactory progress. If there is disagreement, the faculty advisor will ask the student to submit a separate letter to the director of graduate studies. Copies of both letters will be made available to the student, maintained in a department/program file, and forwarded to the Office of Graduate Studies.

If difficulties persist and the faculty advisor and director of graduate studies agree that probation is appropriate, the student will be notified in writing of the probationary period, which may vary among departments/programs from 30 days to a full semester. The probation letter will state explicitly that the student is on department/program probation and state precisely what must be accomplished and by what date in order for the student to return to good standing in the department/program and be removed from probation.

If the student does not comply with the conditions of probation, a letter (signed by the director of the doctoral program) will be sent to the student with notification of dismissal from the degree program. This letter will inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of the department/program's letter must be sent to the Associate Vice Chancellor for Graduate Studies at the same time it is sent to the student. If the student decides to appeal the department/program dismissal, the appeal process will take effect. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. Students must complete the department/program appeal process prior to considering an appeal to the Graduate Faculty Senate. If the student does not appeal the department/program's dismissal, the Office of Graduate Studies will send the student an official notice of dismissal from the program.

STUDENT DISMISSAL POLICY STATEMENT

The MU-SSW Doctoral Program admits students with the expectation that they will engage in continuous educational activities which create consistent progress toward the completion of the dissertation and receipt of the doctoral degree.

The MU-SSW Doctoral Program uses the Office of Graduate Studies electronic procedures for Annual Review of Graduate Student Progress [<http://gradschool.missouri.edu/policies/progress/annual-review/>] both for student recording of progress toward the degree and for faculty and administrative tracking of student progress.

Students are expected to maintain continuous registration in the University while pursuing the doctoral degree unless they have been granted a formal "Leave of Absence" [see below] from the MU-SSW Doctoral Program and the Office of Graduate Studies.

Students may be dismissed from the program for the following reasons:

- Failure to maintain a minimum GPA of 3.0 and failure to return the GPA to 3.0 during the probationary student status period [see below]

- Failure to pass the Qualifying Examination.
- Failure to make satisfactory continuous progress toward the doctoral degree as determined by the Annual Review of Graduate Student Progress
- Failure to maintain continuous registration in the University [unless granted a formal Leave of Absence]
- Failure to renew registration in the University upon expiration of a Leave of Absence unless that leave has been officially extended
- Failure to meet the specific conditions of a formal “Leave of Absence” or of the Probationary Period as determined by the Doctoral Program Committee and conveyed by the Director of the Doctoral Program
- Failure to maintain ongoing satisfactory progress in the program and/or failure to produce academic products deemed intellectually satisfactory by the Doctoral Program advisor and/or Program Committee and/or Program Director.
- Substantive issues related to actions which represent clear violations of the Code of Ethics of the Social Work Profession as determined by the Doctoral Program Committee in consultation with an external professional social work consultant.

DECISION TO DISMISS AND PROCEDURES TO IMPLEMENT

The decision to dismiss a student from the Doctoral Program shall be made by the Doctoral Program Committee upon the written Recommendation to Dismiss made by the student’s dissertation chair [or the academic advisor in the event that a chair has not been chosen by the student].

The written Recommendation to Dismiss shall contain the necessary information related to the rationale for the request based upon the Causes for Dismissal contained in this policy statement and shall be addressed to the Director of the Doctoral Program. The written Recommendation to Dismiss shall also document corrective action plan developed by the student and indicate which parts of the plan were not fulfilled.

Upon receipt of the written Recommendation to Dismiss, the Director of the Doctoral Program shall distribute the letter to all members of the Doctoral Program Committee. Committee members shall indicate which of the following steps are to be completed as part of the decision making procedure regarding the dismissal:

- Agree via electronic discussion to approve the dismissal
- Agree to meet in-person to discuss and decide action on the Recommendation to Dismiss

- Agree via electronic discussion to reject the Recommendation to Dismiss; this step may only be taken if there is evidence that the policy and procedures required to dismiss a student have not been followed correctly.

Upon receiving feedback of the Doctoral Program Committee regarding the written Recommendation to Dismiss, the Director of the Doctoral Program shall notify the student and the student's academic advisor/dissertation chair of the decision of the Doctoral Program Committee via a letter transmitted electronically and in hard copy.

If the decision was to approve the recommendation, the letter shall inform the student and the chair of the official date of dismissal and of the availability of the Dismissal Appeals process through the Graduate Senate. If the decision was to reject the recommendation, the letter shall inform the student and the chair of the need to negotiate a new corrective action plan. Any advisory comments which the Doctoral Program Committee conveys to the Director of the Doctoral Program shall be included in this new corrective plan.

The Director of the Doctoral Program shall also take all administrative actions needed to finalize the dismissal from the Doctoral Program should that be the decision of the Doctoral Program.

School of Social Work Appeals Policy

Initial Procedures

The student must notify the Doctoral Program Director of their intent to appeal a dismissal within two weeks of receiving notice of their dismissal. The letter of appeal should be typed and submitted to the Doctoral Program Director by personal delivery, regular or overnight mail, or as a Word document attached to an e-mail. Appeals will not be accepted by e-mail (except as described in the previous sentence) or telephone. This request must provide evidence for why the dismissal should be overturned. Within two (2) weeks following receipt of the student's intent to appeal, the Doctoral Program Director will communicate to the student how the program-level appeals process will be conducted.

The Doctoral Program Director will forward the request and any supporting materials to the student's academic advisor/dissertation chair. The advisor/chair, or in her/his absence the Doctoral Program Director, will request that the doctoral program committee, augmented as necessary to have three doctoral faculty exclusive of the doctoral program director and the student's advisor, hear the student's appeal. This group will be designated the Appeals Review Committee for the purpose of a requested appeal action.

The Appeals Review Committee will set a date and time for an appeal hearing within two (2) weeks of receipt of the notification of appeal.

Notification of the appeals process and meeting date will be delivered to the student by email with a delivery receipt and will include the date, time and location of the review. The student's response to said email is considered knowledge of the appeal hearing date, time and place. If the student does not respond to the email with 48 hours of delivery, the hearing information will be sent to the student's home address (as noted in MyZou) by registered mail, specifying receipt requested. The notification will also be sent to the Director of the School.

The Appeals Review Committee will meet as soon as is practical.

The student is expected to attend the appeal hearing in person. Non-attendance at the appeal hearing by the student will result in the dismissal being upheld.

At the appeals hearing, the student will have the right to present data which challenges the allegations brought forward in the dismissal.

The senior member, based on academic rank and time in rank, of the Appeals Review Committee will act as Chair at the meeting.

A student will be able to address the concerns of anyone who participates in the proceedings.

Only university email accounts will be used to electronically distribute information regarding the Appeals Review Committee.

Hearing Procedures

1. Call to order;
2. Roll call of participants;
3. The Chair shall make the procedures for the meeting available to all participants;
4. Disposition of procedural questions, if any;
5. Verification of presence of Committee members;
6. Verification of hearing notification to the student;
7. Verification of presence of student's academic advisor, or the PhD Program Director in his/her absence;
8. Verification of presence of student's invitee (if student has invited a faculty member to address Committee on his/her behalf) or receipt of their written submission.
9. Hearing statement of the circumstances of dismissal
10. Statement by the student (if desired)
11. Presentation of School's evidence
12. Additional statement by the student (if desired)
13. Presentation of student evidence

14. Statements of invitee speaking on student's behalf

The Committee will meet to review facts and determine decision. This meeting will occur directly following the meeting with the student, if no additional information is needed for the decision. If additional time is needed, the Committee will meet as soon as possible to render a decision. The decision of the Appeals Committee requires a majority vote and is final and not subject to further review.

Minutes of the dismissal Appeal Review proceedings will be taken by the appointed secretary. Within five working days from the date of the hearing, corrections to the minutes will be made by the advisor or the Doctoral Program Director in her/his absence, and the student will be provided with a copy of the minutes by email. The student will have 48 hours following the distribution of minutes to note any disagreement s/he has with the contents of the minutes.

The Chair will notify the student and the doctoral program director in writing of the Committee's decision within two (2) weeks following the hearing. Notification will be delivered to the student by email with a delivery receipt. Student's response to said email is considered knowledge of the committee decision. If student does not respond to the email with 48 hours of delivery, the decision will be sent to the student's home address (as noted in MyZou) by registered mail, specifying receipt requested.

The Chair will submit minutes and the Committee's decision to the Director within two (2) weeks following the hearing. The Chair will submit the Committee's decision to the Office of Graduate Studies within two (2) weeks following the hearing.

An appeal will be granted if the student demonstrates to the satisfaction of the Dismissal Appeals Committee that it is more likely than not that his or her unsatisfactory academic performance is the result of extraordinary and non-recurring circumstances and is not representative of the student's academic ability. If an appeal is granted, the student will be reinstated in the Program and placed on academic probation. A successful appeal will result in a letter reinstating the student into the Doctoral Program and describing the conditions that need to be met. If these conditions are not met, the student will be dismissed from the program.

If, however, the appeal is denied, the effective date of the student's dismissal is the date identified in the original letter informing the student that he or she was dismissed from the Doctoral Program. The student will remain dismissed and can only appeal to the Graduate Faculty Senate if he/she believes that, in the course of dismissing the student, the program did not follow proper procedure according to the Office of Graduate

Studies' published rules and regulations. These rules and regulations, as designed by the Graduate Faculty Senate, are available at:
<http://gradstudies.missouri.edu/academics/progress/requests-for-extensions-appeals.php>

Process of Appeals to the Graduate Faculty Senate

Dismissal from the Doctoral Program may be appealed to the Graduate Faculty Senate (Detailed procedures are located on the Office of Graduate Studies website).

A student may appeal a department/program dismissal to the Graduate Faculty Senate only after completing the department/ program's appeal process. If a student's appeal to the department/ program does not result in permission to continue in the graduate degree program, the student will have 15 days to send written notification to the Associate Vice Chancellor for Graduate Studies of intent to appeal. Based upon the date the written notification of the intent to appeal reaches the office of the Associate Vice Chancellor for Graduate Studies, the student has 15 additional working days in which to submit a written appeal.

Upon receipt of a written appeal, the Associate Vice Chancellor for Graduate Studies will notify the President of the Graduate Faculty Senate who will appoint an ad hoc Appeal Committee to review the case. Committee membership will consist of six senators who are not members of the department involved in the appeal. The charge of the ad hoc Appeal Committee is to consider issues of due process only. The committee is to complete its review of the appeal within 90 days of receiving the student's appeal file.

The Office of Graduate Studies will support the work of the Senate's Appeal Committee by providing information to the student, the department/program, and members of the Appeal Committee regarding the content, process, and regulations/ policies pertaining to the appeal. Upon receipt of the appeal file, the Office of Graduate Studies will duplicate the file and send a copy to all members of the Appeal Committee and to the department/ program. Response from the department/program is optional, but if it chooses to respond, a written response must be submitted to the Appeal Committee chairperson and the Office of Graduate Studies within 15 days of their receipt of the appeal file. The Office of Graduate Studies will send a copy of the department/program's response to the student.

The decision of the Appeal Committee will be based on the student's written appeal and the department/program's written response to that appeal. The student's written appeal must include a letter of appeal and copies of correspondence related to the department/ program appeal.

Both the student and the department/program have the right to request a meeting with the Appeal Committee before it makes its final decision. Such

meetings will be limited to 30 minutes: 15 minutes of presentation time and up to 15 minutes of question/answer time. The student may have an advisor or other faculty representative attend the meeting; the director of graduate studies may have the department /program chairperson attend the meeting. In instances where both the student and the department/program want to meet with the Appeal Committee, both meetings will occur separately on the same day within a time period of 1 hour, allowing 30 minutes for both the student and the department/program.

Following its review of the student's written appeal, any department/program response, and any meeting(s) with the student and/or department/program, the Appeal Committee will reach a decision and forward the decision in writing to:

- 1) The Appellant
- 2) The Director of Graduate Studies of the student's department/program
- 3) The Chairperson of the student's department/program
- 4) The Associate Vice Chancellor for Graduate Studies
- 5) The Graduate Faculty Senate President
- 6) Any other appropriate party named in the appeal. The decision of the Appeal Committee is binding.

XII. THE OFFICE OF GRADUATE STUDIES

MU's Office of Graduate Studies enrolls over 7,000 graduate students in a large number of graduate degree programs. In its history, the school has granted a total of more than 70,000 graduate degrees. It is a member of the Association of Office of Graduate Studies and the Council of Office of Graduate Studies.

Graduate programs are designed by MU's graduate faculty to meet societal needs and the career and intellectual objectives of the individual graduate student. The classic student-mentor relationship is the keystone of graduate education at MU. The Office of Graduate Studies seeks to assure the people of Missouri that faculty and student research adds significantly to the supply of knowledge. The school also seeks to assure its supporters that new knowledge and skills are transmitted, that traditions are challenged and sustained, and that creative activities and achievements are recognized and supported. Through the University's Office of Research, quality research and creative activities provide various support services for researchers and administrators through externally funded research grants and contracts awarded to MU personnel.

Graduate education is designed to facilitate the development of effective teachers, creative researchers, and engaged citizens. The keys to success include the student-mentor relationship and an intellectual climate conducive to the acquisition of research, teaching, and service skills. Close interaction with the faculty allows the student to develop scholarly insight.

At MU the student-mentor relationship is more than a simple apprenticeship. It is an intellectual partnership rewarding both parties.

The school encourages student participation in academic affairs. Students contribute to Office of Graduate Studies governance, and perhaps more importantly, help open lines of communication among students, faculty and administrators. This effort results in a vigorous Graduate Student Association, which places members on most Office of Graduate Studies and Graduate Faculty Senate committees.

The University provides an effective environment for research. In order to maintain its teaching programs, the University provides faculty, staff, laboratories, libraries, computers and other special facilities. These resources also are necessary for the systematic investigation, experimentation and creative activity involved in research. Thus, the effectiveness of both teaching and research is enhanced and substantial economies result from the sharing of resources.

The Office of Graduate Studies disseminates information concerning external funding opportunities for graduate student research and graduate training grant proposals.

Governance of the Office Graduate Studies

The Graduate Faculty Senate is the governing body of the graduate faculty. Its members are elected representatives of degree-granting departments and area programs. The Graduate Faculty Senate reviews course changes, degree requirements, membership applications, as well as academic policy. An executive committee guides and coordinates the activities of the senate. Graduate Faculty and Doctoral Faculty: Membership in the graduate faculty requires regular appointment to the rank of assistant professor or above. To supervise doctoral dissertations, a faculty member must be a member of the University Doctoral Faculty. Appointment to the doctoral faculty is for a five-year renewable term.

Director of Graduate Studies (DGS): Each department offering a graduate program selects a faculty member to serve as director of graduate studies. In the School of Social Work, there is a director of graduate studies for the Masters of Social Work (MSW) and a director of doctoral studies (director of the doctoral program). The role of the director is to facilitate communication between the Office of Graduate Studies, students and faculty; to provide advice to students on Office of Graduate Studies, department and University regulations; and to assure that these regulations are applied uniformly in the program.

Administration: The Office of Graduate Studies is headed by the Vice Chancellor for Graduate Studies. The Office of Graduate Studies administers

activities related to academic programs, recruitment and marketing, graduate admissions, fellowships and support services including the acquisition of external grants and contracts to support graduate student education. The Office of Graduate Studies works closely with other university academic administrators to coordinate interdisciplinary initiatives, enrollment planning, graduate program/student assessment, and faculty development activities.

Opportunities and Benefits for Graduate Students

- ❖ **Preparing Future Faculty (PFF)** and Brown-Bag Seminar Series focus on topics related to teaching, research and service and are coordinated by the Office of Graduate Studies. MU's program is modeled after the national PFF movement initiated by the Council of Office of Graduate Studies, the Association of American Colleges & Universities, and the Pew Charitable Trust. The goal is to insure the development of future faculty prepared to meet the challenges of the 21st Century. Doctoral students from all disciplines are eligible to participate. PFF activities range from one -time seminars to a yearlong academic credit-bearing course to a fully developed Minor in College Teaching. Depending on interests and availability of time, students have flexibility to design their PFF program to meet their individual needs.
- ❖ **Minor in College Teaching** is aimed at better preparation of advanced graduate students for college teaching careers. This interdisciplinary minor is available to enrolled doctoral students in all approved graduate programs at the University of Missouri-Columbia and students must apply formally to the current chair of the coordinating committee. The minor in college teaching is taken in addition to the courses required by the student's major department and requires a minimum of 12 hours of course work selected from a list of required and elective courses.
- ❖ **Learning Center Writing Lab** offers free, fifty-minute writing consultations to graduate students. Graduate students may come for help with short papers, seminar reports, letters, or resumes. For longer writing assignments like MA theses or dissertations, referrals can be made to paid tutors. To make appointments, graduate students should call the Learning Center Writing Lab at (573) 882-2493 or come to the Student Success Center.
- ❖ **Health And Insurance Benefits For All Graduate Students** - Two programs that provide health benefits are available to all MU students: the Student Health Center, and the Accident and Sickness Insurance program. Payment of the Student Health Center fee is mandatory for full-time students and optional for part-time students. The Center treats

short-term conditions such as colds and flu and refers students to specialists or hospital care if necessary. Accident and Sickness Insurance has been available for all students for many years, on a voluntary basis for domestic students, but mandatory for international students since 1998. For detailed information about the optional insurance plans, consult <http://www.sas-mn.com/>.

- ❖ **Fee Waivers-Graduate Student Support Program (GSSP)** - Eligibility for a GSSP fee waiver requires appointment to either Graduate Teaching Assistant or Graduate Research Assistant. Enrollment of at least 9 hours per semester is required. A student must hold the assistantship or fellowship for the entire semester in order to receive a full GSSP fee waiver. If the student's assistantship or fellowship starts after the first day of the semester or ends before the last day of the semester, or if a student withdraws from the university before the end of the semester, the student will receive a partial GSSP fee waiver and will be responsible for the balance of their resident and nonresident (if applicable) educational fees. If a student has a fellowship, received a stipend at the beginning of the semester, and then withdraws from the university before the end of the semester, that student may be required to return a portion of the stipend to the university.

A quarter-time appointment (0.25 FTE) requires an average of 10 hours per week. A half-time appointment (0.50 FTE) requires an average of 20 hours per week. Generally, a student who holds any of the above qualifying titles should expect to put in the number of hours needed to complete a particular task be it teaching a class or running an experiment. In some instances, a week's work could be less than prescribed for a 0.25 FTE or 0.50 FTE appointment; at other times, it may require more effort. The nature of the particular task will determine the quantity of time required. **The goal of an assistantship or fellowship is not just the work accomplished, but also the learning experience and the development of a relationship with one's employer, who could potentially become, in the future, one's colleague.** Since this mentorship is not governed by collective bargaining agreements and is not intended to conform to such arrangements, flexibility must be exercised by both the student worker and the mentor/employer. When instances of misuse are perceived, the Associate Vice Chancellor for Graduate Studies shall be informed. All reports of misuse will be investigated and processed in a fair and expeditious manner.

- ❖ **Graduate Teaching Assistant (Must attend MU Graduate Teaching Assistant Workshop)**

Teaching responsibilities will generally include any of the following:

- teach one three-hour class
- lead one to five discussion or laboratory sections of a course
- proctor and grade large lecture exams

- prepare and grade lab exams

❖ **Graduate Research Assistant**

Research responsibilities will generally include any of the following:

- assist faculty with research activities which vary from providing assistance with proposal development through participating in the preparation of research reports for refereed journals
- help solve assigned research and class problems

Faculty investigators use their own criteria for selecting students for graduate research assistantships, and much of those criteria depend on a student's interest and aptitude for assisting with certain research projects.

General Responsibilities Associated With Graduate Assistantships

The purpose of a graduate assistantship is to provide a professional development opportunity consistent with a student's educational objectives and to provide financial support for a graduate student within the context of department or grant-related tasks to be performed for a set period of time during which the student is expected to pursue academic and/or professional activities towards the advanced degree. To hold a graduate assistantship, a student must be admitted to a department or area with a specific graduate degree objective and must be enrolled and be making satisfactory progress (3.0 GPA) toward degree attainment during the period of the assistantship.

- Each department or unit shall establish its own documented procedures for recruitment, selection, retention, and dismissal of graduate assistants in accordance with MU graduate policy and Affirmative Action/Equal Opportunity guidelines.
- When the graduate assistant is hired, procedures and policies relative to the position shall be made available to each graduate student through the department.
- Individual departments may establish a required minimum course load for funded students (e.g., 9 credits of graduate work per semester).
- Departments should provide students with an official signed letter of award, informing them of assistantship expectations, responsibilities, and compensation.

The University of Missouri-Columbia is a signatory to the Council of Office of Graduate Studies policy regarding the offering and acceptance of financial aid. Specifically, students are under no obligation to respond to offers of financial support for the coming academic year prior to April 15th. When a student accepts an offer before this date, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time. However, an acceptance given or left in force after April 15th commits the student not to accept another offer without first obtaining a written release from the institution to which a

commitment has been made. Duties of the graduate assistant are assigned by the departmental chair/head, graduate committee chair, administrative supervisor, or others.

- Graduate assistantships are a special part of students' professional and academic/educational training.
- Graduate assistants are expected to be assigned relevant professional and academic experiences that may include, among other tasks, teaching or assisting in a course (under the supervision of a director or mentor), grading for a course, assisting in a department-sponsored laboratory or instructional center, assisting a professor on a research project, professional conference development, tutoring, or development of administrative skills.
- All projects must be supervised by a member of the graduate faculty, administrative staff, or principal investigator. No graduate assistant should be assigned to a project which is primarily clerical or housekeeping. A portion of any project may have clerical elements, but all projects should incorporate decision-making, judgment, analysis and evaluation skills.
- Students on graduate assistantships are discouraged from exceeding 20 hours per week of work for more than one semester from all sources both on and off campus during the period of the assistantship.
- Recipients of graduate assistantships may qualify for additional funding through competitive fellowship awards.
- No additional service or work requirement is associated with fellowship awards (see Fellowships for New MU Students (<http://gradstudies.missouri.edu/financials/assistantships-fellowships/fellowships/>)).

❖ **Benefits**

A graduate student in a qualifying appointment is eligible for health insurance and tuition benefits if the appointment meets the minimum FTE, stipend level requirements, and appropriate duration of appointment. To receive resident tuition remission, an appointment must be:

Eligible

Qualifying graduate assistants and fellows — Graduate students who hold qualifying assistantships or fellowships from academic departments or qualified non-degree-granting programs and are in good academic standing in their home departments may be eligible for tuition support.

Not eligible

- Benefit-eligible Mizzou employees — Benefit-eligible employees are not eligible for the tuition support.

- Non-degree graduate students — A student must be in a degree-seeking program (master's, doctoral, educational specialist) and hold a qualifying assistantship or fellowship.

A minimum stipend level established in the Guidelines for Graduate Assistantship Eligibility for Tuition Benefits (<http://gradstudies.missouri.edu/financials/tuition-support-program/eligibility/>)

Tuition remission is subject to time limitations for the duration of fee waiver support. The non-resident portion of tuition is remitted if appointment stipend meets the minimum level, as published in the above Guidelines. Tuition for summer sessions may be waived if certain conditions are met. For details, see Guidelines for Graduate Assistantship Eligibility for Tuition Benefits published early in the spring semester by the Director of the Office of Graduate Studies.

❖ **Criteria for The Evaluation Of Assistants' Performance**

Assistantships without a fixed term specified in the initial letter of offer may, at the discretion of the department, be renewed if the following criteria are met:

- funding is available.
- departmental guidelines for funding duration or limited semesters of support of a student are met.
- the student is making satisfactory academic progress.
- the student's assistantship performance is judged to be satisfactory by his or her supervisor.
- the student's professional and ethical behavior in all assigned tasks and duties is judged to be satisfactory, including course studies and research.

Where the number of years of funding is within those specified in the initial letter of offer, an assistantship must be renewed if these five criteria are met. The faculty member or staff person who supervises the assistant's work must conduct a timely (at least yearly) written evaluation or check list regarding the student's performance, and provide a copy of that evaluation to the student and to the chair/director for placement in the student's file. This evaluation should take the following criteria into account:

- prompt, efficient, and accurate completion of assigned tasks.
- ability to work independently once tasks are explained.
- ability to analyze problems and find solutions.
- student evaluations for instructional and tutoring assignments in courses, laboratory and clinical settings.
- cooperation with mentor, director, and other assistants.
- professional/ethical behavior in all assigned tasks/duties including course studies and research.

- opportunities for improving performance should also be outlined. Evaluations of performance shall not be influenced by sex, age, disability, race/ethnicity, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation, nor shall they be influenced by students' exercise of their First Amendment freedoms of expression and association.

❖ **Graduate Student Association**

All graduate students are members of the Graduate Student Association (GSA). At the beginning of each academic year, graduate students are asked to select a fellow student to serve as their voting department representative to the GSA General Assembly. The goal of GSA is to promote the interests of graduate students at MU by serving as an informal liaison to faculty and administration and as the formal representative to the Graduate Faculty Senate. As a divisional student government, GSA derives funds from the student activities fee. GSA projects include Web publication of the Graduate Student Handbook, recognition of graduate students with the Superior Graduate Student Achievement Award and distribution of travel and departmental scholarships to graduate students. For more information, visit the GSA Web page at <http://gsa.missouri.edu/>

❖ **Graduate Professional Council**

All graduate and professional students are members of the Graduate Professional Council (GPC). Formed in 1982, GPC is the official governing body for students enrolled in the Office of Graduate Studies, School of Law, School of Medicine and College of Veterinary Medicine. GPC works to inform graduate and professional students about campus wide activities through student department and school representatives and also provides a forum for the students to voice concerns. In order to encourage academics on campus, GPC sponsors several activities each year that give graduate and professional students opportunities to enhance their current academic work, such as the Research and Creative Activities Forum, and semiannual opportunities for Travel and Presentation Scholarships. In addition, GPC works extensively in a joint partnership with the Missouri Students Association (MSA), the undergraduate student government, to sponsor and promote academic and social activities. For more information, visit the Web site at <https://gpc.missouri.edu/>

XIII. FINANCIAL ASSISTANCE

Tuition and fees are based on residency status and the number of hours taken each semester. The cost of tuition and fees are subject to change on an annual basis. Current information may be obtained from the Cashiers Office at (573)882-3097 or <http://cashiers.missouri.edu/>

Graduate Assistantships

Teaching and Research Assistantships (TA and RA) through the School of Social Work are available to full time students each semester depending upon available funding. These assistantships are awarded on a competitive basis.

The School is highly selective in awarding admission and assistantship support. Those interested are encouraged to apply each semester they expect to teach with all required materials and indicate their interest in an assistantship. To find and apply for assistantship opportunities in Social Work and other departments on campus, please visit:

<http://www.hiremizzoutigers.com/> and use the ***job seeker tools*** on the right side of the screen.

School of Social Work full-time Ph.D. students who apply for and are accepted as graduate RAs or TAs qualify for waivers of tuition and most educational fees. Those students who are awarded an assistantship will devote between 10 hours and 20 hours per week (10 hrs = 25% RA/TA; 20 hrs = 50%) ON CAMPUS working to assist a member of the Faculty with their research or teaching. Further information can be obtained from the Director of Doctoral Studies or the Doctoral Program Office.

The School of Social Work will make every effort to obtain financial support for full time doctoral students and extend that support to two full academic years. This commitment is subject to available funds and the student remaining in good standing and progress in their program.

Unfortunately not all applicants admitted to the Ph.D. program can be guaranteed financial support.

Social Work applicants often secure RA or TA appointments with other departments or programs of MU. Applicants are encouraged to explore all possible lines of support.

Other School Awarded Assistance

Jane Bierdeman-Fike Doctoral Fellowship Fund in Social Work: This fellowship is awarded to doctoral students in social work who are pursuing scholarly interests in the field of Public service for the chronically mentally ill and/or mentally ill offenders. Ms. Jane Bierdeman-Fike served as Director of Psychiatric Social Work at Fulton State Hospital for over thirty years, and established this fund in support of our doctoral program.

Eleanor J. and John W. Watt Scholarship for Social Work and the Gay/Lesbian Community: This scholarship is awarded to gay or lesbian graduate students in the School of Social Work, with preference given to doctoral students interested in conducting research on gay/lesbian issues. This scholarship

was established by Dr. J. Wilson Watt, Associate Professor in the School, in honor and memory of his parents.

The Doctoral Program Committee may offer exceptions during the admission process on a case by case basis.

Numerous other scholarships/fellowships are available through the Office of Graduate Studies. Students are strongly encouraged to review the website at <http://gradstudies.missouri.edu/forms-downloads/fellowship-assistantship-financial.php>

CSWE Doctoral Fellowships in Social Work for Ethnic Minority Students: This scholarship is awarded to students who have Master's degrees in Social Work and who will begin full-time study leading to a doctoral degree in social work or who are currently enrolled as full-time students in a doctoral social work program. Applicants should demonstrate potential for assuming leadership roles; potential for success in doctoral studies; and commitment to a career in providing mental health and/or substance abuse services to ethnic/racial/social/cultural minority individuals and communities. For more information on these programs, visit the Programs and Services section at CSWE online: <http://www.cswe.org>

Need-based Financial Aid

To be considered for need-based financial aid, submit the Free Application for Federal Student Aid (FAFSA). The form is available in December and should be completed and mailed or filed electronically by March 1 each year. MU will notify students who file the FAFSA of their financial aid eligibility. To be eligible to receive federal financial aid, a student must be a U.S. citizen, permanent resident, or an eligible non-citizen. Further information can be obtained from: your financial aid advisor, who can be found by going to this webpage: <http://financialaid.missouri.edu/contact/find-your-adviser.php> Go to the chart near the bottom of the page and look for the first letter of your last name under the middle column. General financial aid help can be contacted at the information below:

Student Financial Aid: 11 Jesse Hall, Columbia, MO 65211-1600. Phone: 573.882.7506; toll free: 1-800-225-6075 (only in IL & MO)

E-mail: finaidinfo@missouri.edu

XIV. SCHOOL OF SOCIAL WORK RESOURCES FOR STUDENTS

Identification Card: Students may obtain a student Identification Card at the ID Center, located in the back of the University Bookstore in Brady

Commons. Students should present an official university document (admissions letter, registration form) that contains the student's official name and student number. The office hours are 8:00 AM to 4:00 PM Monday through Friday, and their telephone number is 882-1871.

Computer Lab: The School of Social Work computer lab, 733 Clark Hall, is open from 8:00 AM to 5:00 PM Monday through Friday.

Doctoral Student Office/keys: Full time students will be given office space on the 5th floor of Clark Hall. Doctoral students will generally share an office with one or two other students and each student will be given a key to that office. Please contact the School's Executive Assistant (Margee Stout) at stoutmp@missouri.edu

Student Health: The Student Health Center is located at the University Physicians Building on the corner of Hospital Drive and Hitt Street on the Fourth Floor. It provides referrals and some health services for all students. Its hours are 8:00 AM to 5:00 PM Monday through Friday, except for Wednesday when it closes at 4:00 PM. The Student Health Center is scheduled to move to a new location in fall 2002. Students will be advised when that moves take place. 573-882-7481

E-mail: All students will be provided a student E-mail account. For administrative efficiency our e-mail communications will be sent to the student's University e-mail account. If you need assistance with your e-mail or e-mail account, please contact the IATS helpdesk at 573-882-5000.

Emergency Contact: Please give Shannon Mezzanotte, doctoral secretary, the name, address, phone number and e-mail address of the person to contact in the event of an emergency.

Bookstore: The Mizzou Store is located in Brady Commons on Rollins Ave. It carries textbooks (including Social Work textbooks) plus supplies and gifts. Normal business hours during fall and winter semesters are 8 AM to 7 PM Monday through Friday, and 10 AM to 6 PM during the weekends. Their telephone number is 573-882-7611.

Campus Police: The campus police are located in the Virginia Avenue Garage. Their phone number is 573-882-7201.

Lost and Found: Notify campus police at 573-882-7201.

Food Services: There are vending machines in the Clark Hall lobby. Other nearby food services is located at the food court at Brady Commons.

XV. MU RESOURCES FOR STUDENTS

Health Center: Access to outpatient medical care is available at the Student Health Center next to University Hospital. The service, staffed by board

certified physicians and nurse practitioners, includes primary and urgent medical care, women's health care, allergy desensitization, X-rays, an on-site laboratory, sports medicine and pharmacy. During fall and winter semesters, hours are 8 a.m. to 6 p.m. on Mondays, Tuesdays and Thursdays; 9 a.m. to 6 p.m. on Wednesdays; 8 a.m. to 5 p.m. on Fridays and 9 a.m. to 1 p.m. on Saturdays and Sundays. After hours, a registered nurse is available to help assess urgent needs. Call 882-7481.

Full-time students pay a prepaid health fee that covers most services received at the center. Other students pay on a fee-for-service basis or may choose to pay the health fee. A separate student accident and illness insurance plan is recommended and available through the University.

Supplemental Plan for Sickness and Accident Insurance: This plan, sponsored by the University of Missouri System, may be purchased at a reasonable cost at the time of enrollment. It covers hospitalization and surgery, including medical and surgical treatment while a student is away during weekends, holidays and summer vacations. Insurance to cover a spouse and dependents may be purchased at an extra cost. Brochures outlining costs and plan coverage are available at the Cashier's Office, 15 Jesse Hall.

Recreation Services and Facilities: All Recreation Services programs are designed to provide varying degrees of competitive and noncompetitive, structured and unstructured activities for members of the MU community. Activities include RecSports (men's, women's, co-rec and faculty/staff divisions for teams and individuals); open recreation; outdoor recreation; lap and recreational swimming at indoor and outdoor pools; and Leisure University classes including Club Aerobix, swing dance and tai chi.

Both indoor and outdoor facilities and activities are available. The Student Recreation Center (SRC) houses basketball, volleyball and racquetball courts; weight-training equipment; an elevated indoor track; aerobics and combative rooms; and locker rooms. Indoor and outdoor pools are located at the Natatorium Rec facilities available to MU students and Rec Center members include the Stankowski Outdoor Recreation Complex and multiple outdoor fields and parks on campus. A valid MU ID card or SRC facility pass must be presented to enter and use Rec Services' facilities.

For more information, contact the Rec Services Office in 320 Student Recreation Center at (573) 882-2066 or visit our Web site at:
<https://www.mizzourec.com/>

Office of Disability Services: The Disability Center serves as a resource to and partner with our campus community to remove barriers and promote the principles of universal design. We encourage self-determination. We

work to ensure equal opportunity and provide tools for access for students.

If you have been accepted as an MU student and you have a documented disability, establish an Accommodation Plan with the Disability Center right away to make sure you get what you need to succeed at Mizzou. Office Hours: Monday-Friday, 8:00 am- 5:00 pm. Email: disabilitycenter@missouri.edu and phone: (573) 882-4696,

MU International Center: The International Center facilitates all things international at the University of Missouri. We raise international awareness and foster dialogue on critical world issues.

International Initiatives

The center works with faculty and staff from across campus to develop and maintain MU's relationships with institutions around the world. We also facilitate on-campus internationalization through curriculum and faculty development projects.

International Student and Scholar Services

Our staff provides comprehensive support services to MU's international community — students, faculty, staff and their dependents come to MU from nearly 100 countries. In doing so, the center also serves a critical compliance role for the university required by federal immigration regulations.

Study Abroad

We coordinate, develop and administer quality programs that enable MU students to study outside the U.S. Each year well over 1,000 MU students choose to enhance their academic experience—gaining an appreciation and understanding of other nations and cultures—through study abroad.

Finally, we build international connections on our campus and in our community, offering a variety of opportunities to get involved with Missouri's global campus.

Women's Center: The MU Women's Center welcomes students, staff, faculty and members of our local community. The Center provides opportunities for learning, service and support for those who seek to further their understanding of social justice. No matter if you are looking for a place to lounge, to attend programs, to borrow a book or grab some free candy, the WC is a space where you can find your place. Our Center is not a woman-only space—it is open to everyone regardless of gender identity.

The Women's Center is a part of the Department of Student Life, within the Division of Student Affairs. We serve women, transgender, men and gender non-conforming persons. Women's Centers historically grew out of a need for women to have spaces and services that were previously unavailable. Contact Information: e-mail: MUWomensCenter@missouri.edu , phone: (573) 882-6621, Location: G108 MU Student Center

Veterans Center: The MU Veterans Center is here to meet the needs and address the concerns of veterans at Mizzou. It's a designated place on campus where you can find camaraderie and friendship along with resources and support. Our office is staffed by a full-time MU employees and six VA work-study students who have worn — or are still wearing — the uniform.

The MU Veterans Center offers students and employees:

- A one-stop, free-standing center.
- A seamless approach to helping student veterans at MU, from admission to graduation.
- A resource for mentoring, tutoring, housing, financial and personal issues for MU students and employees.
- Assistance for families and spouses during deployments.
- Coordination of a network of health professionals with expertise in addressing the needs of veterans.
- A network of social support groups among veterans.

The center is housed at N-5 Memorial Student Union in the very heart of campus, close to the Admissions and Financial Aid offices as well as personal and academic counseling centers. Full-time staff director Carol Fleisher run the center, working with six part-time VA work-study students who are former or current active-duty service members.

XVI. APPENDICES

Appendix A: Graduates and Their Dissertation Titles

Title of Dissertation	Year Completed
Mental Health	2005
The Role of Household Environment on Health Outcomes for Female Adolescents in Kenya	2007
Factors that Predict Graduation for College Students with Disabilities	2007
A Study on the Relationship of Death Anxiety and the Completion of	2008
Team Communication and Collaboration in Hospice Pain Management	2008
Reasons for Placement Instability	2008
Voluntary Orphans: Parental Relinquishment to Child Welfare	2009
Exploratory Study of Advocacy Practices, Strategies, and Resistance Among Crime Victim Agencies	2009
The Effects of Gender, academic concerns, and social support on the stress among International Students	2009
Coping Among Pregnant, Rural, Low-Income Women Facing Intimate Partner Violence	2009
Psychosocial Influences on Total Pain Management by Informal Hospice Caregivers	2009
A Survey of Employee Engagement	2009
Perspective of Certified Nurse Assistants on Sexual Orientation	2009
A Longitudinal Study of Differences in Staff Assaults by Responses to Residents in a Forensic Hospital	2009
Effects of Personal and Environmental Factors on Social Engagement in Later Life	2009
Designated Hospice Rooms in Nursing Homes: A New Model of End-of-Life Care	2009
Perspectives of Informal Caregivers on Using In-Home Technology to Monitor Activities of Persons with Serious Mental Illness	2010
Empowerment for Social Justice: A Grounded Theory Study of Social Work Field Instruction Strategies	2010
The Impact of Eligibility Guideline Changes in the Missouri's State Children Insurance Program (SCHIP) on Poor Working Families With Children With Asthma	2011
Falling Through the Cracks: Child Care Decision-Making among the Working Poor	2011

Cultivating a Landscape for Food Justice: An Exploratory Study of Community Food Security Measurement to Inform Community-Based Intervention Strategies	2012
Poverty and Affordable Housing: Comparing the Attitudes and Beliefs of Social Work Students in the United States to those of Social Work Students in the Netherlands	2012
Engagement of Geographically Diverse Head Start Families	2013
Contributing factors for Human Papillomavirus (HPV) vaccination among African American Young Adults	2013
Providing for the needs of victims of human trafficking under the TVPA of 2000: The experiences of service providers in Missouri and Kansas	2013
Making Space for Critical Race Theory Within Therapeutic Settings: Understanding the Significance of Race in Serving Racial and Ethnic Women Minorities	2013
Pregnancy Intention Among Women with Cystic Fibrosis: A Theory of Planned Behavior Model	2014
Waiting For the Cold to End': A Qualitative Exploration of PhotoVoice as a Therapeutic Intervention for Survivors of Sexual Assault	2015
A Study of Intergroup Contact Theory: Using Storytelling to Increase Awareness of Lesbian and Gay Older Adults in Long-Term Care Settings	2015
Perceptions of Childhood as Indicators of Early Attachment Deficits Among Individuals with a History of Violent Crime	2016
African American Males Navigating Their Way to College: A Socioecological Resiliency Model	2016
Abortion Decision-Making and the Impact of the 72-hour Abortion Waiting Period in Missouri	2016
Information Communication Technology Use, Social Support, and Life Satisfaction among Korean Immigrant Elders	2017

Appendix B: Examples of Employment of Graduates of the Doctoral Program

Type	Name of Organization
Higher education	MU School of Medicine
	MU School of Education
Higher education	University of Central Missouri
Higher education	University of South Dakota
Higher education	Northeastern State University- Broken Arrow, OK
Higher education	California State University
Higher education-Department Chair	Missouri State University
Higher education- BSW Director, Department Chair	William Woods University
Higher education	Hankuk University of Foreign Studies (Seoul, South Korea)
Higher education	University of Oklahoma
Higher education	Ohio State University
Higher education	Fayetteville State University in NC
Higher education	Clark Atlanta University, GA
Higher education	Park University
Higher education	Clark Atlanta University
Higher education	University of Southern Mississippi
Higher education	University of Kentucky
Higher education	Wright State University

Appendix C: School and University Policies

UNIVERSITY DIVERSITY

The School of Social Work, University of Missouri-Columbia does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation, marital status, disability, or status as a disabled veteran or veteran of the Vietnam era. Moreover, the School has a distinguished history in promoting the rights of oppressed minorities of all kinds and in aggressively championing their cause. In keeping with this commitment, the School actively solicits applications from qualified persons of all groups. For more information, call Human Resource Services at (573) 882-4256.

UNIVERSITY SEXUAL HARASSMENT POLICY

It is the policy of the University of Missouri, in accord with providing a positive discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution. For further information please refer to and be guided by: https://www.umsystem.edu/ums/rules/collected_rules/equal_employment_educational_opportunity/ch600/600.020_sex_discrimination_sexual_harassment_and_sexual_misconduct

THE RIGHTS OF PEOPLE WITH DISABILITIES AT MU

The Americans with Disabilities Act, the Rehabilitation Act, and the Missouri Human Rights Act provide protections against disability-based discrimination. These laws also require MU to provide reasonable accommodations for otherwise qualified people with disabilities - in the classroom and at work. Because the University is a major federal contractor, MU must also take affirmative action to employ qualified individuals with disabilities and advance them in employment. The ADA also requires a public entity to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II. Informal grievances or complaints should be brought to the ADA Coordinator, Lee Henson at hensonl@missouri.edu

STUDENT RESPONSIBILITY

It is each graduate student's responsibility to be familiar with the information presented in this catalog, and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

ACADEMIC HONESTY AND PROFESSIONAL ETHICS

Academic honesty is essential to the intellectual life of the University. Students who pass off as their own the answers, words, ideas or research findings of another person are guilty of academic dishonesty. In addition to such acts of cheating or plagiarism, any unauthorized possession of examinations, hiding of source materials, or tampering with grade records are acts of academic dishonesty specifically forbidden by University rules.

According to the *MU Faculty Handbook*, faculty are required to report to their departmental chair and the provost's office all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student's grade on the work affected by the dishonesty and, where appropriate, the grade for the affected course. The decision as to whether disciplinary proceedings are instituted is made by the provost. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in suspension or dismissal from the University.

Graduate students also should be aware that most professional associations have codes of ethics. These codes vary considerably across fields, but tend to provide guidelines for a broad array of professional responsibilities including teaching, research and working with clients. Violations of a code of ethics can lead to negative sanctions by one's professional colleagues and the expulsion from the professional associations in one's field. Graduate students are encouraged to obtain copies of codes of ethics for their chosen profession from the director of graduate studies in their department or program.

DOCTORAL STUDENT RESPONSIBILITIES

Students are responsible for creating a plan of study with completion goals that ensure continuous progress toward receipt of the doctoral degree. This should include, at a minimum:

- Plan for academic course completion as found in the core courses and the student's plan of study.
- Plan for meetings with the academic advisor, the Dissertation Committee chair, and the Dissertation Committee in support of the actions needed to move forward on the doctoral degree work
- Identification as required by the Chair and the Dissertation Committee of specific deliverables and a timeline for producing those deliverables
- Plan for timely completion of the Comprehensive Examination, subsequent dissertation drafts, the dissertation research, and the presentation and defense of the completed Dissertation.
- Developing a plan with the student's Chair to address failures of progress toward the degree

Students are responsible to ensure timely meetings with the academic advisor, dissertation chair, and dissertation committee and individual committee members which ensure continuous progress toward the degree.

Students must ensure maintenance of continuous registration in the University and failure to register in a given semester will constitute grounds for dismissal from the program except where a formal Leave of Absence has been granted or extenuating circumstances beyond the control of the student are presented to the doctoral program committee and academic advisor/dissertation chair.

Students who fail to develop a plan of action addressing the failure to progress or who fail to meet the requirements of a negotiated plan of action addressing identified failures to progress toward the degree will be subject to dismissal from the program

Students who are placed on Probationary Status by the Office of Graduate Studies must return their academic status to satisfactory [GPA 3.0 or above] during the probationary period. Failure to return the GPA to 3.0 will constitute grounds for dismissal from the program.

Students are expected to conduct themselves responsibly and in a manner consistent with the requirements of the Code of Ethics of the profession of Social Work. Failure to do so may constitute grounds for dismissal from the program.

Students are expected to be willing to address stressors related to the failure to progress in the academic program which do not arise directly from that program via communication with the chair/advisor and/or the Doctoral Program Director.

DOCTORAL CHAIR/ACADEMIC ADVISOR RESPONSIBILITIES

These responsibilities are carried by the original academic advisor assigned to an incoming first-year doctoral student until that student selects a dissertation chair and that faculty member agrees to become the dissertation chair. The responsibilities herein then shift immediately to the faculty member serving as chair of the dissertation committee.

Chairs/advisors are responsible for the ongoing monitoring of their students' progress toward degree completion and for addressing failures to make such progress. Actions addressing failure to progress include, at a minimum:

- Notify the Doctoral Program Director and the student of the failure to progress
- Meet with the student immediately upon identification of problems with continuous progress toward the degree; evidence for such problems may include patterns of behavior related to:
 - Failure to meet expected deadlines in the plan of study
 - Failure to attend scheduled meetings with the Chair, with committee members or with the
 - Dissertation Committee as a whole
 - Failure to produce academically or intellectually acceptable deliverables within the timelines established in the plan of study
 - Develop a corrective plan of action with the student with timelines for individual corrective actions and/or associated deliverables [N.B.: failure by

the student to develop a corrective plan is a cause for dismissal from the program]

- Provide a copy of the corrective plan to the Director of the Doctoral Program

Chairs/advisors are also responsible for identifying and addressing other problems related to the students participation in the doctoral program, including but not limited to:

- Concerns identified by individual doctoral faculty members regarding specific areas of academic and/or intellectual difficulty perceived in the course of delivering specific classroom instruction or specific supervision for the student in the role of a Graduate Research Assistant or Graduate Teaching Assistant
- Concerns raised with the Doctoral Program Director, the Doctoral Program committee, or individual Doctoral Faculty by other doctoral students regarding behaviors of a doctoral student
- Concerns about behaviors representing possible violations of the Code of Ethics of the profession of Social Work

Chairs/advisors are responsible for assuring that informational links to needed resources within the campus are made available to students as part of the corrective action plan if such links are requested by the student.

**Appendix D: Contact Information for the SSW Faculty and Staff
(*Doctoral Program)**

	FACULTY	PHONE	ROOM	E-MAIL
Ms.	Aderton, Andrea	573-823-3532	NC	adertona@missouri.edu
Ms.	Bailey, Rachel	882-4136	726	baileyr@missouri.edu
Dr.	Canada, Kelli	882-3765	706	canadake@missouri.edu
Ms.	Cary, Suzanne	882-7671	727	carys@missouri.edu
Dr.	Hsu, Hsun-Ta	884-6043	709	tah@missouri.edu
Dr.	Fitch, Dale	884-7405	730	fitchd@missouri.edu
Ms.	Freelin, Tammy	882-1656	722	freelint@missouri.edu
Ms.	Freese, Rebekah	884-8276	721	freesera@missouri.edu
Dr.	Galambos, Colleen	882-3701	523	galambosc@missouri.edu
Ms.	Hillemann, Linda	573-870-0623	SW	hillemannl@missouri.edu
Ms.	Lewis, Alex	884-2336	704	lewisale@health.missouri.edu
Dr.	Peters, Clark	884-1411	719	peterscm@missouri.edu
Ms.	Piester, Jane	884-6704	726	piesterj@missouri.edu
Dr.	Preble, Kathleen	884-4163	728	Preblek@missouri.edu
Dr.	Ramseyer Winter, Ginny	884-8077	705	ramseyerwinterv@missouri.edu
Dr.	Robinson, Erin	884-3907	708	robinsonel@missouri.edu
Dr.	Sanchez, Ninive	882-0920	712	sanchezn@missouri.edu
Dr.	Snively, Carol	882-0675	702	snivelyc@missouri.edu
Dr.	Tenkku, Leigh	884-5459	707	tenkkul@missouri.edu
Dr.	Tlapek, Sarah Myers	884-9605	710	tlapeks@missouri.edu
Dr.	Thompson, Aaron	882-0124	718	thompsonaa@missouri.edu
Ms.	Woods, Christine	882-4136	711	woodsc@missouri.edu
Dr.	Yu, Mansoo	882-4363	720	yuma@missouri.edu
Dr.	Yoon, Dong	882-0916	701	yoond@missouri.edu
	STAFF			
	Claxton-Rogers, Kathleen	884-8795	725	claxtonk@missouri.edu
	Ferguson, Joann	882-5613	732	messbargerj@missouri.edu
	Francis, Amber	882-9709	Gwynn Hall	francisa@missouri.edu
	Mezzanotte, Shannon	884-1438	724	mezzanottes@missouri.edu
	McRyenold, Joyce	4-9133/2-0117	523	mcreynoldstjt@missouri.edu
	Null, Crystal	884-9385	724	nullc@missouri.edu">nullc@missouri.edu
	Raines, Gary	882-8616	703	rainesg@missouri.edu

Appendix E: 2017-2018 Academic Calendar

FALL SEMESTER 2017	DAY	DATE
Class work begins at 8 a.m.	Monday	August 21
Labor Day Holiday (no classes)	Monday	September 4
Thanksgiving recess begins at close of day*	Saturday	November 18
Class work resumes at 8 a.m.	Monday	November 27
Class work ends at close of day*	Thursday	December 7
Reading Day	Friday	December 8
Final examinations begin	Monday	December 11
Fall semester closes at 5:30 p.m.	Friday	December 15
Commencement	Friday & Saturday	December 15 & 16
Grades Due	Tuesday	December 19

SPRING SEMESTER 2018	DAY	DATE
Martin Luther King Day (no classes)	Monday	January 15
Class work begins at 8 a.m.	Tuesday	January 16
Spring Recess begins at close of day*	Saturday	March 24
Class work resumes at 8 a.m.	Monday	April 2
Class work ends at close of day*	Thursday	May 3
Reading Day	Friday	May 4
Final examinations begin	Monday	May 7
Spring semester closes at 5:30 p.m.	Friday	May 11
Commencement	Friday, Saturday & Sunday	May 11, 12 & 13
Grades Due	Tuesday	May 15

8-WEEK SUMMER SESSION 2018	DAY	DATE
Class work begins at 7:30 a.m.	Monday	June 4
Independence Day recess (no classes)	Wednesday	July 4
8-week session closes at 5:30 p.m.	Friday	July 27
Grades due	Tuesday	July 31
FIRST 4-WEEK SUMMER SESSION 2018	DAY	DATE
Class work begins at 7:30 a.m.	Monday	June 4
First 4-week session closes at 5:30 p.m.	Friday	June 29
SECOND 4-WEEK SUMMER SESSION 2018	DAY	DATE
Class work begins at 7:30 a.m.	Monday	July 2
Independence Day recess (no classes)	Wednesday	July 4
Second 4-week session closes at 5:30 p.m.	Friday	July 27

8-WEEK SUMMER SESSION 2018	DAY	DATE
Grades Due	Tuesday	July 31

**Close of day is defined as including late afternoon and evening classes*