



## Master of Social Work Program

### Student Handbook

2023-2024

Missouri Baptist University

One College Park Drive

St. Louis, MO 63141

Phone: (314) 434-1115

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## **THE MASTER OF SOCIAL WORK PROGRAM WELCOMES YOU!**

Welcome! The faculty and staff of the Master of Social Work Program at Missouri Baptist University are pleased that you have chosen MBU to pursue your graduate education, in a field that is in high demand locally, regionally, and nationally. The MSW degree has become increasingly valuable, as the advocacy needs of the underserved continue to be significant. To that end, professional social workers are uniquely prepared to address the complex needs and challenges in society today.

We welcome you to the MSW Program and sincerely hope you will have a rewarding experience at MBU. The MSW curriculum has been designed to prepare you for professional social work by integrating knowledge and skills learned in the classroom with practical experience gained in field education. Social work is a rewarding profession for people who are motivated by a deep sense of calling to serve others. You may be drawn to helping children, vulnerable older adults, persons with mental illness, communities in crises, or one of the many other populations in need of assistance from a social worker. Whatever population you desire to work with, the MSW Program will prepare you well by providing you with the knowledge and skills needed.

The MSW Student Handbook provides important information including policies and procedures. Please take time to read this handbook thoroughly. It will help you understand the MSW Program and what is expected of you, as a student. You will also learn about the many university resources available to you. Any concerns or questions you may have should be communicated with the social work faculty. General information about MBU graduate education can also be found in the MBU Graduate Bulletin.

On behalf of the MSW Program, I look forward to being a part of your educational journey as you prepare to become a change maker in the field of social work!

*Nikki Johnson*

Nikki Johnson, Ph.D., MSW, LCSW  
Associate Dean, School of Social Work  
Missouri Baptist University

## MSW Program Faculty and Key Contacts

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## **MISSOURI BAPTIST UNIVERSITY MISSION STATEMENT**

The mission of Missouri Baptist University is to offer programs of study leading to professional certificates, undergraduate degrees, and graduate degrees in an environment where academic excellence is emphasized and a Biblically based Christian perspective is maintained. The University is committed to enriching its students' lives spiritually, intellectually, and professionally, and to preparing students to serve in a global and culturally diverse society.

## **MISSOURI BAPTIST UNIVERSITY CORE PURPOSE**

To teach, empower, and inspire students for service and lifelong learning.

## **MISSOURI BAPTIST UNIVERSITY CORE VALUES**

- We are serious and intentional about our Christian faith.
- We will freely and responsibly search for truth.
- We strive for excellence.
- We believe in the importance and cultivation of character.
- We believe in social change through service and leadership.

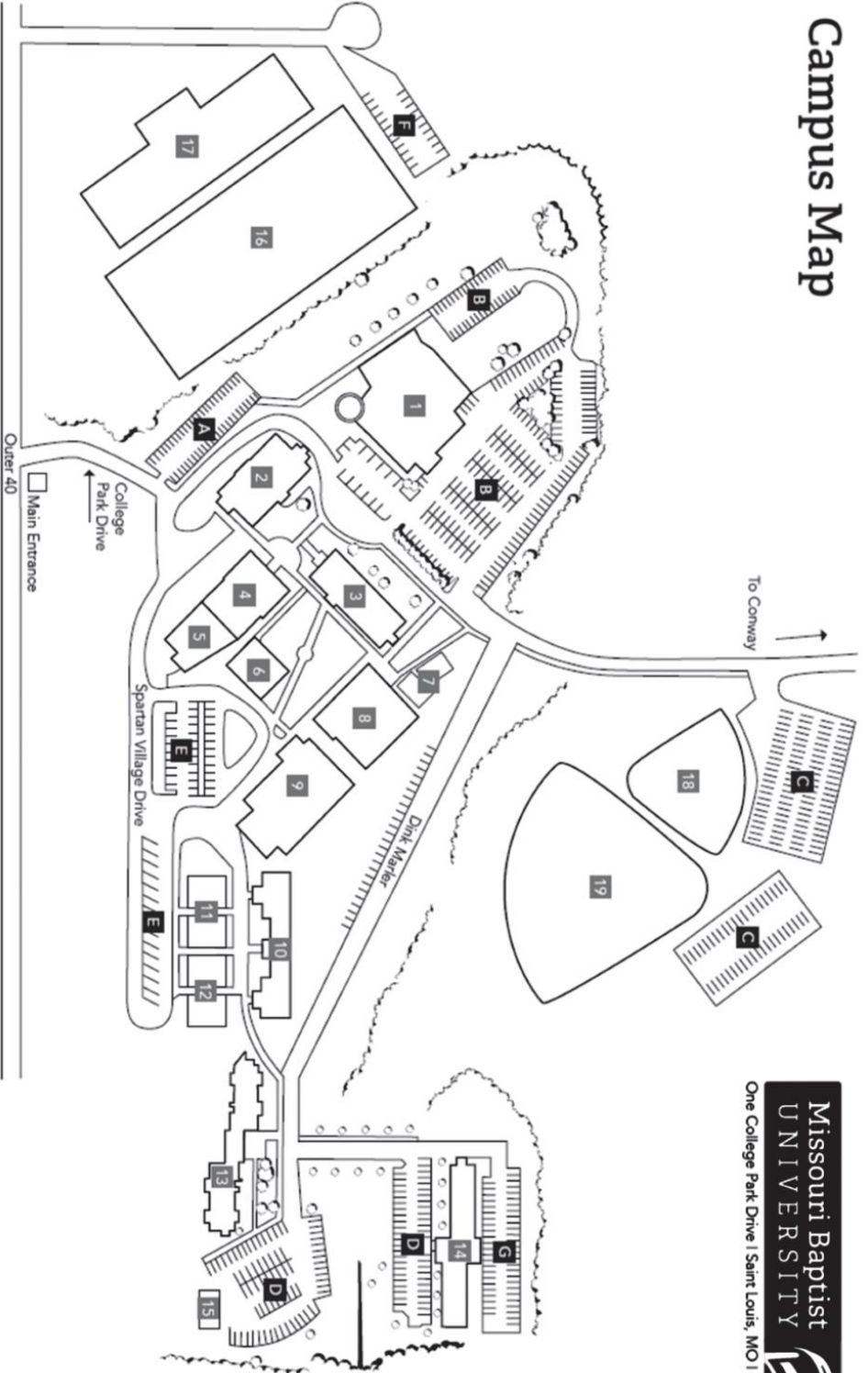
## **MISSOURI BAPTIST UNIVERSITY'S COMMITMENT TO DIVERSITY**

Missouri Baptist University is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person. Missouri Baptist University affirms that an important part of the integration of faith and learning is the recognition that all people are created in the image of God and worthy of respect and dignity. We seek to ensure that all students have full access to the educational, social, and spiritual growth opportunities that the University provides to ensure that students understand and appreciate one of the University's core values which is "social change through service and leadership."

Through its curricula and classroom experiences, the university seeks to develop and nurture diversity because it strengthens the organization, promotes creative problem solving, and enriches us all. The goal is to present materials and activities that are respectful of diverse groups including, but not limited to, race, gender, color, national or ethnic origin, age, qualified disability, military service, learning differences, or socioeconomic status.



# Campus Map



- 1** Pillsbury Chapel/Dale Williams Fine Arts Center  
Pillsbury Chapel-main level  
Pillsbury-Warwright Performance Hall-main level  
Office of the President-main level
- 2** Field Academic Hall  
Dining Hall-main level  
Records Office-lower level  
Graduate Studies-lower level
- 3** Administration Building  
Undergraduate Admissions-main level  
Financial Services-main level

- 4** Jung-Kellogg Library
- 5** Bookstore
- 6** The Perk Coffeehouse
- 7** Public Safety
- 8** Information Technology
- 9** Murcy Gym
- 10** Carl and Deloris Petty Sports and Recreation Complex  
Spartan Village Row

- 11** Spartan Village South
- 12** Spartan Village Apartments
- 13** Pillsbury Huff Resident Hall
- 14** North Hall
- 15** Campus Operations
- 16** Spartan Field
- 17** Spartan Field House
- 18** Softball Field
- 19** Baseball Field

- A** Lot A
- B** Lot B
- C** Lot C
- D** Lot D
- E** Lot E
- F** Lot F
- G** Lot G

## STUDENT SUCCESS CENTER

### Contact Information:

- Mrs. Lisa Woodman, Assistant Dean of Student Success

[Lisa.woodman@mobap.edu](mailto:Lisa.woodman@mobap.edu)

### On the Web:

- <https://www.mobap.edu/student-life/support-services/success/>

**Writing Lab:** Meet with a writing coach to receive feedback on any part of your writing process from brainstorming to revision. We believe you are a writer, so we treat your writing as meaningful scholarship in the Writing Lab. Writing Lab services are free for MBU students.

### Writing Lab Appointments:

Contact the Writing Lab at (314) 392-2364 or by e-mail at [writing@mobap.edu](mailto:writing@mobap.edu) to schedule an appointment. Students may schedule a writing lab appointment, or they may walk-in for an appointment. Please bring a hard copy of your assignment and guidelines to your writing lab session. Contact us if you need to cancel or reschedule your session.

## Office of Student Disability Services

The Office of Student Disability Services at MBU is here to serve students who have disclosed a documented disability. The office assists students through classroom and housing accommodations, addressing concerns and connecting students with additional resources when needed. We are available through email ([disabilityservices@mobap.edu](mailto:disabilityservices@mobap.edu)), virtual visits, or by stopping by our office which is located at Spartan Row 503, Suite 301A.

To qualify for services, students must self-identify and meet with the Special Needs Coordinators to discuss their needs and provide appropriate written documentation of a disability from a qualified professional or agency. Students are encouraged to establish documentation at least two weeks prior to the start of the semester; however, accommodations may be obtained throughout the semester with proper documentation. For additional information visit:

[Office of Student Disability Services](#)

## **SPARTAN BOOKSTORE**

THE BOOKSTORE IS LOCATED NEXT TO THE PERK, BEHIND THE LIBRARY

Phone 314.392.2261

### **HOURS OF OPERATION**

Fall and Spring Semesters

Monday - Thursday.....8:30 AM – 4:30 PM

Friday.....8:30 AM – 4:00 PM

Closed Saturday and Sunday

Summer Hours

Monday through Thursday.....8:30 AM – 5:00 PM

Friday.....8:30 AM – 1:00 PM

Closed Saturday and Sunday

The Spartan Store is the one stop shop for everything MBU! The bookstore carries a large selection of clothing, school supplies, gift items, snacks and computers/tablets. In addition, the bookstore stocks new and used textbooks, e-books and also offers textbooks for rent. Financial aid is accepted both online and in the store. The bookstore is open 24/7/365 at [www.mobapshop.com](http://www.mobapshop.com).

On the web: Facebook: MissouriBaptistUnivBkstr OR [www.mobapshop.com](http://www.mobapshop.com)

## **CAREER DEVELOPMENT**

JUNG KELLOGG LEARNING CENTER/ LIBRARY - 314.744.5322

Hours: Monday-Friday..... 8:00 AM – 4:30 PM

Services:

The Office of Career Development has several online resources to help you as you hone your career readiness skills. It offers a wide range of services including help with a Resume Guide, Resume Template, Cover Letter Template, References Guide, References Template, Interview Guide, Job Search Strategies, Thank You Notes, and LinkedIn Guide.

The office of Career Development at Missouri Baptist University provides resources and facilitates opportunities for students to grow in knowledge and ability to better pursue meaningful careers. We strive to be a catalyst for collaboration, innovation, and experiential learning. Students and Alumni also have access to Handshake. Handshake is our online career platform where you can search for jobs and internships, schedule an appointment with a Career Development staff member and learn about events.

Contact Information:

Sarah Gibbs, Director of Career Development

[Sarah.Gibbs@mobap.edu](mailto:Sarah.Gibbs@mobap.edu)

On the Web: <http://www.mobap.edu/career>

**DINING HALL**

FIELD ACADEMIC HALL - 314.392.2271

Breakfast (\*Brunch)

Monday – Friday.....7 AM – 9 AM

9 AM – 9:30 AM (Continental Breakfast only)

Saturday/Sunday.....11 AM – 1:30 PM

Lunch

Monday – Friday.....11 AM – 2:30 PM

\*Premade salads & sandwiches / salad bar are also open from 9:30am-11am and from 2:30pm-4:30pm.

\*Thursday and the first Tuesday of the month lunch will begin after Chapel.

\* During the Fall Lecture Series and the Spring Lecture Series the Dining Hall will not open until the end of the lecture each day.

Dinner

Monday – Friday.....4:30 PM – 7 PM

6:30 PM – 8 PM limited premade and grill items

Friday – Sunday.....4:30 PM – 6:30 PM

\* Dinner Hours may be extended, but notification will precede any change.

\*Weekdays in which school is not in session will have a brunch schedule.

\*Students with special dietary needs may make an appointment with FSC to learn of available options matching their dietary needs.

## **OFFICE OF FAITH AND SERVICE**

FIELD BUILDING, STUDENT DEVELOPMENT SUITE – 314.744.5314

Hours: Monday – Friday..... 8:00 AM – 4:30 PM

### Services:

The Office of Faith and Service seeks to see lives changed by the good news of Jesus Christ by carrying out the Great Commandment and the Great Commission. We seek to lead and support the community of the University in spiritual growth, servant leadership, and international engagement. We value the Gospel, faith and learning, excellence, community & diversity, and leadership & service. This office oversees weekly chapel gatherings, community groups, mission trips (local and international), and biblical counseling. Through the Office of Faith and Service, you may grow in faith, community, and service.

On the Web: <http://www.mobap.edu/faithandservice>

Facebook: mbufaithandservice

Instagram: mbufaithandservice

Twitter: mbufaithandservice

Why is the Office of Faith and Service important for students?

-The Office of Faith and Service helps direct and equip students for growth in faith and service. This office oversees and provides resources and counseling for spiritual development and supports students in their quest to grow in leadership and service.

What advice does the Office of Faith and Service have for new students?

-Own your faith and your MBU experience. Allow MBU to help you grow in your love for God and others and be ready to establish and challenge your convictions.

## **FINANCIAL SERVICES**

ADMINISTRATION BUILDING, FIRST FLOOR - 314.392.2366

Hours: Monday, Tuesday, Thursday.....8:00 AM – 6:00 PM

Wednesday, Friday.....8:00 AM – 4:30 PM

Services: The Student Financial Services Office offers guidance to students and families on financing the cost for a college education. In addition to providing instruction and counseling on applying for need-based financial aid and determining eligibility for such funding, we offer assistance in applying for federal student loans, parent loans, and alternative loans. Payments or arrangements for payment plans can be made through the Student Financial Services Office as well as answering questions relating to billing charges.

Contact Information:

Please email [SFS@mobap.edu](mailto:SFS@mobap.edu)

On the Web:

- [www.mobap.edu/financial-aid](http://www.mobap.edu/financial-aid)

What advice does Financial Services have for students?

-Financial aid is designed to help pay for college beyond what you and your family can contribute. Become a knowledgeable consumer of financial aid services and programs.

**FEDERAL WORK STUDY PROGRAM (FWS)**

Eligibility is based on financial need. Contact the Student Financial Services Office for information: <http://www.mobap.edu/financial-aid/types-of-aid/financial-aid-work-study/>.

**MBU FITNESS**

**FITNESS CENTER**

Carl and Deloris Petty Sports and Recreation Complex, lower level

Hours of Operation

Monday – Friday..... 7:00 AM – 7:00 PM

Saturday..... 10:00 AM – 4:00 PM

Sunday..... 2:00 PM – 8:00 PM

\*Hours are subject to change. Modified hours and closures available at [mobap.edu/src](http://mobap.edu/src).

Access

\* Free for current MBU students with a valid MBU ID.

\* First time users must complete the one-time electronic recreational activity waiver.

The waiver can be found at [mobap.edu/fitness](http://mobap.edu/fitness).

\* All students must present a valid MBU ID card for access. Students with a completed electronic recreational activity waiver are allowed to enter the facility without their MBU ID card 3 times per academic year by giving the fitness attendant a valid student number.

\* Entry to and exit from the fitness center must be through the main entrance by the fitness desk.

\* Non-MBU guests are not allowed to use the fitness center.

\* The safety of all participants who use the facility is our highest priority. When using the

fitness center, please consider your own health history, seek counsel from your health provider, and use sound judgment when choosing exercises options and intensity. Individuals utilize all recreational fitness facilities at their own risk.

\* Proper workout attire and footwear must be worn at all times.

\* No food or drink is allowed except for plastic water bottles.

\* MBU Fitness is not responsible for lost or stolen items.

\* The Fitness Center men’s and women’s locker room offer showers and lockers available

to rent or use by the day. Locks can be checked out from the Fitness Center desk with MBU ID for day use only. Semester locker rentals are available for a small fee. Stop by the fitness desk for more information.

Contact Information:

\* 314.744.7647 or [fitness@mobap.edu](mailto:fitness@mobap.edu)

On the Web

\* [mobap.edu/fitness](http://mobap.edu/fitness)

## GROUP FITNESS

A variety of group fitness classes are offered free of charge each semester to current MBU students. Options include a mix of cardio/strength and mind/body formats. Classes are held in the Group Fitness Room on the upper level of the Sports and Recreation Complex in SRC 304. Equipment is provided. Visit [mobap.edu/fitness](http://mobap.edu/fitness) for a complete schedule and current class information, or pick up a schedule at the fitness center desk. Group fitness begins the second week of each semester.

## MUNCY GYM AND FREE WEIGHT ROOM

The Muncy Gym and Free Weight Room is open to any MBU faculty, staff, or student with a current MBU ID. Faculty, staff, and students can enjoy playing open recreational basketball or volleyball or utilize the free weight room during the hours posted.

## INFORMATION TECHNOLOGY (IT)

Muncy Gym – Lower Level 314.392.2377; [helpdesk@mobap.edu](mailto:helpdesk@mobap.edu)

Hours: Monday-Thursday.....8:00 AM – 6:00 PM

Friday .....8:00 AM – 4:30 PM

Services: Support student account sign-ins, Campus WiFi, Basic personal device support, Maintain technology in classrooms, computer labs, and various other locations

On the Web:

- General IT information: [mobap.edu/IT](http://mobap.edu/IT)
- Sign in to Office 365: [portal.office.com](http://portal.office.com)
- Student Portal Login: [myMBU.mobap.edu](http://myMBU.mobap.edu)
- IT Knowledge Base: [kb.mobap.edu](http://kb.mobap.edu)
- Password Reset Portal: [password.mobap.edu](http://password.mobap.edu)

Why is IT important for students?

-The IT department manages and supports the physical infrastructure and online resources needed to provide a quality learning experience. The IT department also works diligently to provide reliable high-speed internet access to the entire campus.

Students have access to their student account and Office 365 for 1 year after last attending the University. Students are responsible for retrieving everything they need off of their account before their account is disabled and deleted.



## **JUNG-KELLOGG LEARNING CENTER/LIBRARY**

THE JUNG-KELLOGG LIBRARY IS LOCATED BETWEEN THE ADMINISTRATION BUILDING AND THE THOMAS AND VIRGINIA FIELD ACADEMIC HALL.

### Regular Hours

Monday - Thursday\*.....7:30 AM – 10 PM  
Friday.....7:30 AM – 5 PM  
Saturday.....10 AM – 5 PM  
Sunday.....CLOSED

\* Library is closed during Chapel Services.

### Summer Hours

Monday - Friday.....8:00 AM – 5:00 PM  
Saturday/Sunday.....CLOSED

CHAT hours: Monday-Friday 12am-12am, Saturday 10am-10 pm, Sunday 10am-12am

### **The MSW Library Liaison is Rachelle Brandel**

Phone: (314) 485-8479

Office: Jung Kellogg Learning Center/Library

Email: [Rachelle.Brandel@mobap.edu](mailto:Rachelle.Brandel@mobap.edu)

### Circulation Policy

Books: May be checked-out for 4 weeks, and renewable twice.

A/V Material: May be checked-out for 1 week with 1 renewal.

Periodicals: May be checked-out for 1 week by faculty/staff/doctoral students. No renewal.

\*All students, faculty, and staff must have a current Missouri Baptist University I.D. Card to be able to check out materials, use the online databases, or renew library materials.

Fines: The library assesses fines for overdue, lost, and damaged material. Fines vary according to the nature of the violation. Fines are to be paid at the Circulation Desk.

### Contact Information

Jung-Kellogg Library Web Page: [www.mobap.edu/library](http://www.mobap.edu/library)

Circulation Desk: 314-392-2320

Reference Desk: 314-392-2340

Facebook: [www.facebook.com/MBUJungKelloggLibrary](https://www.facebook.com/MBUJungKelloggLibrary)

Links to the Jung-Kellogg Library page and updated library information may also be found on the myMBULife: Jung-Kellogg Library.

## **THE PERK**

MBU'S COFFEEHOUSE, THE PERK, IS LOCATED TO THE LEFT OF THE LIBRARY,  
IN THE QUAD. 314.744.5367

### Hours

Monday – Friday..... 8:00 AM – 8:00 PM  
Saturday..... 10:00 AM – 4:00 PM  
Closed Sunday  
Summer Hours  
Monday – Friday..... 8:00 AM – 2:00 PM

### On the Web:

Facebook: theperkcoffeehouse  
Instagram: theperkmobap

## **PUBLIC SAFETY**

Spartan Row - 314.744.5355

The Department of Public Safety is staffed by licensed officers 24 hours a day 7 days a week. Students should practice good safety habits at all times and should contact the Public Safety Office when feeling uneasy, or if they become aware of suspicious persons or activities. All crimes or criminal activity should be reported to Public Safety immediately. The officer on duty will accompany students around campus on request. The Department of Public Safety works in cooperation with all federal, state and local law enforcement agencies. Campus crime statistics may be found on the Public Safety webpage at [mobap.edu/safety](http://mobap.edu/safety).

Missouri Baptist University Public Safety Department wants to insure that everyone has a safe and enjoyable college experience. To achieve this goal, the University will throughout the year offer awareness and prevention programs to promote safety, such as a women's self-defense class each semester called RAD. Please periodically review these programs by going to the MBU Public Safety web page at [www.mobap.edu/safety](http://www.mobap.edu/safety) In Compliance with the Jeanne Clery Act, the Missouri Baptist University Public Safety Office publishes an Annual Security and Fire Safety Report on personal safety and crime statistics. The report is available on request from the Public Safety Office and is posted on the University's web site at the following link:  
<http://www.mobap.edu/asfsr/>.

Services: Lost and Found; Public Safety needs - car jump; locked keys in vehicle; transportation requests/vehicle reservations; parking permits; Proxy/Key replacements; crime reporting/support/investigating; fingerprint needs for background check screenings; etc.

### Contact Information:

The number to contact the Public Safety Officer on duty is 314-744-5355, or in an emergency you can use the emergency call buttons located in every building or the blue light phones on every parking lot. On the Web: <http://www.mobap.edu/student-life/safety>

## RECORDS

FIELD BUILDING, LOWER LEVEL - 314.392.2233

Hours: Monday - Friday..... 8:00 AM – 4:30 PM

### Services:

The Records office provides a host of academic services to students!

- Transcript Requests
- Schedule Adjustments
- Degree Verifications
- Graduation Check
- Enrollment Verifications
- VA Certification
- Transfer Credit Information
- Apply for Graduation
- Commencement Information
- Name or Address Change Process
- Outside Institution Study Requests

### Contact Information:

- Phone: 314.392.2233
- Fax: 314.744.7652
- Email: [recordsoffice@mobap.edu](mailto:recordsoffice@mobap.edu)

### On the Web:

- [mobap.edu/academics-overview/academics-records-registrar/](http://mobap.edu/academics-overview/academics-records-registrar/)

## STUDENT HEALTH SERVICES

STUDENT HEALTH SERVICES FIELD BUILDING, STUDENT DEVELOPMENT  
SUITE - 314.744.5315

Hours: Monday-Friday.....8:00 AM – 4:30 PM

### Contact Information:

- Mrs. Amy Goodberlet, Associate Dean of Students; 314.744.7699,  
[amy.goodberlet@mobap.edu](mailto:amy.goodberlet@mobap.edu), FLD 210

### Counseling and other Services:

Our mission in counseling services is to make sure our students have the services they need to transition into this new season of life. Sessions with counselors are confidential and free. MBU Counseling Services is located in Spartan Row 503. For more information about services and appointments please contact [counselingservices@mobap.edu](mailto:counselingservices@mobap.edu). MBU Counseling is led by Dr. David Bailey, a licensed psychologist.

The Student Health Services Department works closely with the following counselors and counseling centers for referrals. Additional information and resources for counseling and wellness services are listed on the MBU website at [www.mobap.edu/studenthealthservices](http://www.mobap.edu/studenthealthservices).

In addition, Student Health Services provides Ask. Listen. Refer., an online suicide prevention training program for students and staff. This resource is in place for members of our community to obtain education and training on suicide intervention. Through Ask. Listen. Refer., MBU offers a customized training website which can be accessed from any computer or mobile device. The website can be found at [www.asklistenrefer.org/mbu](http://www.asklistenrefer.org/mbu).

There is also a chapter of “Active Minds”, a student run organization whose purpose is to end the silence and stigma surrounding mental health and provide an on-campus community of support for those who are struggling. Students involved in Active Minds will host on-campus events and informational activities throughout the academic year. More information about Active Minds is listed on our website.

**CAMPUS CLINIC:** As a partnership with Mercy hospital, health services are available to students on the main campus. The Health Services Office is staffed by a nurse practitioner under the direction of a Mercy Physician and is located in Spartan Village Building 503. Most medical concerns can be treated in the center; others will be referred to an appropriate health professional through Mercy or other health network. Insurance plans accepted. All appointments should be made through Mercy’s secure network or by calling 314.364.3970.

- The Campus Clinic is located in Spartan Village 503. Appointments are made through <https://www.mymercy.net/webpresence/login> or by calling 314.364.3970.

- Hours of operation: Monday/Wednesday 1-5pm, Tuesday/Thursday 9am-1pm.

On the Web: <http://www.mobap.edu/studenthealthservices>

Please note: All students who access the clinic must have health insurance for billing purposes. The clinic on campus operates the same as a typical doctor’s office. MBU does not provide medical insurance for resident students or commuters except for international students in F-1 visa status. MBU international students are required to purchase medical insurance through the provider chosen by the Office of International Student Services. All other students are encouraged to secure medical insurance from their own insurance agents. Proof of medical insurance is required for all resident students and student athletes. Information on insurance policies and local health resources can be found on the Counseling and Wellness webpage. <http://www.mobap.edu/studenthealthservices>. For more information on health and wellness related events visit [www.mobap.edu/studenthealthservices](http://www.mobap.edu/studenthealthservices).

## COUNSELING AND REPORTING RESOURCES

- MBU anonymous tip line – (314) 744-7620
- MBU Department of Public Safety – (314) 744-5355
- Jon Hoessel , Vice President for Student Development (also the MBU Title IX Coordinator) – (314) 392-2211
- Krista Huse, Administrative Assistant (314) 392- 2212
- Mrs. Amy Goodberlet, Associate Dean of Students -- 314.744.7699
- If the victim is a student-athlete, she/he can contact the Assistant Coach, Head Coach, or Dr. Tom Smith, Director of Athletics – (314) 392-2264.
- If the victim lives in student housing, a Resident Life staff member can be contacted (Resident Assistant, Assistant Resident Director, Resident Director, or the Director of Resident Life). Staff can be reached at the following numbers:
  - North Hall Resident Director – (314) 485-8477
  - Pillsbury Huff Hall Resident Director – (314) 392-2331
  - Spartan Village Row Resident Director – (314) 485-8475
  - Spartan Village South & Apartments Director – (314) 392-2266
- Creve Coeur Police Department – 911/(314) 432-8000
- Victims may also go directly to Mercy Medical Center
- Other helpful resources include:
  - Sexual Assault Center – Saint Louis (314) 531-7273
  - Safe Connections – Saint Louis
- 24-Hour Crisis Helpline (314) 531-2003
- Main Office Number (314) 646-7500
- Main Fax Number (314) 646-8181
- Women’s Safe House (314) 772-4353
- Alive (Alternatives to Living in Violent Environments)
- St. Louis Crisis Line: (314) 993-2777
- Franklin County Crisis Line: (636) 583-5700 or (800) 941-9144
- Victim Service Council, (314) 615-2600
- Bridgeway Sexual Assault Center-877-946-6854 Crisis Line, 636-224-1800

## CHAPEL

Chapel programs seek to develop the whole person by providing students, faculty, and staff with opportunities for spiritual, educational, and cultural development. Chapel gatherings engage and develop the convictions of students, faculty, and staff. At the same time, chapel strives to cultivate character and to promote social change through service and leadership. Chapel may include worship, preaching and teaching, guest speakers and lecturers, and cultural activities. The University invites a variety of Christian speakers to chapel, including influential leaders, musicians, pastors, missionaries, and more.

Chapel convenes from 11 AM to 11:45 AM every Thursday and on the first Tuesday of the month in Pillsbury Chapel. See the printed Chapel Schedule, available at the beginning of each semester, for the exact dates. The schedule is also available online at [mobap.edu/student-life/spiritual-life/chapel/chapel-schedule/](http://mobap.edu/student-life/spiritual-life/chapel/chapel-schedule/).

\*Chapel Services are held in person and livestream.

## **TRAFFIC & PARKING POLICIES**

### **INTRODUCTION**

Missouri Baptist University has seven parking lots to accommodate parking needs. Those seven lots are the Field Academic Hall lower lot (A), the main lot (B), upper and lower lots at the baseball field (C), the residence hall lots (D and G), the Spartan Village lot (E), and the Football Field House lot (F). For more detailed information regarding Traffic & Parking policies, go to [www.mobap.edu/safety](http://www.mobap.edu/safety).

### **PARKING REGULATIONS**

Missouri Baptist University has established parking regulations to make parking on campus as safe and convenient as possible. Lots A and B are reserved for faculty, staff, graduate students, doctoral students, and persons with special permits. Lot C (including the upper lot next to the baseball field) is reserved for undergraduate commuter students. Some spots may be available for commuters on Dink Marler, depending upon availability. Lot D (including designated spaces on Dink Marler) is reserved for resident students. Lot E is reserved primarily for resident students. Lot F is reserved for student-athletes playing football. Lot G is reserved for resident students of North Hall. Missouri Baptist University is not responsible for any loss or damage that occurs from parking on University property.

### **REGISTRATION OF VEHICLES**

All students, faculty and staff must register their intent to park a vehicle on campus and obtain a parking sticker by the first day of class each semester. All parking stickers are distributed on a first come, first served basis in the Public Safety Office located in the modular building north of the Administration building. To obtain a sticker you must fill out a registration form and provide proof of registration. Possession of a sticker for a specific lot gives you the privilege of parking on that lot, but it does not guarantee a parking space. Parking in any reserved or visitor's space will result in a ticket. Students who do not intend to have a vehicle on campus must inform Financial Services and the Public Safety Office by the first day of class. The parking sticker should be affixed to the outside lower left rear window of the vehicle (back window driver's side). Convertible automobiles or vehicles with a removable rear window should affix the sticker to the lower left front window outside (below state inspection sticker). Any vehicle that does not have the sticker affixed in the proper location or not readily visible will be ticketed for failure to display sticker registration. No vehicle may be parked on campus without a parking sticker affixed or a temporary one-day parking hangtag.

Note: Lots A and B are available to all vehicles after 4:30, except for those with stickers for lots D, E & G

## ABANDONED VEHICLES

All vehicles parked on Missouri Baptist University property must have current registration from the student's home state. Any vehicle without current and valid license plates will be considered abandoned and will be towed at the owner's expense in accordance with the City of Creve Coeur and the State of Missouri laws on abandoned vehicles.

## TRAFFIC REGULATIONS

At Missouri Baptist University, like everywhere else in the nation, driving is a privilege. To ensure that everyone enjoys that privilege, all local, state, and University traffic regulations governing the safe operation of a motor vehicle will be enforced. The campus speed limit is 15 miles per hour except where a slower speed limit is essential to safety. All vehicles, including motorcycles and bicycles, are expected to observe the same traffic rules. Pedestrians have the right of way at all times and all vehicles are required to yield to them. All stop signs on campus are placed to maintain safety for all traffic and pedestrians. Running a stop sign, careless and reckless driving, and failing to yield to pedestrians are considered serious offenses and will result in a moving violation.

## PARKING METERS

Missouri Baptist University has established 45-minute parking meters for commuter students. These meters are for students wishing to make a quick visit to the Bookstore, deliver paperwork to the Administration building, or to visit their professor. Students exceeding the 45-minute limit or parking at an expired meter when the meter is in operation will be subject to fines twice that of a normal parking violation.

## PARKING VIOLATIONS

1. Parking a vehicle on campus without a registration permit and properly displayed sticker (registered to the same car and student). A sticker not affixed to the vehicle is the same as not displaying a sticker and will be ticketed. In the event that a student drives a different car than the one registered to the student and assigned sticker, a temporary tag may be obtained in the Office of Public Safety.
2. Parking a vehicle in an unauthorized area such as:
  - a. Along the south side of the road on Dink Marler Lane (pedestrian traffic lane).
  - b. Along any white or yellow painted curbing or edge of any road striped with white or yellow paint.
  - c. Within 50 feet of any fire hydrant or other similar emergency device.
  - d. The emergency service drive to Muncy Gymnasium.
  - e. The semi-circle drive in front of the Administration.
  - f. The service vehicle area at the northwest entrance of Field Academic Hall.
  - g. In front of Pillsbury-Huff Residence Hall.
  - h. All visitors' spaces and reserved spaces.
  - i. The drive in front of the Sports and Recreation Complex.
3. Parking where prohibited by signs.
4. Parking at an expired meter when meter is in operation.
5. Parking on grassy areas.

6. Parking on sidewalks or entrances to buildings.
7. Parking in front of trash disposal containers and “service vehicle only” areas.
8. Parking in a fire lane, traffic right of way, or pedestrian crosswalk.
9. Parking in a lot other than the one specified by sticker color.
10. Defacing or misuse of sticker.

#### AUTO BOOT POLICY

Auto booting is a means of controlling and decreasing the number of habitual parking violators on the Missouri Baptist University campus. The auto boot attaches to the front or rear left tire preventing the moving of the vehicle until all parking fines are paid or parking disputes settled. This is a safer and more convenient way of controlling habitual offenders.

##### 1. Application of Auto Boot

- a. The Auto Boot will be applied after the receipt of the fifth unpaid non-moving violation in one semester.
- b. The Auto Boot will be applied to vehicles parked illegally in all reserved, fire, visitor, and disabled parking spaces or may be towed at the owner’s expense depending on the seriousness of the violation.

##### 2. Removal of Auto Boot

- a. The Auto Boot will be removed providing the following conditions are met:
  - i. Fees are paid in full (parking fees, ticket fees, and Auto Boot removal fee of \$75);
  - ii. Public Safety personnel are provided with the receipt showing payment in full of both fines and Auto Boot removal fee; and
  - iii. Approval of the Senior Vice President for Student Development/Associate Provost.

#### RESPONSIBILITIES

1. Violators are responsible for the following:
  - a. Parking fees (including all tickets).
  - b. Auto Boot fees.
  - c. Any and all damages to the Auto Boot.
2. Missouri Baptist University is not responsible for any loss or damage incurred from Auto Booting.

#### TRAFFIC OR PARKING APPEAL PROCESS

The Traffic and Parking Appeals Committee has been established to hear parking appeals on a scheduled basis. Appeals may be scheduled in the Office of the Senior Vice President for Student Development/Associate Provost. If one chooses to appeal a parking violation he/she automatically forfeits the option of the half-price discount given for paying a ticket within 24 hours.

Questions concerning parking should be directed to the Office of the Senior Vice President for Student Development. Appeals must be made in writing and can be done in person in the Office the Senior Vice President of Student Development or online at <http://www.mobap.edu/parking/>.



## **ACADEMIC INTEGRITY AND HONESTY**

Academic dishonesty jeopardizes the academic integrity of the University and is not in keeping with Christian principles. It is considered to be a serious offense. Missouri Baptist University expects students to attach their names only to work or research which they have done themselves. Materials and sources must be properly documented. Students must prepare original work and research, present their own reports and papers, and take examinations without any assistance or aids not expressly permitted in the testing procedure.

Academic dishonesty includes, but is not necessarily confined to: plagiarizing; cheating on examinations; submitting counterfeit reports, tests, or papers; stealing tests or other academic materials; knowingly falsifying academic records or documents such as transcripts; and submitting the same work to more than one class without consent of the instructors involved.

Academic dishonesty of any nature will result in disciplinary action, which may include receiving a failing grade on the work in question, failure in the course, or dismissal from the University. Academic dishonesty is a part of the Student Conduct Code. The evaluation and adjudication process for the determination of the disciplinary action is outlined in the Spartan Virtues (Student Handbook).

## **STUDENT EMAIL USE POLICY**

The University commonly employs MBU-provided student e-mail accounts to notify students of official communications. Accordingly, students are expected to check their MBU-provided email accounts daily. A student is considered to have received an official communication from the University upon it being sent to the student's MBU-provided account. Other notification methods available inside the learning management system are provided for the convenience of the student and are not a substitute for checking the University email account. University email accounts should not be used for confidential or sensitive information. There should be no expectation of privacy.

Email Privacy E-mail has made employment and academic activities of the University more efficient by enabling us to make better use of our time. However, unsecured or inappropriate e-mail usage can be problematic. To avoid these problems, remember the following:

- Refrain from disclosing your access codes/passwords to anyone.
- Send e-mail only from your personal e-mail address.
- MBU's e-mail system is for use by faculty, staff, and students in carrying out their employment and academic activities. It is not intended for personal use.
- Prior to sending an e-mail message, ask yourself whether you would feel comfortable if the text of the message were posted on a bulletin board on campus or printed in the newspaper. Would public disclosure cause unnecessary embarrassment or create liability?
- The privacy of e-mail sent or received on University equipment cannot be guaranteed.

Please note the following regarding e-mail privacy:

- If the e-mail pertains to a student, it may be an “educational record.” In accordance with the Family Educational Rights and Privacy Act, a student may have the right to inspect and review the e-mail.
- The use of private “mailboxes” and passwords in an e-mail system does not provide any privacy from people who will see e-mail forwarded, printed out, or left displayed on an unattended computer screen.
- MBU makes no representations regarding the security of the e-mail system from casual users or hackers.
- Although it is a violation of University policy and ethics for members of the IT staff to monitor the content of e-mail messages, e-mail may be accessed and read by others who have a need to know in the event that the University conducts an investigation into any form of misconduct, is involved in litigation requiring discovery of e-mail, and in other limited situations.
- Students may wish to minimize the chance that a sensitive communication sent via email is misdirected or accessed without permission by sending the communication through regular mail, campus mail, or by personal delivery.

## **MSW PROGRAM**

### **MSW Program Mission Statement**

Within the context of a Christian, liberal arts institution for higher learning, and grounded in core professional values, the Master of Social Work program seeks to develop ethical, competent, and effective advanced social work practitioners who integrate the knowledge, values, and skills of social work to promote positive social change, to challenge injustice, and to provide services to enhance and strengthen individuals, families, groups, organizations and communities locally and globally.

### **MSW Program Goals:**

The Master of Social Work program at Missouri Baptist University:

1. Prepares students to engage in service and leadership to promote positive social change, and to challenge injustice.
2. Prepares students to engage in advanced social work practice at the highest professional level of practice informed by theoretical perspectives and knowledge based on research.
3. Prepares students to practice according to the values and ethics of the profession and understand and demonstrate ethical integration of Christian faith in advanced social work practice.
4. Prepares students to demonstrate an understanding of social work theories, values and practices from a Christian worldview.
5. Engages in service to the MBU, local, and global communities.

### **Curriculum**

The MBU MSW program curriculum reflects the high value placed on educating social workers to recognize and support the inherent strengths within all clients and client systems, the dynamic and reciprocal nature of social systems, the importance of challenging injustice and pursuing social change, and valuing approaches based on the best available science.

## **COUNCIL ON SOCIAL WORK EDUCATION (CSWE) EDUCATIONAL POLICY AND ACCREDITATION STANDARDS (EPAS) 2015: COMPETENCIES**

The MSW curriculum is designed to provide students with the knowledge and skills necessary to meet the standards of professional performance and successful practice in the field of social work. A set of core competencies, representing the dimensions of social work practice that all social workers are expected to master during their professional training, is used to design and deliver the curriculum. Each core competency is defined by a set of associated practice behaviors expected to result from achieving the competency. The core competencies for the MBU MSW Program are listed below. These are the standards used to assess attainment of MSW Program competencies:

**Competency 1: Demonstrate Ethical and Professional Behavior**

**Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice**

**Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice**

**Competency 4: Engage in Practice-Informed Research and Research-Informed Practice**

**Competency 5: Engage in Policy Practice**

**Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**

**Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

**Competency 10: Demonstrate Ethical Integration of Faith and Social Work Practice**

## **Student Organizing**

The MSW program values providing opportunities and encouraging students to organize in their interests. The MSW Student Club provides an opportunity for students to organize in their interests. This Club is open to anyone by self-selection. Students can bring ideas and concerns important to them that they would like to organize around. The Student Club is provided with financial support and an MSW staff liaison to gain funding and approval for things such as social events, networking opportunities, educational speakers, etc.

As well, there is an MSW Community site on Canvas for students to communicate with each other for support and study purposes and notice of events will be posted there as well. Information shared may include announcements regarding the MSW Student Club, activism events, or professional training opportunities. MSW students will be provided with opportunities and spaces to communicate and organize in ways that are important to them.

## **Student Input**

The MSW program believes strongly that students should have the right to provide input to the program and the curriculum and is committed to including students in as many facets of planning and decision making related to the program as deemed appropriate. Faculty are committed to obtaining feedback from students in formal and informal ways about the content and methods of teaching in each course. Formally, students are encouraged to fill out course evaluations in a thoughtful and constructive way as a means for impacting the quality of their program and the program that will be available for future students. These evaluations have been developed in such a way that they apply to all courses. Items that are considered include: the quality of the instruction, degree to which stated objectives were met, and how the course content advances social work knowledge. Informally, faculty gather input from students during courses, Professional Advisor meetings, and other discussions outside of the classroom. Faculty bring these pieces of feedback to monthly faculty meetings where they are recorded and thoughtfully discussed to engage in needed changes.

Students are also informed that all program decisions must conform to Missouri Baptist University policy and CSWE accreditation guidelines and when their suggestions cannot be implemented and why. We also inform them as to how they can become familiar with MBU and CSWE policy statements. Students also complete evaluations at the conclusion of their field experience. These include an evaluation of their particular field instructor and an evaluation of their experience of the entire Field Program. This data is collected and used to inform any adjustments to the program that may be needed.

We also recognize that there are some policy decisions that students cannot participate in because the policies comply with CSWE standards. In these situations, the program will inform students of policies that comply with CSWE standards.

### **Evaluation of Student Performance**

The Master Social Work program is rigorous and requires students to excel in all academic measures, practice behaviors, and competencies of social work to be prepared for Professional Practice. As a result, the faculty is responsible for monitoring each student's progress throughout the program of study.

### **Policies and Procedures for Evaluating Students' Academic Performance**

It is the policy of the MSW program that at the time students begin the program, they are informed of the competencies for the social work program and told that these should aid in their understanding of the social work profession. Students are informed that the social work faculty will evaluate them on these factors throughout their progress through the MSW program. All syllabi are created in a format that spells out the specific tools that will be used in each course to measure the achievement of stated competencies. Criteria for the determination of final grades are clearly indicated in the syllabus so that students can monitor their rate of progress in meeting the expectations of the course.

It is the policy of the MSW program that students' academic performance is actively monitored by faculty teaching a course, and the student's academic advisor to enable a timely response to the first indication of difficulty. The field evaluation forms and other measures used in classes will also identify potential concerns regarding academic performance. The field evaluation forms are located in the Appendix of the Field Education Handbook, which is introduced and reviewed with students during field orientation.

Faculty assess student academic performance in courses through objective tests, assignments and competency-based assessments. The goal is for assignments in all courses to reflect actual social work practice activities. Students are given clear expectations of what is expected in these assignments and how they will be evaluated through the use of rubrics. This helps students understand the criteria used for assessment. When objective tests are used for assessment, faculty provide students with the knowledge of the content they need to know and the analytical thinking skills required. All faculty have the assessment philosophy that students should be told what knowledge they need and then tested on that knowledge. Faculty expect all students to be extremely well prepared for social work practice. Faculty structure courses and instruction that clearly align to the knowledge and skills required for successful completion of the courses and program.

### **Grade Policy for MBU Graduate Students**

Students pursuing a master's degree at Missouri Baptist University must maintain a 3.0 grade point average (GPA) throughout the duration of their program. If a student falls below the required GPA, he/she has one semester in which to bring it up to the required level. A cumulative GPA of 3.0 is required for a master's degree to be conferred.

Students enrolled in the Master of Social Work Program are responsible for maintaining a minimum cumulative GPA of 3.0 throughout the duration of the program and must receive at least a grade of “B” in the following courses: SOCW 5103, 5113, 5123, and 5133.

If classes are retaken due to a low grade, both grades will be reflected on the student’s transcript, but the higher grade will be the one calculated in the student’s cumulative GPA. Students who receive a grade of WF, XF or F in any class will be withdrawn from their graduate program.

The University has an appeals process for readmission to the graduate program that may be discussed with a graduate advisor if desired.

#### Graduate Grading Scale:

93-100 A

85-92 B

75-84 C

74 and below F

#### **Attendance Policy**

Missouri Baptist University has no system of cuts or excused absences. Each instructor gives reasonable consideration for unavoidable absences and to the possibility of making up missed work. Class participation is an essential part of graduate coursework so instructors may count attendance points in the determination of the final course grade. The instructor has the right to request the withdrawal of a student with excessive absences in any course. Since eight-week courses are offered in an accelerated format, students who miss a significant amount of content as deemed by the instructor will receive an automatic “F” for the class.

#### **Grievance Policies and Procedures for Academic Performance**

If a student believes he or she has received a course grade that is not reflective of the quality of work put forth in accordance with the expectations outlined in the course syllabus, the following procedure provides a way for that student to appeal the grade and address his or her concerns. However, the student should not assume that any grade appeal will be successful.

The first step is to contact the instructor upon posting of the final course grade. Final course grades are posted online through myMBU Access the week following the end of the course. In the event that the instructor is no longer employed by the University, the grade appeal will be determined by the Associate Dean of the School of Social Work. This first step should be completed in writing by letter or e-mail no later than 30 days after the beginning of the semester following the one in which the disputed final grade was received (30 days into the Spring semester for a Fall or Winterim course or 30 days into the Fall semester for a Spring or Summer course). The appeal must be factually based and the evidence for the appeal clearly explained. An appeal may be based on one of the following standards: (1) the recorded grade is an error or (2) the grade determination was not reflective of the quality of work put forth in accordance

with the expectations outlined in the course syllabus. These are the only legitimate grounds for an appeal. Students may not appeal an individual test, assignment, or project grade.

Upon receipt of the appeal, the instructor has fourteen (14) days to evaluate and respond in writing. The instructor's response needs only notify the student as to whether the appeal has been sustained or denied. If the instructor determines that the grade should be changed, the instructor will file a Change of Grade Form with the Records Office. A copy of that communication will be provided to the student and to the Associate Dean of the School of Social Work.

If the instructor denies the appeal, the student may next appeal to the Associate Dean of the School of Social Work within (14) days of receiving the instructor's decision. If the course instructor is the Associate Dean of the School of Social Work, or if the Associate Dean of the School of Social Work reviewed the original appeal because the instructor is no longer with the University, the appeal would be sent to the Dean of the College of Science & Health. To initiate the second-level appeal, the student must submit the following items to the Associate Dean of the School of Social Work (or the Dean of the College of Science & Health, when appropriate) and to the Records Office: signed Grade Appeal Form, the instructor's written denial, and an explanation with supporting evidence as to why the denial is deemed to be unjustified. The Grade Appeal Form is available in the Records Office and can be downloaded from the MBU website.

The Associate Dean of the School of Social Work will consider the grade appeal and review the points of disagreement and thereby determine whether the grade was recorded in error, or whether the award of the grade was not reflective of the quality of work put forth in accordance with the expectations outlined in the course syllabus.

The Associate Dean of the School of Social Work will render judgment as to whether the grade that has been assigned is the accurate grade. The Associate Dean of the School of Social Work's decision will be the final determination of the grade.

### **Termination Policies and Procedures for Academic Dismissal**

Students are academically dismissed from the MSW program if the following conditions are met:

- If a student falls below the required GPA, he/she has one semester in which to bring it up to the required level. A cumulative GPA of 3.0 is required for a master's degree to be conferred. If the required GPA is not maintained, the student is dismissed.
- If a student receives less than a grade of "B" in the following courses: SOCW 5103, 5113, 5123, and 5133 twice, the student will be dismissed from the program.
- Students who receive a grade of WF, XF or F in any class will be withdrawn from their graduate program.



## **Academic Probation and Suspension**

Students who are admitted on Probationary status are subject to the following policy only after their initial semester of enrollment.

Any student whose cumulative graduate grade point average falls below the required GPA will be placed on probation by the Associate Vice President for Graduate Affairs for one regular semester. The student is expected to show evidence of reasonable progress in improving academic performance during the probationary period in order to continue in the program. Master and Specialist students must maintain a 3.0 GPA throughout their coursework.

If the grade point has not been raised by the end of the probationary period, the student will be academically dismissed. The student may then petition the Associate Vice President for Graduate Affairs in writing for permission to re-enroll. The petition must explain the causes for academic deficiency and outline a program of action to overcome them. The Graduate Affairs Committee considers the petition and approves or denies any such petition. The appeal process must take place before a student is permitted to re-enroll for graduate classes at Missouri Baptist University. A student dismissed for a second time will not be eligible for re-admission.

In order for students to continue to receive federally-funded financial aid, they must maintain satisfactory progress in the course of studies pursued at Missouri Baptist University. Students who have been placed on academic suspension must demonstrate that it is reasonable to expect that they will be able to graduate (achieve the appropriate cumulative grade point average for the degree being sought) within one and one-half times the published length of their program.

## **Policies and Procedures for Evaluating Students' Professional Performance**

Social work is a self-regulating profession, based on knowledge and guided by professional values and ethics exemplified in the current NASW Code of Ethics. Students enrolled in the Master of Social Work Program must demonstrate professional fitness for both study and a career in the profession. In addition to academic performance, MSW faculty evaluate each student's professional performance throughout the duration of the program. It is the policy of the MSW program that students must demonstrate ethical behaviors in line with the NASW Code of Ethics, including but not limited to professional behavior, integrity, and appropriate self-awareness. Students are expected to demonstrate professionalism in all educational spaces. This is observed through coursework and assignments, interactions with faculty, field placement behavior, classroom interactions, and student organizations.

Specific concerns related to professional performance may include exhibiting unethical or unprofessional behaviors at the field agency, such as violating established practice standards, failure to meet practice documentation and/or reporting requirements, difficulties with authority and use of supervision, violation of agency-specific policies, etc. Concerns may also arise from the classroom context, such as difficulty managing class discussions in a respectful manner, exhibiting erratic or aggressive behaviors, etc.

The following expectations are used as a basis for evaluating students' professional behavior as they prepare to enter the social work profession:

- Compliance with the NASW Code of Ethics
- Demonstrate Cultural Sensitivity and Respect for Diverse Opinions
- Professional Communication
- Demonstrate Respect
- Demonstrate Self-Awareness

### **Termination Policies and Procedures for Professional Performance**

Review of a student's professional performance typically begins in the classroom. If the instructor has concerns about a student's professional performance, these are shared with the student. If the problem cannot be resolved at that level, the School of Social Work's Professional Standards Committee (PSC) may be asked to review a student's professional performance. When there are concerns about a student's professional performance as a MSW social worker in practicum, if the issue cannot be resolved at the instructor level, the instructor will notify the Director of Field Education who will meet with the student. If the problem cannot be resolved at that level, the School's Professional Standards Committee (PSC) may be asked to review a student's professional performance. The Associate Dean of the School of Social Work, the Field Director and all full-time MSW faculty constitute membership of the PSC.

A remediation plan will be developed in most cases. The goal of the plan will be to remedy concerns related to professional performance and may require the student to seek support or assistance to address concerns. The remediation plan will be shared with the student, who will be invited to respond to the plan. If appropriate, the student may be asked to repeat practicum hours that were not successfully completed. Students who are terminated from field experience will be required to withdraw from the corresponding seminar course and will not be allowed to count any practicum hours that have accrued. The earliest the student may return to practicum and seminar is the following semester and after successful completion of the remediation plan. After review by the PSC, if the student has been unwilling or unable to complete the agreed upon remediation plan, the student may be dismissed from the program. An exception would be an egregious violation of professional behavior as defined by the National Association of Social Workers' Code of Ethics. In these instances, the student will be recommended for dismissal from the social work program with a review and final decision by the PSC.

### **Grievance Policies and Procedures for Termination due to Professional Performance**

If a student is dismissed from the program due to professional performance, the Associate Dean of the School of Social Work's office will issue a formal letter to the student notifying him/her of the dismissal.

The MSW program values student input throughout the professional performance review process. Furthermore, if the student wishes to appeal a dismissal due to professional performance, they have the right to do so.

If the student wishes to appeal a dismissal decision, the student should submit in writing to the Associate Dean of Social Work a clear explanation of his/her appeal. This appeal will be reviewed by the PSC and the student notified of the decision in writing.

## **Admissions and Advisement**

### Admissions Criteria and Policies

#### Traditional Program

Please note the following standards are for the **traditional program** in which students do not hold a BSW degree conferred within the past 7 years:

Admission to the MSW program requires prospective students to complete an application ([www.mobap.edu](http://www.mobap.edu)). A paper copy is also available. Applicants must have a conferred bachelor's degree from a college or university accredited by a recognized regional accrediting association and a minimum 2.75 or higher cumulative grade point average for general admission, or a 3.0 GPA for the most recent 60 credit hours.

Applicants with a cumulative GPA between 2.5 – 2.74 may be admitted on probation, with approval. For full admission to the MSW program, a 2.75 or higher cumulative GPA is required or a 3.0 GPA for the most recent 60 credit hours.

The priority admission deadline for students is July 1 for admittance to the Fall semester, and November 1 for Spring semester.

Application materials required for consideration of admission include: a) Completed online application b) Personal Statement, c) Resume, d) An official transcript documenting a baccalaureate degree from a regionally accredited college or university, e) Official transcripts from any previously attended institutions f) an admissions interview and g) A non-refundable application fee of \$35. (This fee is waived if you apply online.)

The above criteria also apply to transfer students.

#### Advanced Standing

Please note the following standards are for the **advanced standing program** in which students hold a BSW degree:

Admission to the advanced standing MSW program requires prospective students to complete an application ([www.mobap.edu](http://www.mobap.edu)). Applicants must have a conferred bachelor's degree from a baccalaureate social work program accredited by CSWE, recognized through its International Social Work Degree Recognition and Evaluation Services, \* or covered under a memorandum of understanding with international social work accreditors. The BSW degree must have been completed no more than 7 years prior.

Applicants must have a minimum 2.75 or higher cumulative grade point average for general admission, or a 3.0 GPA for the most recent 60 credit hours. Applicants with a cumulative GPA between 2.5 – 2.74 may be admitted on probation, with approval.

The priority admission deadline for students interested in the advanced standing program is May 1 for admittance to the Fall semester, and the final admission deadline is June 1.

Application materials required for consideration of admission include: a) Completed online application b) Personal Statement, c) Resume, d) An official transcript documenting a conferred baccalaureate degree from a baccalaureate social work program accredited by CSWE, recognized through its International Social Work Degree Recognition and Evaluation Services, \* or covered under a memorandum of understanding with international social work accreditors. The BSW degree must have been completed no more than 7 years prior e) Official transcripts from any previously attended institutions f) an admissions interview and g) A non-refundable application fee of \$35. (This fee is waived if you apply online.)

Advanced standing is awarded to only graduates holding degrees from baccalaureate social work programs accredited by CSWE, recognized through its International Social Work Degree Recognition and Evaluation Services, \* or covered under a memorandum of understanding with international social work accreditors.

\*Baccalaureate social work graduates entering the MSW program are not to repeat what has been achieved in their baccalaureate social work programs. Advanced standing admission is the process through which we ensure previous achievements are not repeated.

### **Evaluating and Notifying Applicants**

Applications are submitted via an online portal to the university's Graduate Admissions Department, which is centralized to strategically and collectively focus on recruitment at the graduate level. Once all application materials have been received, and an admissions interview conducted, the materials are reviewed and a recommend regarding admissions is made. The Director of Graduate admissions notifies candidates via an emailed letter of their admission status. Students admitted on a provisional status (see criteria below) must complete all conditions outlined in their acceptance letter by the end of the first semester (failure to meet these requirements may lead to the student being withdrawn from the program).

### **Categories of Admittance**

Non-Degree-Seeking Students: Non-Degree-Seeking Students: Students who are interested in taking a course in the MSW program without yet making a commitment to full admission are permitted to take one course as a non-degree-seeking student-status. Students considered to be non-degree-seeking are limited to 3 credit hours of coursework.

Provisional Admittance: Students may be accepted provisionally if a non-degree-granting transcript is the only item missing from their admissions materials. The non-degree granting transcript must be submitted before students will be permitted to enroll for subsequent semesters.

Probationary Admission: Students may be accepted on a probationary basis if they meet the following requirements:

Students with a grade point average between 2.500 and 2.749 who meet all other admission requirements.

Approval from the Graduate Affairs Committee and the Associate Vice Presidents for Graduate Affairs is required before probationary admission status will be granted.

If probationary student status is granted, the student must maintain a 3.0 grade point average for the first twelve (12) hours of graduate work at Missouri Baptist University in order to be considered for full admission status.

Full Admittance: All admission standards have been met, and the student is admitted on either a full or part-time basis.

International Students: The MSW Program is not eligible to admit International students at this time.

### **Transfer of Credits**

MSW students may be eligible to transfer a maximum of six credit hours from a CSWE-accredited or candidate program toward the Master of Social Work degree.

Such hours may be applied toward the MSW degree when, in the judgment of the Program Director, faculty, and the student's advisor, the credit hours contribute to the planned program of the student. Transfer credits must meet the time limit regulations governing all academic work at Missouri Baptist University in that they must have been completed no more than seven (7) years prior to the completion of the MSW degree. A minimum grade of B is required for transfer credit. Transfer credit requests are subject to review and approval by the Director of the MSW Program and should be submitted prior to admission to the program.

Students make a written request to their enrollment counselor. The enrollment counselor reviews the course descriptions and sends the information to the MSW Program Director for approval. Upon approval, the enrollment counselor notifies the records department and student. If the request is not approved, the enrollment counselor notifies the student. The student will be notified by email within 10 days of the decision. Courses taken more than seven years ago will not be eligible for transfer.

No transfer credit will be awarded until the university receives an official transcript of the transfer credit. The student may also be asked to provide a course syllabus and catalog description of the course(s).

The Master of Social Work program does not grant credit for prior work or life experience. Prior work experience cannot be used to replace any portion of the field practicum program nor any other component requirement of the MSW program.

## **Advisement**

### Professional Advising Policies and Procedures

Professional advising involves social work faculty providing professional mentoring and guidance as needed throughout a student's enrollment in the program. Professional advising focuses on postgraduation preparation for entry into the social work profession, which could include career development guidance and professional development resources.

All MSW students are assigned to a professional advisor during their first term in the program. Whenever feasible, student-faculty assignments are made based on mutual professional interest, student interests, and faculty areas of expertise (e.g., child welfare, military, community development).

Professional advisors invite advisees to a minimum of one virtual group meeting each year and are available to advisees as needed. Faculty maintain regular office hours each week and this availability is communicated to students in a variety of ways, including via electronic communication, notices on office doors, and syllabi.

Students are also provided with professional development resources through the MSW Program Canvas site. This is a virtual space where faculty can post announcements regarding professional development workshops and resources on topics such as licensure, resume writing, job announcements and interview tips.

### Academic Advising Policies and Procedures

All MSW students are also assigned an academic advisor. This relationship is first established during the admissions process. Students are assigned to an enrollment counselor who is dedicated solely to the MSW program. The enrollment counselor guides the prospective student through the admissions process. Once a student is admitted, the enrollment counselor helps the student enroll in their first term and then transitions the student to their Graduate Advisor. The Graduate Advisor provides academic advising to the student. They work with the student to develop a comprehensive plan of study and to complete the MSW program. The plan of study includes the required and elective coursework and timeline for the completion of the MSW program. The Graduate Advisor is also a retention specialist and has developed solid strategies for moving the student from admissions to matriculated.

The Graduate advisor provides academic guidance to assist in the student's academic success in the MSW program. All students meet with their assigned academic advisor during times throughout the year, as deemed necessary by the student and the advisor. Student academic progress, including completed courses and grades received can be accessed by the student and advisor through MBU's online portal located on the university's website. The Graduate Advisor must review and approve the student's Application for Graduation in order for the student to graduate.

## Appendix

### Student Handbook Agreement

I \_\_\_\_\_ (Print Name) have read the entire Student Handbook provided to me by the Missouri Baptist University Master of Social Work Program. Furthermore, I understand all the contents contained in this handbook and agree to be compliant with the conditions and expectations of being a student in the Missouri Baptist University MSW Program. I understand that this handbook is merely a guide and is subject to change at the University's and/or Program's discretion. I understand that this Handbook may be modified from time to time as University or Program policies, procedures and guidelines are implemented or changed, and that it is my responsibility to review the Handbook each semester in order to remain current with its contents.

Finally, while Missouri Baptist University faculty are readily available to and willing to assist me through my MSW program, I understand that ultimately, it is my responsibility to act in accordance with the procedures and policies outlined in the handbook.

Student's Printed Name:

\_\_\_\_\_

Student's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_