



THE UNIVERSITY of
MISSISSIPPI

DEPARTMENT OF SOCIAL WORK

Ph.D. Program in Social Welfare Doctoral Student Handbook

A Supplement to the Graduate School Catalog



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Preface

This doctoral student handbook was established to inform doctoral students in the Ph.D. in Social Welfare program at the University of Mississippi about the philosophy, standards, and procedures of the Department of Social Work. It is not to be used as a substitute for faculty-student interactions and specific classroom, which are strongly encouraged. In addition to this handbook, students should obtain a copy of the *Graduate School Catalog* that includes essential information related to a graduate students' academic and campus life. Students are expected to abide by the policies and procedures of the University Graduate School. Students and faculty should be aware that this publication is a supplement to regulations contained in the University of Mississippi's *Graduate Coordinator's Handbook*, *Manual for Thesis and Dissertation Preparation* and the *Graduate School Catalog*. This handbook generally does not duplicate the standard policies and procedures presented in these documents.

All students are expected to familiarize themselves with the policies and procedures outlined in this handbook. The primary responsibility for adherence to policies, regulations, deadlines, and degree requirements rests with the student.

The History of the Department of Social Work

The Department of Social Work was established at the University of Mississippi in the Academic year 1969-1970 as part of the Department of Sociology. In 1983, the Department of Social Work became an autonomous department within the College of Liberal Arts. Offering the Bachelor of Social Work (BSW) degree, the department has been accredited by the Council on Social Work Education since 1974. In 2000, the Department of Social Work was transferred from the College of Liberal Arts to the newly created School of Applied Sciences, where it currently resides with four other academic departments. In 2003, the Department of Social Work began offering courses on a part-time basis at the Desoto and Tupelo campuses. In the Fall of 2006, the faculty began to offer a full-time BSW program at the Tupelo Center and expanded the BSW program at the Desoto Center to a full-time program in August 2008. In February 2007, the Mississippi Board of Trustees of State Institutions of Higher Learning approved the University of Mississippi to offer the Master of Social Work Degree.

In November, 2016, the Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) approved the University of Mississippi to offer the Ph.D. program in Social Welfare. The Department of Social Work doctoral program accepted its inaugural doctoral cohort to begin instruction in the Fall of August 2017.

The Department of Social Work Non-Discrimination Policy

The Department of Social Work's faculty or staff does not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, sexual orientation, or veteran status in any of its activities, programs, or classes.

Ph.D. Program Mission Statement

The doctoral program in the Department of Social Work at the University of Mississippi seeks to mentor scholars and advanced applied practitioners. Graduates will be able to contribute to the advancement of knowledge in the field and the profession in order to develop more effective and efficient interventions in social welfare. Graduates will be trained so they may assume leadership positions in teaching, research, and administration.

Doctoral Program Learning Outcomes

The doctoral program's overall learning outcome objectives for doctoral students are as follows:

- To become leaders in examining and addressing the needs of diverse, vulnerable and at-risk populations.
- To contribute to the development and dissemination of knowledge about social work interventions as they relate to at-risk and vulnerable populations.
- To develop expertise of the broad knowledge base in social work and a specialized area of knowledge germane to their individual research interests.
- To be able to design data collection and analytic methods to effectively carry out quantitative, qualitative, and mixed methods research investigations.
- To identify and incorporate one or more philosophies of science to guide their research.

Program Description

The Department of Social Work at the University of Mississippi offers a Doctor of Philosophy (Ph.D.) degree in Social Welfare. Its curriculum is designed to train and mentor students to become competent scholars and advanced applied practitioners that advance knowledge and provide leadership in addressing issues pertinent to at-risk and vulnerable populations. These include but are not limited to: racial and ethnic minorities, people who are economically disadvantaged, people who are homeless, people suffering from mental illness, older adults, children, people with disabilities, refugee and undocumented persons, and survivors of abuse and trauma.

The program consists of 55 post-M.S.W. credit hours. The requirements include 21 hours in a substantive core area of social work; 16 hours of research methods and statistics; and 18 hours of dissertation tutorial and dissertation. Additional requirements for the degree include students passing a Qualifying Exam and Comprehensive Exam. For students who wish to enroll in full-time study, the program can take 3 years to complete, with 2 of those years include the completion of required course work. However, it typically takes students longer to complete the doctoral program; based on their learning needs and time it takes to complete the Dissertation.

Admissions

Typically, between 5 and 10 students are admitted each year. Students are only admitted to the doctoral program to begin study in the Fall semester of each academic year. Only completed applications are considered for admission by the PhD Program Admissions Committee. The PhD Program Admissions Committee is chaired by the PhD Program Director.

Applications and all supporting materials should be received by April 1st. Applications are reviewed on a rolling basis. However, for students wishing to be considered for Graduate Assistantships, a completed application has to be filed by March 1st. An application will begin the review process once all supporting materials are received. Incomplete applications are not reviewed by the committee. Admission decisions are made soon after the application is completed. Applications for admissions may be considered beyond the April 1st deadline. However, slots may be filled by the deadline. Thus, it is strongly encouraged that students apply early.

Admission Requirements

- A completed application to the University of Mississippi Graduate School
- Baccalaureate Degree, Master of Social Degree (MSW) from an CSWE accredited program, and a minimum of two years of Direct Practice post-MSW professional experience (this can include Micro, Meso, or Macro practice)*
- A cumulative grade-point average (last 60 hours) of at least 3.0 at the baccalaureate level and at least a graduate cumulative grade-point average of 3.2; however a higher grade point average is *recommended*
- Graduate Record Examination (scores must be from the last 5 years)
- Statement of Career Goals**
- 3 Letters of Reference (at least one academic reference)
- An Academic Writing Sample (i.e. thesis, publication, policy brief, capstone paper)
- Resume or Curriculum Vitae
- The TOEFL Examination is required of all international applicants whose first language is not English (a score of 79 or higher is required on the Internet Based Test)

* Student prospects that have not earned an MSW or 2 years of Direct Practice post-MSW professional experience can still be considered for admission. The Ph.D. Admission Committee will still review and consider such applications. However, this will be done on a case-by-case basis.

*****Statement of Career Goals Questions***

Students complete a 6 page, APA formatted essay addressing the following statements and questions.

- What academic and professional opportunities have prepared you for doctoral study?
- What is your motivation for completing a doctoral degree program in social welfare at the University of Mississippi?
- Please state your research interests.
- Please explain your readiness to pursue doctoral study in social welfare.

Curriculum Structure

The program consists of 55 post-M.S.W. credit hours. The requirements include 21 hours in a substantive core area of social work; 16 hours of research methods and statistics; and 18 hours of dissertation tutorial and dissertation. Additional requirements for the degree include students passing a Qualifying Exam and Comprehensive Exam.

Courses:	Credit Hours	Social Work Core: 21 credit hours
SW 701 - Colloquium I	3	
SW 703 - Topics in Research with At-Risk and Vulnerable Populations	3	
SW 704 - Theories & Research in Neuro and Behavioral Science	3	
SW 706 - History of Social Welfare	3	
SW 708 - Colloquium II		
SW 709 - Policy Analysis	3	
SW 715 - Forensic Social Work (Elective)	3	Students can take this course as an elective, or another doctoral level course as an elective, from another academic unit within the School of Applied Sciences.

Courses:	Credit Hours	Research Methods and Statistics: 16 credit hours
SW 702 - Research Design	3	
SW 705 - Applied and Inferential Statistics	4	This course includes a 1-hour lab.
SW 711 - Qualitative Research Methods	3	
SW 712 - Advanced Statistics	3	
SW 710 - Issues and Research Problems in Social Work Interventions (Elective)	3	Students can take this course as an elective, or another doctoral level course as an elective, from

		another academic unit within the School of Applied Sciences.
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Courses:	Credit Hours	Dissertation Seminar and Dissertation: 18 credit hours
SW 719 - Dissertation Seminar	3-9	Students can take the Seminar course more than once.
SW 799 - Dissertation	15	

Full-Time Study Course Plan

Year 1			
Fall	CR HRS	Spring	CR HRS
Colloquium I	3	Theories in Neuro and Behavioral Sciences	3
Research Design	3	Applied and Inferential Statistics + (Lab)	4
Topics in Research with At-Risk and Vulnerable Populations	3	History of Social Welfare	3

Additional Requirements for Year 1: Complete Qualifying Exam

Year 2			
Fall	CR HRS	Spring	CR HRS
Colloquium II	3	Qualitative Research Methods	3
Policy Analysis	3	Advanced Statistics	3
Intervention Research OR SAS Research / Statistics Elective	3	Forensic Social Work OR SAS Substantive Elective	3

Additional Requirements for Year 2: Complete a Written Comprehensive Exam

Year 3					
Fall	CR HRS	Spring	CR HRS	Summer	CR HRS
Dissertation Tutorial (may be repeated)	3	Dissertation	9	Dissertation	6

Qualifying Exam

Upon completion of the core courses (first six courses), the Qualifying Examination (QE) takes place. The exam tests the students' knowledge of the foundation content in social work. Mastery

of this content is deemed essential before moving on to the next phase of the doctoral program. To be eligible to take the written qualifying exam, students must complete (or be registered in) all first year classes (19 credit hours) and have achieved a minimum grade in each course of B. The examination will be an in-class exam. It will determine the students' proficiency in the areas of: research methods, theories of human behavior, statistics and concerns related to populations at-risk. The faculty members who teach in the relevant content-area course will submit questions for the exam. Three of the faculty who develop the questions will grade the QE. The QE will be graded as 'Pass at the PhD level', or 'No Pass'. A unanimous "pass" by all three faculty is needed. Students will be allowed to take the examination twice. A student who fails the examination the second time will be dismissed from the doctoral program.

Comprehensive Exam

The comprehensive exam (CE) represents a significant benchmark in the student's advancement toward the doctoral degree. It will provide the student the opportunity to show that she/he has the ability to synthesize integrate, and critically assess the philosophies related to their social work specialization area, social science, and area of expertise. At least one semester before the semester in which the CE will be taken, the student will complete a CE form and file it with the Graduate Studies Office. All parties shall sign this form. The CE will be administered once the student has successfully passed all coursework. The CE will be held twice a year (Fall and Spring semesters). CE will be graded as 'Pass at the PhD level', or 'No Pass.' A unanimous "pass" by all three faculty is needed. Students who do not pass the initial CE will meet with their committee members to review their weaknesses. If the CE Committee recommends a second examination, it cannot be scheduled during the same semester in which the first CE was taken, but must be retaken within one calendar year of the first exam. Students who do not pass on their first attempt may make a second attempt the following semester that she/he registers. Upon successful completion of the CE, the student is admitted to candidacy. Students who fail the second attempt will be dismissed from the doctoral program.

Administrative Structure

The administrative structure of the Department of Social Work is as follows:

Chair and Professor of Social Work	Dr. Daphne S. Cain
Ph.D. Program Director and Associate Professor	Dr. Javier F. Boyas
M.S.W Program Director and Associate Professor	Dr. Susan C. Allen
B.S.W. Program Director and Associate Professor	Dr. Desiree Stepteau-Watson

The administrative structure of the School of Applied Sciences is as follows:

Interim Dean of School of Applied Sciences and Professor of Nutrition and Hospitality Management	Dr. Teresa C. Carithers
Associate Dean of the School of Applied Sciences and Professor of Exercise Science	Dr. Mark Loftin

The PhD Program Committee

The Ph.D. Program Committee is a subcommittee of the Department of Social Work consisting of faculty of various levels (Assistant, Associate, Full), matriculated doctoral students, and the PhD Program Director. Two students have to be elected by the PhD students to serve on the PhD Committee (one representing first-year students, one representing continuing students). The PhD Committee serves in an advisory role to the PhD Director on program policies and addresses curriculum issues for the PhD program.

The PhD Program Admission Committee

The Ph.D. Program Admission Committee consists of four faculty members who are part of the Ph.D. Program Committee and the Ph.D. Program Director. Faculty will be appointed to serve on this committee by the Ph.D. Program Director. Each faculty member serves 3 year terms on this committee. This committee will make all doctoral admission decisions.

Graduate Faculty Membership

Associate Membership:

Qualifications: appropriate terminal degree for the discipline in which the faculty member is employed and promotion to, or, appointment as Assistant Professor.

Responsibilities: teach graduate courses, direct thesis, co-direct dissertations, participate on thesis, dissertation, and examining committees.

Full Membership:

Qualifications: appropriate terminal degree for the discipline in which the faculty member is employed and promotion to or appointment as Associate or Full Professor.

Responsibilities: teach graduate courses, direct thesis and dissertations, participate on thesis, dissertation, and examining committees; serve on the Graduate Council of the Graduate School, if elected.

Appointment to the Graduate Faculty is automatic for faculty who qualify under the conditions noted above. The Graduate Council of the Graduate School must approve any exceptions. A form for this purpose is available in the Graduate School. Applicants for exception must be nominated by their chairperson and endorsed by their dean.

The director of a doctoral dissertation must hold a doctoral degree and be a full-time faculty member of the Department of Social Work department. Additional information can be retrieved from The University of Mississippi Graduate School Handbook (<http://catalog.olemiss.edu/graduate-school>).

Request for Approval to Direct a Dissertation

Faculty members who are Associate members of the Graduate Faculty and who wish to direct a doctoral dissertation may request approval by the Graduate Council of the Graduate School to do so. This request is not required of those who wish to co-direct a dissertation. A separate application is required for each student. In making a request, the faculty member should provide the following information:

- A current curriculum vita.
- Name of each student and title of student's proposed dissertation study and particular relevance to proposed Director's research.
- Number of Master's committees served on (a) in his/her home department and (b) in outside departments.
- Number of Ph.D. committees served on (a) in his/her home department and (b) in outside departments.
- Number of Ph.D. Committees co-chaired within home department; note any research relevance between the proposed request and those which were co-directed.
- Listing and rank of other committee members.
- Evidence of chair and school/college dean approval.
- Other information considered relevant to support this request.

Academic Advising

The assignment of academic advisor is the responsibility of the Ph.D. Program Director. He/she will advise doctoral students on course selection. The academic advising responsibilities will last through the course phase of a student's program of study. Each student will fill out a Program of Study form during each advising session (see Appendix A).

Academic Mentoring

Students are encouraged to identify faculty that will serve as academic mentors. This role is different from an academic advisor. The Ph.D. Program Director will serve as the academic advisor and will help students with course selection. A faculty mentor, however, will help students develop and foster skills necessary to become a productive scholar at the doctoral level and beyond. An academic mentor may: a) help a student identify research interests that may ultimately turn into a dissertation topic; b) ask a student to collaborate on their research project(s); c) possibly ask a student to co-author a manuscript; and d) expose a student to key aspects of the professoriate, such as academic job searching, job interviewing, selecting a career path, etc. This process is typically informal and organic. Students are encouraged to consider identifying faculty mentors as early as possible.

GRADUATE ASSISTANTSHIPS

Types of Graduate Assistantship Positions

The following types of positions are available through the University for the employment of graduate students.

Graduate Instructor: This is an appointment to serve as the primary instructor of an undergraduate course. Such courses will generally be multi-sectional and the graduate instructor will be supervised by a permanent faculty member.

Graduate Teaching Assistant: This is an appointment to serve as a proctor for a laboratory or discussion session, or as a grader. A teaching assistant is not responsible for assignment of final grades in a course.

Graduate Administrative Assistant: This is an appointment to perform various types of administrative or service tasks for an academic department or university office or program.

Graduate Research Assistant: This appointment is made by an academic department, research institute, or faculty member (having a funded research project) to a student to assist in performing various types of research activities.

Graduate Assistantship Appointment Letters

The terms of individual appointments will vary from department to department and it is the responsibility of the administrative head of a department to state in writing the terms of appointment to new appointees or to students who are appointed to new assistantship positions. The letter should provide information regarding the following conditions, where appropriate:

- the title, percentage time, and period of the appointment;
- the stipend level for the above period and the availability of supplemental fellowships, including conditions for receiving a tuition scholarship;
- the minimum and maximum red course enrollment during the appointment period;
- evaluation procedures and required grade point average and performance requirements for continued employment;
- procedure for reappointment;
- deadline for acceptance of the assistantship offer;
- assistantships are usually subject to taxation and must be declared as income;
- date on which the appointee is required to report for work duty or training.

Performance Evaluation

For all Graduate Instructors, Graduate Teaching Assistants, and Graduate Administrative Assistants, a faculty supervisor will be designated by the department. The supervisor is responsible for assuring the proper training of assistants and for evaluating their performance. Informal evaluations and recommendations may be provided by the supervisor to the assistants

during the appointment period. At the end of the period, a written evaluation, prepared by the department head in consultation with each student's supervisor, will be provided to each Graduate Instructor and Graduate Teaching Assistant. These evaluations are used to aid the student in the development of teaching skills and for decisions regarding reappointment. In-service training workshops, in addition to the orientation program, will also be provided for Graduate Instructors and Graduate Teaching Assistants.

Graduate Instructors may also be evaluated by university-wide student-teacher evaluation surveys or by similar departmental surveys. These survey results should not substitute for the department head's evaluation.

Appointment and Administration

Ordinarily, graduate assistantship appointments are made as either one-quarter or one-half time positions. This implies a 10 hour to 20 hour work effort per week. Depending on the type of assigned duties, the actual work time may vary and will be determined by the department supervisor. (Only under special circumstances may a student be employed on a basis of more than one-half time. Please contact the Graduate School for an explanation of these circumstances. Appointments for less than one-quarter time may also be made).

Appointments are made for a one-semester or two-semester (academic year) period. (Research assistantship positions may be made for any duration up to a 12-month period.) Students who are making good progress toward their graduate degree and who receive good evaluations will usually be considered for reappointment; reappointment to a position is not made automatically from one period to the next and depends on the needs of the department supervisor and the availability of funds. Departments may choose to establish a maximum number of semesters of support for their students.

Enrollment Requirements

Students who receive at least a one-quarter time graduate assistant appointment must be enrolled for at least six graduate hours during the semester(s) of employment. The maximum level of enrollment is 12 hours for students with one-quarter or one-half time service appointments. (For students with one-half time appointments, a maximum of 9 hours can be in course work; the balance may be in thesis, dissertation, or recital hours). Students with less than one-quarter time appointments must enroll for at least three hours (and a maximum of fifteen hours) of graduate course work. The Faculty and Staff Handbook lists these and additional regulations pertaining to course load for graduate student assistants, including regulations governing the summer session and regulations governing the enrollment levels of three-quarter time appointments. Graduate assistants who have a one-half time or greater appointment are expected to devote full time to their combined assistantship duties and degree program and not be employed outside of the University.

Reappointment Procedures

The following criteria will determine the eligibility of Graduate Instructors, Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Administrative Assistants for reappointment:

- evaluations of performance by the supervisor;
- recommendation of the student’s academic advisor;
- a minimum graduate grade point average of 3.0 in each semester of enrollment
- length of cumulative support by an assistantship and time in a degree program (optional departmental policy);
- availability of funding and continuance of the work for which the appointment is made;
- other written criteria as determined by the department making the appointment.

The degree of emphasis placed on each criterion will be determined by the department. If the above criteria are met satisfactorily, students can expect an extension of their assistantship at the original stipend level.

The actual procedure for reappointment will differ among departments. In some cases, a student must formally apply for reappointment by a specified date preceding a new period. In other cases, reappointment may be awarded in the letter of evaluation. Individual departments will explain their reappointment procedure in the initial appointment letters.

Tuition Scholarships

Those students who receive a minimum graduate stipend from any University assistantship, fellowship, or scholarship, have a graduate GPA of at least 3.0 (for continuing students) and register for at least nine (9) hours of graduate credit will receive a tuition (or partial tuition) scholarship for that semester. Those students eligible for tuition scholarships who are not residents of Mississippi will also receive a waiver of the nonresident fee for themselves and their spouses. The current schedule for such tuition scholarships, expressed as a percentage of the assessed fee, is given in the table below.**

Assistantship Level	Tuition Scholarship**	Non-Resident Fee Scholarship**
Less than \$2500 per semester	0%	0%
Between \$2500-4999 per semester (1/4 time appointment, 10-19 hours per week, at least \$2500 per full semester)	75%	100%
\$10,000+ per semester (1/2 time appointment, 20 hours per week, at least \$10,000 per full semester)	100%	100%

**No tuition scholarships are given during the Summer sessions or Intersessions.*

Right to Written and Timely Communication Regarding Appointments

All appointment and reappointment offers must be made in writing by the department head to the student. The appointment of new graduate assistants should be made as early as possible, preferably before July 1 for the following Fall semester; however, due to uncertainty regarding the availability of funds, a department may be unable to offer such appointments until a much later date. Offers of reappointment to students should also be made as soon as is possible. For example, reappointment offers for the Fall semester should be made within one month following the completion of the Spring semester.

Vacation, Sick Leave, and Retirement Benefits

Because graduate assistants are temporary employees, they are not eligible to accrue any vacation, sick leave, or retirement credit, or to participate in employee insurance programs. Graduate assistants are covered under the University's Workers' Compensation program.

Conditions for Termination of Graduate Assistantship

The appointment of a graduate assistant may be terminated by the University, upon the recommendation of the departmental head, for the following reasons:

- incompetent job performance or neglect of duty;
- misconduct that is job-related;
- moral turpitude;
- physical or mental ailment or condition which significantly impairs or limits job performance and cannot reasonably be accommodated;
- financial exigency or discontinuance of the work for which the appointment is made;
- mutual agreement;
- failure to maintain a graduate grade point average of 3.0 and/or failure to maintain the minimum enrollment obligation.

Graduate Assistant Grievance Procedure

The appointment of a graduate assistant may be terminated by the University, upon the recommendation of the department chair, for reasons stated in the previous section. If a graduate assistant believes that the termination of his or her appointment was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic and professional evaluation, an appeal may be made to the Graduate School. The Graduate Dean, as part of his/her review, will consult with the Affirmative Action Office in allegations of prejudice or discrimination. If the Graduate Dean is convinced that there is a valid basis for the appeal, the Graduate Dean shall appoint a committee consisting of three faculty members and two graduate students, no more than one each of whom may be from the student's department. The complainant will have the right to present his or her case to the grievance committee.

The grievance committee shall examine all evidence pertaining to the appeal and, if it deems necessary, meet with the student and a representative of the student's department. A majority

vote of the committee will determine the outcome of the appeal. The committee's decision shall be transmitted in writing to the student, the chair of the student's department, and the dean of the Graduate School within ten days. All correspondence and records will be retained in the student's file maintained in the Graduate School. The Graduate Dean will file with the Affirmative Action Office any appeals which allege discrimination, protected class status violation, or sexual harassment.

The student or the department may appeal the decision of the Graduate Dean or the grievance committee to the Vice Chancellor for Academic Affairs, who may use all resources available to make a determination of the appeal. That decision shall be transmitted in writing to the student, the chair of the student's department, and the Dean of the Graduate School within ten days. The decision of the Vice Chancellor for Academic Affairs shall be final.

Graduate Student Health Insurance

The Graduate School is pleased to offer subsidized health insurance for all graduate students holding an assistantship with appointments of $\frac{1}{4}$ time or higher. Graduate Assistants with appointments of $\frac{1}{4}$ time or higher are **REQUIRED** to participate in a health insurance program. Enrollment and payroll deduction of premiums will be automatic upon appointment for each Fall and Spring term. Premiums will be subsidized by the University. Graduate Assistants may request a waiver from participation in the above sponsored group plan if they have already comparable health insurance.

ACADEMIC ADMINISTRATIVE POLICIES

Registration

A student is expected to receive advice regarding course selection from his or her academic advisor, which is the Ph.D. Program Director, before registering for courses. This may be done either during the “priority” registration period or immediately before the beginning of the semester (regular registration). Returning students who DO NOT register prior to the first day of class will be assessed a \$100 registration fee. Once a student has enrolled for courses, the charge for the courses must be paid either by returning a mailed registration bill (if using priority registration) or by payment on-line. This refers to fees not covered by tuition scholarships or non-resident fee scholarships. There is a deferred payment plan as well (see the Graduate Catalog).

Students who are in a Conditional status have a hold on their registration privileges. Conditional students must come to the Graduate School in order to register for courses.

Students Rights and Responsibilities

The Department of Social Work at the University of Mississippi unequivocally supports the student Rights and Responsibilities established in *The M Book*.

Student Rights

- the right to privacy of personal information
- the right to be secure from unreasonable or unauthorized search and seizure
- the right to conduct social affairs within University guidelines
- the right to dissent (disagree)
- the right to an environment that is free of harassment or any other unreasonable interference with the student's performance
- the right to a smoke-free environment
- the right to display posters, proclamations, and flyers
- the right to hear opinions expressed by speakers from outside the University community
- the right to participate in a designated free speech area
- the right to file written complaints and expect a response

Student Responsibilities

- the responsibility to present University identification to authorized University officials upon request, including campus police and resident assistants
- the responsibility to refrain from actions which deny other members of the community their rights as enumerated according to law
- the responsibility to refrain from harassment of any individual(s) or group(s) on campus (see The Graduate Student Handbook at http://www.olemiss.edu/depts/graduate_school/forms/gradstudhandbook.pdf.)
- the responsibility to refrain from the use of force against a person or group, as in forcible interference with another person's freedom of movement, and/or personal abuse of another person
- the responsibility to respect the confidentiality of personal information about members of the University community and to respect a person's right to privacy
- the responsibility to refrain from disruption in the form of coercion or violence
- the responsibility to ensure that guests on campus will behave in a manner consistent with the "Student Statement of Rights and Responsibilities" on the University's online *The M Book*
- the responsibility to refrain from noise, disruption, and/or abusive behavior in the University community
- the responsibility to observe all duly established University, local, state, and federal regulation

Repeating a Course

Grades for all courses taken by Graduate students will remain a permanent part of their transcript. Except for courses identified in the catalog as "may be repeated for credit," no course may be repeated more than once, and no more than two courses may be repeated and applied toward a degree. In instances of repeated courses, the second grade will be used to determine eligibility to graduate. The Graduate School does not have a "forgiveness policy." However, if a graduate student repeats a course for credit, only the second (or last) grade is used in determining eligibility to graduate.

Withdrawal from a Course

Registration for a course makes the student responsible for attending that course until the course is completed or until, with the approval of the instructor and the dean of the Graduate School, the registrar authorizes withdrawal from the course. The last day that a student may withdraw from a class without a record of enrollment in each semester is listed in the Academic Calendar.

Academic Standards

Through the selection process, the graduate faculty anticipates that graduate students will have little or no difficulty maintaining a cumulative grade point-hour average of 3.0 or better in all graduate credit courses. In those rare instances when dismissal occurs due to low grades, a student may apply for readmittance following the appropriate procedures.

Petitioning for Readmittance After Dismissal

The dismissed student must submit in writing to the Graduate Studies Committee a petition containing the following information:

- An overview of academic background and professional goals;
- Reason for requesting reconsideration and for expecting greater success;
- Written endorsement from an advisor and program coordinator indicating support for reinstatement, and acceptance of advising responsibilities;
- A specific program of academic work to complete the degree requirements.

The Department of Social Work Ph.D. in Social Welfare Committee will make a decision and inform the student based on the aforementioned information. The readmittance review process is expected to take 14 business days. If the decision is in the affirmative, the request will be recommended to the Graduate School. If the petition is not supported, a letter will be sent to the student and advisor that will include the reason(s) for the decision.

Academic Conduct

The University is conducted on a basis of common standards of honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the University are regarded as particularly serious offenses. Disruptive behavior in an academic situation or purposely harming academic facilities also are grounds for academic discipline.

Examples of Academic Misconduct

Plagiarism. Plagiarism is a serious offense in which someone else's work is presented as one's own. There are many forms of plagiarism. Plagiarism takes place when published material is copied verbatim or paraphrased without appropriately citing the source of material; and it is not limited to copying the exact words from published material. Forms of plagiarism include, and are not limited to copying published material verbatim, paraphrasing the work of another without properly citing that work, keeping the content and/or structure of another's work and changing the words, and unfair use such as taking large portions of another's work without substantial addition of one's own ideas or commentary. (For more specific examples of plagiarism, please visit http://www.plagiarism.org/learning_center/types_of_plagiarism.html.) In addition to these examples of plagiarism, a student who copies another's homework, copies answers to test

questions, or allows someone else to do work for him/her on homework or tests also violates the standards of honesty and fairness and is subject to academic discipline.

Using someone's work. A student who misrepresents the work of another as his/her own is engaging in academic misconduct. For example, handing in a paper purchased from a term paper service, using a paper prepared by another, or engaging another person to take a test (class related or standardized, such as the GRE) in his/her stead, are examples of academic misconduct. This type of academic misconduct applies to all disciplines and fields of study.

Knowingly allowing someone else to represent your work as his/her own. Letting someone else use your work. Under the section above, there are clearly at least two persons involved: the person who does the work and the person who falsely represents that work as her or his own. A person who knowingly assists another person in falsely representing work also is subject to academic discipline.

Gaining or attempting to gain an unfair advantage. Violations of the University's standards of honesty include possession of or an attempt to gain possession of a test prior to its being given. An attempt to gain possession does not imply that one must physically have an original of the test or assignment. Other violations include, but are not limited to, accessing computer files, breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage; using reference materials that have not been allowed by the instructor; using handwritten or printed notes during a "closed book/closed notes" test; stealing books or other materials from the Library, Museums, Computer Center, or other University facilities; removing pages from University owned books or journals; and/or employing bribery, intimidation, or harassment in an attempt to gain unfair advantage.

Giving false information or altering documents. Falsely attesting that work has been done when it has not been, falsely attesting that functions or classes were attended that were not attended, and altering answers to test questions after the tests have been graded and returned are examples of giving false information. Altering grade report forms or changing grade forms or class rolls, either in their physical or electronic (computer file) form, and altering, falsifying, or misusing any other University documents also constitutes a violation of expected standards of honesty. Falsifying research data or other scientific misconduct also may be considered a violation. Disruptive behavior. Disorderly behavior that disrupts the academic environment violates the standard of fair access to the academic experience. Some examples of disruptive behavior are purposeful acts, such as "shouting down" a seminar speaker, physically or verbally harassing an instructor or fellow student, or engaging in any type of disruptive behavior in a class situation that interferes with the ability of the professor to teach or other students to learn.

Harm to the facilities that support the academic environment. A student who purposely harms the facilities that support the academic environment may be subject to academic discipline. Damage to books, laboratory equipment, computers, and other facilities violates the standard of fair access to the academic experience.

Violations Are Not Limited to the Areas and Examples Given. The academic discipline procedure can be invoked whenever the principles of honesty and fairness are violated and/or the facilities

that support the academic environment are harmed. The examples given above are illustrative only (it is impossible to delineate or cite every possible violation), and any act that violates the principles of honesty and fairness may be subject to academic discipline. Some acts, such as sabotage of another student's work or sabotage of an instructor's records, may not fall neatly into any one of the six areas listed above but are subject to academic discipline if proved damaging to the academic environment at The University of Mississippi.

Procedures Related to Academic Misconduct Charges

Faculty Discussion with Student

When a faculty member believes that a student has committed an act of academic dishonesty, he/she shall seek to discuss the apparent violation with the student as soon as possible and give the student an opportunity to explain. If the faculty member still believes the student committed an act of academic dishonesty after discussing the matter with the student, the faculty member may recommend an appropriate sanction, such as grade reduction, retake of a test or examination, extra work, failure in the course, suspension, expulsion, or a combination of these sanctions.

Informing Student of Recommended Sanction

The faculty member shall inform the student of the recommended sanction. If this recommended sanction is less than probation, suspension, or expulsion and is accepted by the student, the matter shall stop at this point. The faculty member then shall submit a written report of the matter to the department chair, the dean of the school or college in which the course was offered, and, if different, the student's academic dean, with a copy to the student. In the case of a graduate student, the dean of the Graduate School also shall be given a copy of the faculty member's written report. If the recommended sanction is probation, suspension, or expulsion, the faculty member shall submit a written report of the matter to the department chair, the dean of the school or college in which the course was offered, and, if different, the student's academic dean, the registrar, the provost, and the vice chancellor for student life, with a copy to the student. If the recommended sanction is probation or suspension, the provost shall then direct the registrar to inform the student of the sanction imposed. If the recommended sanction is expulsion, the provost shall inform the chancellor, and the chancellor shall direct the registrar to inform the student of the recommendation of expulsion. In each case, copies of the notification of a recommended sanction shall be sent by the registrar to the faculty member, the department chair, the dean of the school or college in which the course was offered, and, if different, the student's academic dean.

Challenge of Sanction by Student

The student may challenge the sanction recommended by a faculty member by presenting an appeal in writing to the chair of the Academic Discipline Committee within 14 days of the recommendation of the sanction by the faculty member. The student's written appeal request shall state, as simply as possible, why the faculty member's decision is unacceptable. Failure to make an appeal within this 14-day time period shall constitute a waiver of the appeal right and

shall result in the sanction becoming final as recommended.

Subcommittee to Review Sanction

When the student presents a timely appeal of a recommended sanction, the chair of the Academic Discipline Committee shall appoint a subcommittee to review the appeal to determine if a formal hearing is warranted. If, in the opinion of the subcommittee, a formal hearing is not warranted, the Academic Discipline Committee, based upon written evidence submitted by the student and faculty member, shall make a decision on the appeal. Both the student and the faculty member will be informed in writing of the subcommittee's decision on whether a formal hearing is warranted. If the student appealing the faculty member's decision is a graduate student, the chair of the Academic Discipline Committee shall notify the dean of the Graduate School of the request for an appeal and of the subcommittee's decision on whether a formal hearing is warranted.

Approval of Sanction Possibilities

The Academic Discipline Committee shall have the right to approve the faculty member's recommended sanction, impose a lower sanction or no sanction, or impose a harsher sanction than recommended by the faculty member. Sanctions available to the Academic Discipline Committee may include, but are not limited to, one or a combination of the following penalties:

- (a) The student receives a reduced grade, F, or zero on the assignment.
- (b) The student receives a reduced grade or an F in the class.
- (c) The student is required to take another test or examination.
- (d) The student is required to submit another term paper, computer project, etc.
- (e) The student is placed on academic disciplinary probation.
- (f) The student is suspended.
- (g) The student is expelled.

Vote of the Academic Discipline Committee

To find a student guilty of a violation, a majority vote of the members of the Academic Discipline Committee hearing the case is required. The Academic Discipline Committee shall render a written decision within five working days of the completion of the hearing. The written decision shall contain findings of fact and conclusions. The chair of the Academic Discipline Committee shall notify the student and the faculty member of the committee's action and provide them with a copy of the written decision. In cases involving graduate students, the dean of the Graduate School also must be notified of the committee's action and given a copy of the written decision. If, in cases involving undergraduates, the committee finds that no act of academic dishonesty was committed or recommends a sanction less than probation, suspension, or

expulsion, the decision of the Academic Discipline Committee shall be final. Sanctions that include probation must be approved by the vice chancellor for academic affairs.

In cases involving graduate/doctoral students, a committee finding that no act of academic dishonesty was committed is final, but the dean of the Graduate School shall review all committee decisions recommending sanctions and penalties, including decisions recommending the penalties of probation, suspension, or expulsion. In reviewing the committee's decision, the dean of the Graduate School shall consult with the dean of the college or school in which the course was offered, and, if different, the dean for the graduate student's degree program. The dean of the Graduate School's review of the committee's decision shall be on the record and without any right by the graduate student or his or her counsel or representative to present additional evidence or argument. The dean of the Graduate School shall, by written decision, affirm, modify, or reverse the committee's action within 10 working days of his or her receipt of the committee's written decision. The dean of the Graduate School shall notify the graduate student, the Chair of Academic Discipline Committee, vice chancellor for academic affairs, faculty member, department chair, and the appropriate dean of his or her written decision. If, in the case of undergraduates, the committee's decision recommends a sanction that includes suspension or expulsion, or, in the case of a graduate student, if the decision of the dean of the Graduate School recommends suspension or expulsion, then the student shall have the right to appeal this decision in writing to the chancellor within five working days of the student's receipt of the committee's or the dean of the Graduate School's written decision. The chancellor shall review the record and make a written decision upon the record as submitted. The student and his/her representative are not entitled to present additional evidence and argument to the chancellor. Upon making a decision, the chancellor shall notify the student, the chair of the Academic Discipline Committee, vice chancellor for academic affairs, the dean of the Graduate School, faculty member, department head, and the appropriate dean, of his/her action. They shall be given copies of the chancellor's written decision.

Written Report of Outcome

If the sanction is suspension or expulsion, the vice chancellor for academic affairs shall provide a written report of the outcome to the faculty member, the department chair, the dean of the school or college in which the course was offered, and, if different, the student's academic dean, the registrar, and the vice chancellor for student life, with a copy to the student. This written report shall not be provided until the appeals process is completed.

Offenses Not Associated with a Course

The policies and procedures outlined above are to be followed when academic dishonesty takes place in an academic course. When academic dishonesty not directly associated with a course taken for University credit is committed, the individual detecting the dishonesty shall serve in the same role as a faculty member in a course. Procedures paralleling those described above will be followed. Examples of such academic dishonesty include, but are not limited to, cheating on competency tests or on comprehensive examinations.

Penalties

The academic discipline penalty for the commission of any offense in most cases will be failure in the course. However, other penalties, such as lowering a grade, disciplinary probation, suspension and/or expulsion, may be recommended by the Academic Discipline Committee.

Academic Disciplinary Probation

When a grade penalty is not appropriate, a probation may be imposed for a specific period and constitutes a warning that affects the student's good standing in the University. Violations of regulations during the period may result in suspension or expulsion. The duration of any disciplinary probation period or any condition(s) or penalty(ies) recommended shall be in proportion to the seriousness of the violation and subject to the approval of the vice chancellor for academic affairs in the case of undergraduates or to the approval of the dean of the Graduate School in the case of graduate students. The vice chancellor for academic affairs or the dean of the Graduate School shall notify the student of his or her decision, with copies to the Academic Discipline Committee, the appropriate dean, the department chair, and the faculty member.

Academic Suspension

Suspension results in the exclusion of the student from classes and other specified privileges or activities for a definite period of time. The duration of any suspension or any condition(s) or penalty(ies) recommended shall be in proportion to the seriousness of the violation and subject to the approval of the chancellor. All suspensions shall be permanently noted on the student's transcript. The chancellor shall notify the student of his or her decision, with a copy to the Academic Discipline Committee, the vice chancellor for academic affairs, the dean, the dean of the Graduate School, the department chair, and the faculty member.

Expulsion

The student is deprived of his or her opportunity to continue at the University in any status. The penalty of expulsion is subject to the approval of the chancellor, who shall notify the student of his or her decision, with a copy to the Academic Discipline Committee, the vice chancellor for academic affairs, the dean, the dean of the Graduate School, the department chair, and the faculty member. A notation shall be placed on the student's transcript.

Academic Dishonesty

An applicant for admission to a degree program, including a Qualifying or Non-Degree student, who has been convicted of dishonesty and whose appeal has been unsuccessful, will be subject to denial of admission to the University. Also, the Graduate Dean may enforce any recommended sanctions, including dismissal from the University or change in admissions status, recommended by a faculty member or the Academic Discipline Committee for matriculating students who are charged with academic dishonesty.

Academic Grade Appeal Policy and Procedure

The grade appeal policy and procedure is designed to provide an undergraduate or graduate student at the University of Mississippi with a clearly defined avenue for appealing the

assignment of a course grade, following the posting of final grades, that he/she believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. *The student's request for a grade appeal must be taken successively to the instructor, the chair of the department (or director of the program) in which the grade was given, and the dean of the school or college to which the department belongs, with a possible resolution of the conflict at any stage.* Either the student or the instructor may appeal a decision made at the dean's level. This formal grade appeal will be reviewed by the Academic Appeals Committee and by the vice chancellor for academic affairs.

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's participation in a course. Factors upon which the final grade may be based include attendance; recitation and class participation; written, oral, and online quizzes; reports; papers; final examinations; and other class activities. There is a presumption that the instructor who has conducted the course is professionally competent to judge the student's work, and in the absence of convincing evidence to the contrary, has evaluated it fairly. In all cases, the complaining student shall have the burden of proof with regard to all allegations in his/her complaint and in his/her request for review or hearing. If a party fails to pursue any step of the grade appeal procedure within its allotted time, the disposition of the case made in the last previous step shall be final. All correspondence and records shall be retained in the office in which the complaint is finally resolved.

A grade appeal cannot be based upon differences in grade assignments between multisection courses, whether or not the course sections are taught by the same instructor.

This policy and procedure below applies to students and courses taught on the main campus, off-campus centers, and online. In the following outline, time periods in Steps 1 and 2 are in calendar days, and the time periods apply to intersession and summer terms, as well as Fall and Spring semesters. Written appeals may be transmitted electronically. Individual schools may utilize different versions of Steps 1 and 2 (e.g., if there are no department chairs within the school), but Steps 3-5 should be followed. If a graduate student wishes to appeal the results received on his/her comprehensive examination, he/she should contact the dean of the Graduate School for the appropriate policy.

The grade initially assigned by an instructor remains in effect, until and unless a change is determined by the appeal process.

Outline of Grade Appeal Procedure and Time Schedules

Step 1. Informal Consultation with Faculty Member.

This must be initiated within 30 calendar days of the posting of the course grade for viewing by students. The instructor's decision, whether a denial of the appeal or other resolution, must be completed within 15 days of receiving the appeal.

Step 2. Appeal to the Department Chair.

If a student wishes to appeal a grade further, he or she must submit a written appeal to the chair of the department (or director of the program) in which the course is being appealed, with a copy submitted to the chair of the department in which the student is majoring (if different), within seven days following the end of Step 1. The course-controlling department chair has 15 calendar days from receipt of the appeal to achieve resolution of the appeal.

Step 3. Appeal to the Dean.

If a student wishes to appeal a grade further, he or she must submit a written request to the dean of the school or college in which the course was offered, with copies to the chair (or director) of the department and to the chair of the department in which the student is majoring (if different), within seven days following the end of the 15-day time period in Step 2. (In the case of a graduate student, this written appeal must be sent to the dean of the Graduate School.) The dean will then take action to have a Grade Appeal function appear within the student's (and instructor's, chair's, and dean's) myOleMiss portal. An email will be sent to all parties, explaining that they are able to enter or upload the basis for the appeal/denial, including attaching pertinent correspondence and materials. The department chair must enter copies of correspondence and other pertinent material within five days of receiving this email. The dean must render a written decision within 15 days of receipt of the appeal.

Step 4. Appeal to Academic Appeals Committee.

Either the student or the instructor may request a review by the Academic Appeals Committee. A written request, including the student's name, ID, the course/section, and instructor, must be submitted to the vice chancellor for academic affairs (provost) via the myOleMiss Grade Appeal function within 15 days of the receipt of the dean's decision. The Academic Appeals Committee will then review the information provided to reach a recommendation.

Step 5. Review by the Vice Chancellor for Academic Affairs.

The vice chancellor for academic affairs (provost) will review the recommendation by the Academic Appeals Committee and shall render a final decision on the appeal. The decision of the vice chancellor cannot be further appealed.

Comprehensive Examinations and Admission to Candidacy

All doctoral students must successfully complete a comprehensive examination. Upon completion of this examination, the student is admitted to candidacy.

The purpose of this examination is to establish that the student has satisfactorily mastered the body of academic material appropriate to the degree. Though academic programs have broad latitude in the design of comprehensive examinations, the following guidelines should be followed. The examination may be either a single test or a set of tests. The examination must be written; however, departments may require that part of the examination be oral. The examination may be constructed and evaluated by the student's dissertation advisory committee or by a separate committee. To sit for the examination, a student must be in full-standing status, must

have satisfied any foreign language requirement, must have a graduate grade-point average of 3.0 or above, and must not have an outstanding I grade. If a graduate program has an extra departmental concentration area of more than 12 hours, a component of the comprehensive examination must include testing over this concentration area, and this testing must be done by faculty in the second department. Upon completion of all components of a comprehensive examination and notification to the Graduate School, the student is considered to be a candidate for the degree. In general, this status signifies that the individual has completed all or nearly all of the program course work and has entered the formal dissertation (or doctoral essay) stage of the program. Ordinarily, the comprehensive examination should be completed before the dissertation prospectus is defended.

In any situation in which a student wishes to appeal the results of his or her comprehensive examination, he or she may appeal, following procedures in the Graduate Student Appeal Process.

At least one semester before the semester in which the Comprehensive Examination will be taken, the student has to file Form GS5, Authorization to sit for a Comprehensive Examination, (Appendix B), in the Graduate Studies Office. All parties shall sign this form.

The written portion of the Comprehensive Examination will usually require several hours (typically between 3-5 hours in a substantive area in social work, 3-5 hours in the supporting area and 3-5 hours in research competency. The examination is usually written over four 3-hour segments. The three members of the dissertation advisory committee prepare the examination questions.

If the student uses a computer for the written portion of the exam, he or she must use a departmental computer. A flash drive for each writing session is provided to the student, through the major faculty advisor. A hard copy of the responses will be printed AND kept by the Ph.D Program Director. The flash drive will be given to the major faculty advisor. At the end of the entire written portion of the exam, the flash drive will be given back to the student. The student may improve grammar and edit typographical errors. No substantive changes may be made to the document. The pages should be ordered according to the writing segments and the page numbers should be numbered sequentially throughout the document. Line numbers should also be added to the document.

All examination copies are the property of the dissertation advisory committee. A unanimous affirmative vote for pass is required to advance to candidacy. The original copy of the Comprehensive Examination shall be sent to the Ph.D. Program Director to become a part of the student's permanent file.

Electronic copies of the exam must be distributed to the dissertation advisory committee the first working day after the last day of the written portion of the exam. Students must complete the oral portion of the comprehensive exam no later than ten (10) working days after the completion of the written exam. Upon successful completion of the Comprehensive Examination, the student is admitted to candidacy.

Students who do not pass the Comprehensive Examination will meet with their committee members to review their weaknesses. If the Comprehensive Examination Committee recommends a second examination, it cannot be scheduled during the same semester in which the first Comprehensive Examination was taken, but must be retaken with one calendar year of the first exam. The committee

will provide suggestions for preparation to rectify knowledge deficiencies. Students are allowed only one failing grade, whether it be in the written Comprehensive Examination or the Oral Comprehensive Examination. If the student fails the exam a second time, the student will be expelled from the program. Upon successfully completing the Comprehensive Examination, FORM GS5.1 has to be completed by the Chair of the Examining Committee (http://gradschool.olemiss.edu/wp-content/uploads/sites/36/2013/10/g51_admission_to_doctorate_degree.pdf).

Dissertation Committee

At least four members are required for a dissertation committee, three from the Department of Social Work and one external to the Department of Social Work, but within the University of Mississippi faculty. The student must complete FORM GS 6, Dissertation Prospectus Procedure (Appendix C), and submit it to the Graduate School. The functions of the dissertation committee are as follows:

1. Assist the student with the preparation of a dissertation proposal;
2. Assist the student with data collection, analysis, synthesis, and interpretation;
3. Conduct and evaluate the oral defense of the dissertation and sign the Final Acceptance form;
4. Read and approve the final written version of the dissertation and sign the Dissertation Acceptance form;
5. Assist the student with development of a manuscript for submission to a professional journal.

Dissertation Prospectus

A Dissertation Prospectus Committee will be formed by the student, based on her/his research interests. This committee should consist of faculty who will serve on the students' dissertation committee. The chair of this committee must be a full member of the graduate faculty. A minimum of two additional members of the department and one member external of the Department of Social Work comprise a committee, all of whom must be members of the graduate faculty. The dissertation prospectus must be defended in oral examination and, in its final approved form, submitted to the Graduate School. The form of the dissertation prospectus will be determined by the committee. The dissertation prospectus oral defense and completion of the dissertation defense cannot occur during the same full term (Fall, Spring, and Full Summer), and there must be a minimum of four calendar months between these events.

Final Oral Examination

Every candidate for the Ph.D. degree must successfully pass a final oral examination (defense of dissertation) administered by the student's dissertation committee and scheduled by the Graduate School. The committee shall direct the examination primarily to the defense of the dissertation, though it may include material from the student's major and/or minor fields. Departments may require in addition a written examination, but the oral examination must be conducted. The oral examination may be given only after the dissertation is in final form (that is, ready for submission to the Graduate School except for corrections required by the examining committee at the oral examination). The dean of the Graduate School will not schedule oral examinations during the regular university examination periods at the end of enrollment periods or when the university is officially closed.

The Colloquium and Dissertation

A dissertation proposal must be presented at a scheduled section colloquium for discussion. The colloquium is scheduled by the Chair of the dissertation committee and announcements (Appendix D) of all scheduled colloquia must be sent and posted one week before the presentation as follows:

- Sent to the graduate faculty in the School;
- Sent to the Ph.D. Program Director;
- Sent by e-mail to social work graduate students;
- Sent by e-mail to School of Applied Sciences faculty;
- Posted in and around Social Work main office;
- Included in the announcement is an abstract of the research proposal;
- Forwarded to the Graduate Studies Office is a copy of the colloquium announcement signed by the advisor. This will be placed in the student's file to verify the presentation.

Although there are various models for proposal and dissertation outline, the proposal should basically include:

1. Introduction to, statement of, and significance of, the problem, including hypothesis to be tested;
2. Review of literature;
3. Description of research design, analytical procedures, and methodology;
4. Potential interpretation, potential positive, negative, and indeterminate results.

When the candidate and the dissertation committee have considered revisions suggested in the colloquium, the Dissertation Proposal Acceptance form (Appendix E) is signed and a copy of the form is filed with Ph.D. Program Director. The research may then proceed.

While many avenues for support of doctoral studies exists within and outside the University, it is ultimately the responsibility of the student to secure funding for the research.

The style of the dissertation, chapter arrangements and referencing techniques are selected in consultation with the candidate's advisor and dissertation committee. Form and style guidelines may be selected from those such as the American Psychological Association (APA), Turabian, or Campbell/Ballou/Slade. The format of the dissertation including type sizes, graphics, pagination, microfilming and other characteristics and procedures are explained in the Manual for Thesis and Dissertation Preparation available on-line on the Graduate School website.

A date for the final oral examination, which is approximately two hours in length, must be scheduled. The student will file Form GS7, Authorization of the Final Oral/Written Examination, (Appendix F),

in the Graduate Studies Office. Announcement of the final oral examination (Appendix G) shall be posted in the same locations as those for the Dissertation Colloquium. The final oral examination is open to all faculty and students. Generally, the student will present the dissertation (25 minutes) and then entertain questions from the audience (20 minutes). Thereafter, the defense will be closed for questions by the committee.

The open portion of the defense will be no more than 45 minutes. A unanimous vote for “pass” is required. After the defense of the dissertation, the results are sent to the Graduate School on the Dissertation Acceptance Form (Appendix N).

Beginning in 2011 the Graduate School has required that dissertations be submitted in electronic format to ProQuest/UMI. Directions for creating the electronic file (the final format being pdf) will be provided on the Graduate School’s web site. Prior to converting the final document into a pdf file, you may use any modern word processing software to write the text. A variety of multi-media files can be embedded into the electronic file or can be attached as a Supplemental Files. You should see the ProQuest/UMI web site for specific details. The Graduate School and UM Library no longer require a bound paper version of the dissertation. If you wish to prepare a bound version, you may do so using the services of ProQuest/UMI or other publishers, such as the University Printing Service.

Your advisory committee may wish to have you submit paper versions of your work for their review. The final oral examination (dissertation defense) must be held within five years after successful completion of the comprehensive examination.

Application for a Degree

A student must submit an application for a degree during the last semester or summer term of enrollment. If the student is not able to complete degree requirements at the end of that period, the student must resubmit the application during the semester or summer term at the end of which the student expects to graduate. A student must be formally admitted to the degree program prior to the beginning of the semester in which the degree is awarded and must meet the requirements of the catalog under which he or she was admitted or readmitted.

Continuous Enrollment

Upon admission to candidacy, a doctoral student is expected to maintain continuous enrollment. Minimum enrollment to fulfill this requirement is 3 hours of graduate-level course work for Fall, Spring, or Summer terms, with enrollment for at least two of these three periods being required for any 12-month period. (Note that the minimum enrollment during the summer would be 1 hour if the enrollment is not to satisfy the continuous enrollment policy.)

Penalty Clause

The penalty for failure to maintain continuous enrollment, following admission to candidacy, is a fee equal to the tuition charge that would be necessary to have maintained continuous enrollment for the most recent 12-month period.

Final Enrollment

All students planning to receive their graduate degrees must be enrolled for at least 3 hours (thesis, dissertation, or course work) during the Fall or Spring semester in which they take the final oral and/or written examination. Those planning to graduate during the summer must be enrolled for at least one hour.

18 Hour Dissertation Policy

Prior to graduation, every doctoral student must complete 18 hours of dissertation credit. After a student is admitted to candidacy, enrollment – in course work or dissertation – must be continuous, including an enrollment of at least 3 hours in the term in which the degree is granted (1 hour of enrollment during the summer will suffice for graduation, if the summer semester is not to be used to fulfill the continuous enrollment requirement). Continuous enrollment is defined as enrollment for at least three semester hours during two of the three terms of the calendar year. The calendar year includes the Fall and Spring semesters and the summer session, enrollment in one of the two summer terms constituting a summer session enrollment. A doctoral student failing to maintain continuous enrollment will be assessed a fee equal to three (3) hours of tuition for each semester of their suspended enrollment. In departments requiring an internship for the doctorate, continuous enrollment is not considered to be interrupted by enrollment in the internship. However, 18 hours of dissertation must still be presented, including 3 hours of enrollment during the Fall or Spring semester the degree is awarded.

Time Limit

All required formal course work and the comprehensive exam should be completed within four calendar years of initial enrollment into degree seeking (conditional or full-standing) status, whether a student begins the doctoral program following completion of a bachelor's or a master's degree. After passing the comprehensive exam, a student becomes a candidate for the doctoral degree and must complete all remaining requirements, including the written dissertation and its defense, within five calendar years. If a candidate does not complete all requirements within this time, then the Graduate School will change the student's status to nondegree seeking.

The Graduate School may grant a one-year extension to this time limit for serious, nonacademic hardships (e.g., military duty, pregnancy, illness, or problems within the student's immediate family). However, this is done on a case-by-case basis.

Additionally, a student may petition his or her academic program for a limited extension for a reason unrelated to personal hardship. If an academic program grants an extension, it may also impose additional requirements, which may include passing another comprehensive examination, more course work, and/or other appropriate remedies. Any extension plan accepted by the candidate and the academic program must be approved by the Graduate School.

COURSE DESCRIPTIONS

SW 701: Colloquium I

Colloquium I is designed to provide a foundation for doctoral study at the University of Mississippi Department of Social Work. The purpose of the course is to present issues in social work research, define standards for scholarly achievement, and prepare students for successful independent scholarship. Students are expected to use the information provided in this course to clarify their long-term scholarly goals and to develop an educational plan to achieve them. Colloquium I exposes doctoral students to social science research knowledge and skills by reading and analyzing social science and social work research, framing researchable questions, and evaluating and critiquing research methodology in published empirical studies. This course will prepare students for Colloquium II, as well as prepare them for their professional roles in conducting, analyzing, and/or evaluating social work research dedicated to closing the gap between the demands of the social work practice world and the limited empirical bases for responding to critical social welfare issues.

SW 702: Research Design in Social Work

In the first part of this yearlong course, students will understand a scientific analytic approach to building knowledge for respective topics in the field of social work. Different theoretical bases and methodological procedures for social work research are addressed, as are basic statistical procedures including developing research questions based on the literature, hypothesis formulation, measurement, sampling, and data collection. Ethical standards of scientific inquiry are emphasized with attention to protecting and promoting the well-being of vulnerable and at-risk populations, as well as culturally sensitive research methods. Students will be able to understand the reciprocity between social work research, and practice, theory, policy, and education. Ultimately, students are expected to develop a research proposal including research questions, design, and hypothesis that will be carried out in part II of the course.

SW 703: Topics with At-Risk Populations

This course examines evidence-informed and evidenced-based research with diverse and at-risk populations. The focus is on understanding social work research in global, diverse, multicultural societies with an emphasis on developing an anti-oppression framework that promotes social and economic justice, human dignity, and the pursuit of human rights.

SW 704: Theories & Research in Neuro & Behavioral Science

Scientific research in the field of neuroscience continues to make profound discoveries regarding brain systems, neurobiology, and their implications for social work. This course will provide foundations in neurobiological study through a social work perspective. Students will acquire a fundamental understanding of interacting brain systems as they influence individuals' behavioral, social, and emotional worlds. Particular emphasis will be placed on the biological and environmental factors affecting development and behavior through the study of epigenetics and its influence on daily functioning.

SW 705: Applied and Inferential Statistics

Students in this course are introduced to the concepts and procedures that are fundamental to both applied and inferential statistics. Empirical research examining selected topics with at-risk

populations is explored. Students will carry out proposals developed in the first semester Research Design course using existing national data sets. Students will conduct an analytic strategy to answer their research questions effectively. Emphasis is also placed on gaining skills in presenting and communicating important results to relevant audiences and stakeholders. Students will be introduced to statistical analysis of measuring instruments (including procedures for evaluating the reliability and validity of tests and surveys), descriptive statistics, measures of variability and correlation, general linear models (including regression analysis, analysis of variance and covariance), and nonlinear models, such as logistic regression.

SW 706: History of Social Welfare

This course surveys the evolution of social welfare with a focus on gender, class, and race. The course examines the development of social welfare systems and the underlying philosophies in the context of the social, economic, political, and cultural environments in which they emerged. Topics include the development and history of social work, the development of contemporary social welfare, the professionalization of social work, and methods of social policy analysis.

SW 708: Colloquium II

The content of this course builds upon and extends the social science research knowledge and skills acquired in Colloquium I and strengthens students' abilities to conduct original social science research. Colloquium II affords students the opportunity to develop and refine the organizational and critical thinking skills that are required for writing literature reviews. This course also will serve as a vehicle for exploring and understanding the ethics of conducting research in collaboration with others and for examining the ethical principles and values attendant to scholarly publication in social work. In Colloquium II, students focus on a set of skills that are essential to their professional roles as social work researchers: reading, analyzing, and evaluating published social science literature reviews, and developing and disseminating a critical and comprehensive review of literature in a social work substantive area of interest in order to ameliorate distress among our most vulnerable population.

SW 709: Social Policy Analysis

Social Policy Analysis focuses on research conducted to inform social welfare policy. It exposes students to numerous types of policy-related research including social problem assessment, comparative research, historical research, implementation research, and numerous types of qualitative and quantitative outcome-related research. Policies related to the problem of poverty have been selected as the content focus of this class since this issue is especially salient in the state of Mississippi and for many social work clients internationally. By analyzing and critiquing numerous types of research related to policy, students will learn the many ways research influences policy and begin to define their roles as researchers in social work, a policy-based profession.

SW 710: Issues & Research Problems in SW Interventions

A systematic approach to the design, implementation, and evaluation of social work interventions provides the framework for developing models that address a range of social issues and needs.

SW 711: Qualitative Methods in Social Work Research

The purpose of this class is to introduce students to the theories, assumptions, and practices underlying the use of qualitative research in social work. In the tradition of qualitative methods courses, this class examines the broad history, concepts, and themes that distinguish multiple methods of qualitative research, specifically as they relate to social work research. Students will study, practice, and reflect on different qualitative research methodologies and consider the components and challenges faced when engaging in qualitative research methods. Each student will design and conduct his/her own qualitative study using ethnography. Issues related to data collection, negotiating access to the field, ethics, and representation will be of particular importance. While it is not assumed that students will gain a comprehensive understanding of all qualitative research traditions over the trajectory of the course, it is expected that, upon completion, students will acquire the foundational knowledge and experience to begin evaluating, selecting, and defending appropriate ethnographic methods for use in their own research projects.

SW 712: Advanced Statistics in Social Work

This course will cover a wide range of research situations that require longitudinal and mediation analyses, comparisons between groups, and analyses that include data from multiple sources such as from parents, teachers, and children. The course will focus on using the Structural Equation Modeling (SEM) analyses. This course will cover the conceptual and technical issues relevant to the application of SEM. SEM merges confirmatory factor analysis with path analysis and provides means for constructing, testing, and comparing comprehensive structural path models as well as comparing the goodness of fit of models and their adequacy across multiple groups (samples). Course work will require the students to construct and test a structural model using their own data or data from available data sets and produce a paper reporting their analysis.

SW 715: Forensic Social Work

This forensic social work course seeks to understand and assess the delivery of social work services within justice settings and contexts to offending populations. The course examines both direct and community practice approaches and issues with adult and juvenile offender populations. Effective evidence-based interventions with offenders, as well as related policies, systems, and human and social services agencies are assessed.

SW 719: Dissertation Seminar

The focus of this course is on preparation and planning of research that leads to a dissertation or publishable manuscripts. Emphasis is on developing ideas for a research topic, its formulation, operationalization, and design. Students will learn the components of formulating research question(s), developing a rationale for research, and the elements of a good literature review. Published research will be examined and critiqued. May be repeated for up to 21 hours of credit.

APPENDIX A
Ph.D. in Social Welfare Program of Study

Student Name: _____

Social Work Core Classes (21 hours)

Sem/Year	Course #	Title	Sem. Hrs.	Grade

Research Methods and Statistics (16 hours)

Sem/Year	Course #	Title	Sem. Hrs.	Grade

Elective Course Work (6 hours)

Sem/Year	Course #	Title	Sem. Hrs.	Grade

Dissertation and Dissertation Tutorial (18 hours)

APPENDIX B

Form GS5

Authorization to Sit for a Comprehensive Examination

This communication is used by a Department Chair/GPC to confirm that a student is ready to sit for comprehensive examination. The student must be full standing in a doctoral program, must have satisfied all foreign language requirements, if applicable, and must have completed all or nearly all of the program course work requirements for the degree. When a student completes the comprehensive examination, he/she is considered to be admitted to the candidacy.

Student Name: _____ Student ID#: _____

Degree Sought: _____ Program: _____

Courses remaining to be completed:

1. _____
2. _____
3. _____

Members of the Examining Committee

Chair Name _____ Title _____

Proposed Date of Examination _____

I have examined the academic record of the candidate and I find that the candidate is ready to sit for comprehensive examinations.

Department Chair/GPC Signature

Date

Notes:

1. Students with outstanding I grades or a grade point average of less than 3.0 are not eligible to take a comprehensive examination.
2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.
3. The total duration of study fro a doctoral degree may not exceed seven years. It is expected that students will have been admitted to candidacy within four years of entry to the doctoral program.
4. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, Spring and Summer) during a 12-month period of time.

Appendix C
DISSERTATION REVIEW PROCEDURE

- A. Written dissertation prospectus will be required of every doctoral student.
- B. An oral defense of the prospectus will be required.
- C. The committee will be formed to evaluate the merit of the prospectus. This committee will also serve as the dissertation committee.
- D. The committee should consist of at least 4 members. One member, nominated by the dissertation chairperson, will be external to the discipline. All members of the committee shall have equal voting rights.
- E. A single negative vote in the committee will require negotiation among the members in order to achieve reconciliation of the point(s) of objection.
- F. Only if the committee cannot agree on the merits of the prospects and, through reasoned discussion, accept the prospectus unanimously; a review process by a committee of the department/school will be invoked.
- G. Although a unanimous vote of the committee is necessary in order to accept the prospectus, a majority vote only will be required on the final dissertation defense.
- H. An approved copy of the prospectus will be filled with the Graduate School immediately following the defense.
- I. Any research involving human subjects must be approved by the Institutional Review Board. Any research using animals must be approved by the IACUC.
- J. When any member of the committee believes that a substantial change in the research plan has been made, the committee will be reconvened. Unanimous approval of any substantial revision is required. A report of substantial changes will be filed in the Graduate School.
- K. Any committee member who does not sign the final dissertation must file an objection with the Graduate School.

APPENDIX D

ANNOUNCEMENT OF DISSERTATION PROPOSAL DEFENSE

EFFECTS OF PUBLIC POLICIES ON THE SOCIAL WELFARE OF LATINO CHILDREN

BY

I. M. EXHAUSTED

November 1, 2019

Longstreet Hall, Room 218

2:00 p.m.

COMMITTEE MEMBERS: A. G. Aid (Advisor), B. G. Aid, C. G. Aid, D.F. Aid

ABSTRACT:

APPENDIX E
DISSERTATION PROPOSAL ACCEPTANCE FORM

Send Signed Copy to the Graduate Studies Office

Student: _____ Student ID: _____

The title of the proposed dissertation is: _____

The candidate's Dissertation Committee, as signed below, agrees that the proposal is satisfactory and should proceed essentially as written.

Dissertation Committee:

Chair Date

Committee Member Date

Committee Member Date

Committee Member Date

Department Chair/GPC Date

A copy of the Proposal shall be retained by the student and the advisor. Stipulated substantive and procedural changes should be documented on the draft proposal and/or specified in a memorandum. The Dissertation Committee will sign the Approval Form as satisfactory when appropriate.

APPENDIX F

Form GS7

Authorization of the Final Oral/Written Examination

This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.

Student Name: _____ Student ID# _____

Degree Sought: _____ Program: _____

Master's Non-Thesis Master's Thesis Doctoral Essay Doctoral Dissertation

Title of Project, Thesis, Essay or Dissertation _____

Members of Examining Committee:

Chair Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

*External Name: _____ Title: _____

(*Doctoral Only)

Date of Examination: _____ Time: _____ Place: _____

I have examined the academic record of the candidate and find that the candidate has fulfilled all other degree requirements.

Department Chair/GPC Signature

Date

Notes:

1. A student must be enrolled during the semester in which he/she takes the final examination. The minimum enrollment is three hours for a Fall or Spring semester and one hour for a Summer Semester.
2. Requests to hold a final oral/written examination must be submitted to the Graduate School no later than fourteen (14) days prior to the date of the intended examination.
3. Examinations may not be given during regular University examination periods at the end of each semester or when the University is officially closed.
4. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.

APPENDIX H
Acknowledgment Letter

This is to confirm that I have received, read, and had the opportunity to ask question regarding the Department of Social Work's Ph.D. Program in Social Welfare Doctoral Student Handbook. By signing this page, I acknowledge that I fully understand all of the policies established in the handbook. Moreover, I agree to adhere to the policies outlined in the handbook.

Name of Student: _____

Matriculation Date: _____

