

Master of Social Work Program Handbook

2023–2024



THE OHIO STATE
UNIVERSITY

COLLEGE OF SOCIAL WORK

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MSW Program Office Welcome

Welcome to the MSW Program in the College of Social Work at The Ohio State University- we are excited to have you! We are the longest-standing Council on Social Work Education accredited public social work program in the United States, which means we have many years of experience preparing social work students, just like you, to help change the world by improving the quality of life of myriad client systems around the world.

The Master of Social Work (MSW) is our profession's terminal practice degree. As one of the most marketable professional degrees available, it offers opportunities to pursue various career paths. Whether your interest is in providing direct services, running programs and agencies, serving a community, evaluating programs, or policymaking, a graduate degree in social work prepares you with the necessary knowledge and skills to effect change at each of these levels of practice.

Our classes are taught by faculty who engage in the research and scholarship that supports social work practice locally and around the world, and our community lecturer and field instructors bring a wealth of practice expertise across the social work spectrum.

Together, we aim to prepare all our graduate students to go out and make their unique contributions to society.

The MSW Program Office is a valuable resource for for enhancing your graduate school experience. We look forward to meeting you and working alongside you throughout your MSW studies. Please feel free to stop by and visit with us or stay in contact via email or social media. And don't forget to check out our program's Facebook page to keep in touch with your MSW peers!

We wish you much success as you pursue your graduate studies in social work. Again, welcome to the College of Social Work at The Ohio State University!

Sincerely,

Your MSW Program Office Team: Theresa Hazelwood, Brittany Ward, Candace L Cooper, Carly Zehr, Nia Beulah, QuJuan Twilley, Antwanette Brown, Kelsey Hopkins, and Carillon Young

Purpose of Handbook

Each program of the College of Social Work prepares a handbook to provide a guiding resource for students enrolled in the respective program. The purposes of this handbook are: (1) to present the policies and procedures of the College of Social Work and the Graduate School that guide admissions, completion of program requirements, and graduation; (2) to describe the Master of Social Work curriculum and alternative program options by which the MSW degree may be obtained; and (3) to communicate other information—for example, related to financial aid and student organizations—that may contribute to a successful educational experience.

Throughout this handbook frequent reference is made to the policies and procedures contained in the **Graduate School Handbook**. It is strongly recommended that students visit the Graduate School website and familiarize themselves with the handbook (gradsch.osu.edu/handbook). All students are responsible for becoming familiar with all rules and regulations that affect their education.

College Mission Statement

The College of Social Work, through excellence in teaching, research and service, prepares leaders who enhance individual and community well-being, celebrate difference, and promote social and economic justice for vulnerable populations. The College fosters social change through collaboration with individuals, families, communities and other change agents to build strengths and resolve complex individual and social problems. As an internationally recognized college, we build and apply knowledge that positively impacts Ohio, the nation and the world.

College Values

The College is committed to pursuing its mission within the values of the social work profession:

- The dignity and worth of all people.
- The importance of human relationships.
- Building knowledge through ethically conducted, open inquiry.
- Competence in all aspects of professional practice.
- The maintenance of integrity in professional interactions.
- The pursuit of social justice.
- A commitment to service.

College Accreditation

The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment framework, a global perspective, respect for human diversity and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty and the enhancement of the quality of life for all persons, locally and globally (*Council on Social Work Education Educational Policy and Accreditation Standards*, 2015, p. 5).

Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS)

As the country's oldest continually accredited public social work program, the College of Social Work operates under the guidelines of our governing board—the Council on Social Work Education (CSWE). The CSWE's Educational Policy and Accreditation Standards establish thresholds for professional competence. As an accredited social work master's program, the following nine core competencies must be mastered by the Master of Social Work student.

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations and Communities
7. Assess Individuals, Families, Groups, Organizations and Communities
8. Intervene with Individuals, Families, Groups, Organizations and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations and Communities

MSW Program Mission Statement

The Ohio State University Master of Social Work program prepares professionals for advanced social work practice with diverse individuals, families, groups, organizations and communities. Through a rigorous, quality education, our graduates are able to intervene effectively from the individual to the systems level. The program offers flexible curriculum options for working with diverse populations. Our course work is evidence-informed, strengths-based, providing professional leadership to effect community and social change.

Our mission informs six overarching goals as a program. We are committed to providing a rich educational environment, engaging in scholarship that advances social work knowledge and working with community service programs locally, nationally, and abroad in efforts that value diversity, engage our students in practice proficiency on all levels of social work practice and encourages collaboration with other community change agents to research effective means for change. These goals are:

1. Our graduates are ready to engage in advanced social work practice by demonstrating ethical and professional behavior with individuals, families, groups, organizations, and communities.
2. Our graduates are equipped for integrative practice approaches utilizing tools that affect systems from the individual to the systems level.
3. Our graduates are able to engage, assess, intervene and evaluate on all systems of social work practice dealing with increasingly complex social problems.
4. Our graduates are trained to embrace the strength of diversity, practice cultural humility and adhere to professional ethics as practitioners and lifelong learners.
5. Our graduates are competent in promoting practice informed research and research informed practice.
6. Our graduates are change agents who advocate for social, economic, environmental justice at local, national and global levels.

MSW Program Educational Objectives

The MSW Program curriculum focuses on preparing students for advanced practice in a variety of areas of emphasis, including Aging & Health, Mental Health & Substance Use, Child & Youth Services, and Community and Social Justice. Toward this end, foundation courses offer a solid grounding in core

competencies and practice behaviors essential for all social workers. The MSW curriculum is designed to ensure graduates obtain the knowledge and skills to:

1. Demonstrate a commitment to the values and ethics of the social work profession as reflected in the NASW Code of Ethics and an understanding of the historical mission of social work;
2. Understand the forms and mechanisms of oppression and discrimination and the strategies and skills of change to advance social and economic justice;
3. Address the issues of diverse populations, especially those denied opportunities due to historical, institutional, and social barriers;
4. Apply generalist practice methods with client systems of various sizes to improve the well-being of individuals, families, groups, and communities;
5. Apply knowledge of advanced social work practice within a specialized area of practice;
6. Use communication skills differentially with a variety of client populations, colleagues, and members of the community;
7. Critically analyze and apply knowledge of the biological, psychological, and social factors that influence human behavior and use that information to guide social work practice at multiple levels;
8. Understand the nature of social change, the contexts in which social work practice is conducted, organizational behavior, the impact of public policy on clients, workers, and agency; and how to influence public policy;
9. Apply critical thinking skills and adequately evaluate existing research in order to select and employ the best theories and practice interventions;
10. Evaluate their own practice interventions at all levels (individual to community) using appropriate evaluation research designs and analysis methods;
11. Function within the structure of organizations and service delivery systems and seek necessary organizational change;
12. Demonstrate the professional use of self and use supervision and consultation as appropriate to level of practice;
13. Seek opportunities for continuing professional development and participate in the professional activities that promote the profession (e.g., membership in a social work professional organization) or further the dissemination of knowledge (e.g., conducting workshops, giving presentations, or other forms of communication).

Program Standards for Social Work Students

Students enrolled in the College of Social Work are expected to adhere to the conduct standards expected of all students at The Ohio State University as well as the standards for professional behavior found in the National Association of Social Workers (NASW) Code of Ethics and the College of Social Work Standards for Professional Performance. Violations of these standards will be addressed, by the appropriate College or University committees, in an attempt to rectify the situation.

Good Standing in the Graduate School and the College of Social Work

To be in good academic standing as defined by the Graduate School standards, students must maintain a cumulative point-hour ratio (CPHR) of 3.00 or better; students are also expected to make reasonable progress toward meeting degree requirements.

1. A student is no longer in good academic standing if at any time the student's cumulative point hour ratio (CPHR) falls below a 3.0 average.
2. The College Graduate Studies Committee sets the standards for reasonable progress. (Note: these standards are distinct from standards for academic good standing, which are related to grades.) A student in the program may demonstrate lack of progress toward degree completion in a number of ways, including:
 - a. A student's progress in the program is impeded by repeated use of Incomplete grades;
 - b. A student fails to meet the minimum grade standards (including satisfactory performance in field practicum) or the six year time limit to complete all degree requirements
 - c. A student fails to meet other academic requirements of the program.

Any student who does not remain in good standing or who fails to make adequate progress toward completion of the degree is subject to probation, warning, and dismissal or denial of registration as outlined in Section 5 of the Graduate School Handbook.

In all cases, the student should contact their Academic Counselor in the MSW Program Office as soon as possible if experiencing academic difficulty. The student should also schedule a meeting with their faculty advisor immediately if notified by the Graduate School of probationary status. In any of these situations, the Performance Review Process (see

below) is initiated, often with a goal of assisting the student to strategize next steps to resolve the problem.

College Attendance Policy

Students in the College of Social Work are expected to attend all classes during their social work studies. Attendance in your courses is an essential part of your social work education and professional development. Any absence deprives you of the opportunity to interact with your instructor and fellow students and interferes with your ability to fully acquire the knowledge and skills required for successful social work practice. Although students may occasionally need to miss class due to illness or other important matters, missing more than 25% of the class contact hours in a semester significantly detracts from your ability to master the course content. Instructors often deduct points for absences, and missing multiple classes during a semester places students at risk of a failing course grade. Students may be asked to withdraw from the course and return to studies when able to fully participate in coursework. Students with disabilities should speak to course instructors during the first week of class and address any concerns about attendance. Please note that instructors may have additional or more stringent attendance requirements depending on the nature of the course. More information about the attendance policy, conditions for seeking an Incomplete (I) in a course, and options for withdrawing from courses can be found at: csw.osu.edu/degrees-programs/important-deadlines.

Students in our online program formats are expected to engage in the weekly online content, and demonstrate a willingness to engage in the online community process by participating in weekly discussion posts, and completing assignments on time. Our Carmen Canvas system allows instructors to monitor the amount of time that students have been logged in to complete online course content. Students who miss more than 25% of the class contact hours may be at risk of earning a failing course grade.

University Procedures for Addressing Academic and Non-Academic Misconduct

Allegations of academic or non-academic misconduct that violate university policies will be referred to either the Committee on Academic Misconduct (COAM) or the University Student Conduct Board. The procedures for conducting an investigation into academic misconduct can be found at oaa.osu.edu/coam.html and information on investigations

conducted by the Student Conduct board can be found at studentconduct.osu.edu. Students should review and be familiar with the conditions which can initiate a hearing by either committee. Procedural and policy details on investigations for academic or conduct violations are provided at the relevant website.

College Expectations for Professional Performance

Becoming a competent social worker is a process that begins upon entrance into the College of Social Work. Students are expected to meet the professional standards for social work education and practice as a condition of continued enrollment in the College of Social Work. Attention to these standards will be part of the evaluations made by classroom faculty, field instructors, advisors, and other College representatives who come in contact with students. Inability to effectively meet these standards will initiate the Student Performance Review Process (refer to “Student Performance Reviews” for an explanation of this process). Significant and/or repeated failure(s) to effectively meet these standards may result in additional action up to and including disenrollment from the College in accordance with the Program Standards for Social Work Students noted herein. The professional standards described here augment the expectations for all students at The Ohio State University as stated in the University Code of Student Conduct. Misconduct by a student enrolled in the College of Social Work may result in action under the Code and/or the policies, procedures, and guidelines of the College.

College Standards

The profession of social work upholds high standards of quality and effectiveness across all areas of practice. Professional social workers are held accountable for these practice standards by the National Association of Social Workers and State licensing boards. As the producers of social work practitioners, educational institutions are responsible for ensuring students learn and demonstrate conduct reflective of professional practice standards. Accordingly, the Council on Social Work Education monitors schools of social work to ensure they maintain the level of performance, integrity, and quality that entitles them to attain and retain accreditation status. Along with stated academic requirements, students are expected to meet the following standards of conduct to maintain good standing in the College of Social Work.

Acceptance of diversity

As students progress through the program, they are expected to demonstrate an increasing appreciation and respect for the value of human diversity. In the field practicum students must be willing to serve in an appropriate manner, all persons in need of assistance, regardless of the person's age, class, race, ethnicity, religious affiliation (or lack thereof), gender, ability, sexual orientation, disability status, veteran status, gender expression and value system.

Communication skills

Upon entrance into the program and increasingly as students progress through the program, they are expected to communicate effectively and sensitively. With growing understanding that cultural context is influential in building relationships with others, students are expected to effectively engage and interact with fellow students, faculty, staff, clients, community members, and other professionals. For example, students are expected to express their ideas and feelings clearly, demonstrate a willingness and ability to listen to others, and respect the values, attitudes, beliefs, emotions and past experiences of their clients.

Students will help to facilitate an environment in the classroom that promotes learning and allows faculty to educate fellow students. It is a student's responsibility to utilize educational resources provided by the University and/or the College to satisfactorily enhance, support, or improve academic and field performance when problems in communication have been identified by faculty, field instructors, or advisors.

Objectivity

Upon entrance into the program, students are expected to learn the values, skills, and knowledge required for professional practice. As students progress in the program, they are expected to demonstrate a shift from lay to professional values, skills, and knowledge in order to be sufficiently objective when evaluating the life situations of clients/community members, and others.

Professional behavior

Upon entrance into the program, students are expected to commit to learning what is required for professional behavior. Professional behavior includes keeping commitments to and respecting clients/

community members, faculty, other professionals, colleagues, and fellow students and being able to work effectively with others regardless of level of authority. Students must engage in reflective listening, act to promote the welfare of others, and behave in a trustworthy manner in their interactions with clients/community members, faculty and other members of the College of Social Work community at all times.

Other aspects of professional behavior include being punctual and dependable, prioritizing responsibilities, attending class regularly and completing assignments on time in school and in the field practicum. Additionally, email is a form of communication commonly used in the MSW Program. Similar to face-to-face communication, students should conduct themselves the same way through email. Therefore, MSW students are expected to represent themselves in a professional manner when communicating with faculty, staff, and peers. Understanding and maintaining confidentiality with regard to clients/community members is of utmost importance. Promptly reporting known violations of any professional standard by other social work students to a College of Social Work faculty or staff member is essential.

Professional commitment

Upon entrance into the program, students are expected to be committed to learning about the values and ethics of the social work profession. As students progress in the program, they are expected to demonstrate a strong commitment to the goals of social work and to the ethical standards of the profession. Students must be committed to the essential values and ethics of social work as described in the NASW Code of Ethics, which include respect for the dignity and worth of every individual and their right to a just share in society's resources. Students are expected to adhere to the NASW Code of Ethics as they progress in the program.

Self-awareness

Upon entrance into the program, students are expected to make a commitment to learning about self-awareness and to use self-reflection consistently. As students progress in the program, they are expected to be willing to examine how their values, attitudes, beliefs, emotions and past experiences may affect their thinking, behavior, and relationships. Students are expected to be willing to bring to light, examine, and change their behavior when it interferes with their work with clients/community members, instructors, fellow students, and other professionals.

University Code of Student Conduct

The University Code of Student Conduct outlines the behavioral expectations for all students at The Ohio State University. Misconduct by a student enrolled in the College of Social Work may result in action under the Code and/or the policies, procedures, and guidelines of the College. It is the responsibility of students to review and understand the Code of Student Conduct. A copy of the Code is available online at trustees.osu.edu/assets/files/RuleBook/CodeStudentConduct.pdf.

Committee on Academic Misconduct

The University's Code of Student Conduct defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process." The University's Committee on Academic Misconduct (COAM) is charged with maintaining academic integrity by establishing procedures for investigating all reported cases of alleged academic misconduct by students. In those instances where a student is found in violation, the Committee determines a suitable disciplinary sanction. Depending on the outcome of the COAM investigation, students in the College of Social Work may also be required to participate in a Student Performance Review to address additional issues related to professional performance standards. It is the responsibility of students to review and understand academic misconduct as defined by the University's Code of Student Conduct. Actions which warrant a report to COAM can be found at: oaa.osu.edu/coam.html.

National Association of Social Work Code of Ethics

The College of Social Work, as a professional school, expects its students to conform to the National Association of Social Workers (NASW) Code of Ethics and to be sensitive to the impact of their actions on clients, social work agencies and those who make up the College community. This code identifies a social worker's ethical commitments to clients as well as the social worker's responsibilities in practice settings, to the social work profession, and to society. All College of Social Work students must be knowledgeable of this Code and behave in a manner consistent with its principles. A complete copy of the NASW Code of Ethics is available at www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English. Students who violate the NASW Code of Ethics are subject to the College of Social Work Performance Review Process.

College of Social Work Student Performance Review Process

Concerns about ethical and professional conduct and progress toward degree completion are addressed by the College of Social Work through the Student Performance Review process, which is initiated by faculty, staff, practicum agencies, or the program offices. This process is intended to proactively address issues that may create barriers to student success as well as protect the clients and communities that we serve.

The following steps may be taken to support students who are experiencing challenges in the classroom and in the practicum experience.

Preliminary Discussions

A Preliminary Discussion addresses concerns directly with the student through less formal means and works toward a mutual understanding and resolution of these concerns. When a faculty or staff member has concerns about a student's academic or professional performance, they will:

- Apprise the relevant Program Director of the concerns.
- Discuss performance/behavioral concerns directly with the student and seek to resolve the difficulties.
- Document a plan to resolve the concerns. The plan will be circulated to the student in an email and will identify the concerning behavior or patterns, detail the plan for resolution, identify a timeline for completion and will require the student to reply that they agree to the plan.

If the performance/behavioral concern arises in the practicum, the agency-based practicum instructor will:

- Discuss the student's performance or behavioral concerns directly with the student and the practicum liaison.
- Apprise the Director or Assistant Director of Field Education of the concerns.
- Document a plan for resolution in the practicum data base contact log.

Performance Improvement Plan (PIP)

A Performance Improvement Plan may be implemented when concerns are identified in the classroom or practicum that cannot be resolved through either the Preliminary Discussion or through supervision. If the concerns are related to classroom performance and behavior, the involved faculty or staff member will meet with the student to develop the plan. If the performance/ behavioral concerns are related to the practicum, the agency-based practicum instructor and the liaison will be involved in developing the plan. The PIP will be reviewed by the relevant Program Director if classroom related or the Director or Assistant Director of Field Education when practicum related and retained in the student's education record. Please review the PIP process online.

Formal Performance Review

A formal Performance Review is implemented when academic, ethical, or professional conduct and/or behavioral patterns/concerns are serious enough to warrant formal consultation with the student. Persons with concerns about a student's performance or behavior will complete and submit a Performance Review Request form to the relevant Program Director. The College may consult with representatives from other institutional offices in the Performance Review process.

Concerns that may result in a Performance Review include, but are not limited to:

- Inability to secure a practicum after three consecutive interviews without receiving an offer.
- Declining referrals, interviews, and/or offers without approval from the practicum coordinator.
- Dismissal from a practicum.
- Terminating one's practicum without approval from the Office of Field Education.
- Receiving an Unsuccessful grade in the practicum.
- Behavior that does not demonstrate professional performance or jeopardizes the health and safety of people for whom students have professional accountability in the classroom or in the practicum.
- Violation of the NASW Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>) and/or the University's Code of Student Conduct (<https://studentconduct.osu.edu/>).

The primary purpose of the Performance Review is to identify and discuss the performance concerns which prompted the meeting,

determine whether the concerns can be addressed to maintain enrollment in the College and complete all program requirements, and if so, identify a plan and strategies, including accommodations when appropriate, that may remediate the concerns and promote the student's successful completion of their social work requirements.

Scheduling the Performance Review

All relevant parties expected to attend the Performance Review will be contacted by the committee chair to determine availability. The Program Office will contact the student by email (Ohio State account) with the scheduled time and date of the Performance Review at least seven (7) calendar days in advance of the meeting. Students may contact the committee chair to waive the seven (7) day notice and hold an expedited review process. All committee members must be present to conduct the Performance Review. In the event of an illness or incapacity of a member of the committee, the chair may ask that another eligible faculty or staff member serve as a substitute to ensure a timely review. Students may request disability accommodations to participate in the Performance Review process by contacting their Program Director.

Performance Review Attendees

The Performance Review Committee is composed of a minimum of three members: the student's Program Director or designee, who serves as chair of the committee; a faculty member from the relevant Program Committee; and the student's academic advisor. Additional attendees may be invited at the discretion of the Committee chair. If the student is from a regional campus, the committee will include a regional campus social work representative. If a Performance Review is called due to a practicum situation, the committee may also include the Director of Field Education or designee; the student's practicum liaison; a representative from the student's practicum agency; and the practicum seminar instructor. If a Review is called due to a classroom situation, the committee will include the relevant instructor(s).

Students may invite a support person to be present during the review. The support person may only counsel the student during the proceedings but may not address the Performance Review Committee directly.

The impacted student, while expected to attend the Performance Review, also retains the right not to attend. It is the student's responsibility to notify the relevant Program Director within 48 hours of the Performance

Review of their intent to attend or not attend. The Performance Review will proceed even if the student is not in attendance and non-attendance shall not be construed as a negative reflection on the student. Non-attendance will limit the student's ability to participate in the discussion and obtain feedback from those present.

Performance Review Process

All written documentation of the student's performance or behavior concerns and any prior proposed plans for corrective action, as well as other relevant supporting documents, will be made available to Performance Review Committee members. If a student wishes to present written materials to the committee for their consideration, these materials must be submitted at least 48 hours prior to the scheduled date of the review. If a student submits information after the 48-hour window, the College cannot guarantee that the Committee members will review all submitted information prior to the start of the Performance Review.

If the student contacts the relevant Program Director to request access, all written information presented to the Performance Review Committee by the College will be made available to the student for inspection and review prior to the scheduled Performance Review. The Performance Review process shall be conducted in a manner that protects the confidentiality of student's education records as required under federal law. Members of the Performance Review Committee and other persons in attendance must maintain the confidentiality of student education records made available to them through the performance review process.

The Performance Review is led by the Committee Chair and follows the below order:

1. Fact Finding – The Chair and Committee members will ask questions of the student and those in attendance in order to:
 - a. Outline the specific dates, circumstances, witnesses to and frequency of the student's performance/behavior that led to the Performance Review
 - b. Identify any additional mitigating or aggravating information including causes or reasons for the student's performance concerns or behavioral patterns.
 - c. Establish if the student has received any prior advisement or plans to address similar or related concerns through past Performance Reviews, PIPs and/or Preliminary Discussions.
2. Deliberation and Recommendation – The Chair and Committee members will deliberate without the student or other participants

present. During this time, the Committee reviews and weighs all information presented (verbal and written) during the student's current and past Performance Reviews, taking into consideration means to resolve the student's performance concerns. Once the Performance Review Committee reaches a consensus on a recommendation, a letter is drafted and sent to the student within seven (7) calendar days after the conclusion of the Performance Review.

The Performance Review Committee's recommendation is a part of the student's education records and may only be shared with those faculty and staff with a legitimate educational interest on a "need to know" basis.

Recommendation Scope

The Performance Review Committee shall have the authority to make recommendations to the student including, but not limited to:

- Finding that the performance or behavioral concerns are unsubstantiated and determine that the student may continue in the program without further monitoring or review.
- Permitting the student to continue in the program with a plan for ongoing monitoring or ongoing review that may include other institutional offices or support.
- Requiring the student to take a leave of absence from the program to provide the student with opportunity to rectify the performance or behavioral concerns; or
- Dismissing the student from the College of Social Work.

If the recommendation of the Performance Review Committee is to dismiss the student from the College of Social Work, a copy of the letter will be forwarded to the Assistant Dean and the Associate Dean of Academic Affairs of the College of Social Work. Upon request, the Performance Review Committee chairperson and/or the Committee will make themselves available as a group to the Assistant and Associate Deans of Academic Affairs to answer any outstanding questions related to the decision. Performance Review records will be maintained pursuant to the College's Records Retention policies.

Recommendation Appeal

The student shall have fourteen (14) calendar days from the date of the Committee's written recommendation to submit an appeal in writing to the Assistant and Associate Deans of Academic Affairs of the College of Social Work. The student may only submit an appeal based on the following:

- A procedural error related to the review process that resulted in material harm or prejudice to the student.
- The student believes the recommendation of the Committee is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.
- Misinterpretation or misapplication of the institutional rule or professional or ethical standard alleged to be violated; or,
- Discovery of substantial new evidence that was not available to the Performance Review Committee at the time of the review, and which reasonably could have affected the decision of the Committee.

The Assistant and Associate Deans of Academic Affairs will review all pertinent materials and communicate a decision within fourteen (14) calendar days from receipt of the appeal. If the basis of the appeal is "substantial new evidence," the Assistant and Associate Deans may request a reconsideration of the case by the Performance Review Committee. For other appeal considerations, the Assistant and Associate Deans may convene an Ad Hoc Appeals Committee. The decision of the Assistant and Associate Deans of Academic Affairs shall be final.

Petition for Reinstatement: Professional Standards Violation Dismissal

Former students seeking to return following a dismissal from the College of Social Work for violating the College's Professional Standards may submit a formal, written petition to be considered for reinstatement. Students are limited to one Petition for Reinstatement and are eligible to submit a petition no sooner than one calendar year following the date of their dismissal. It is required that the former student first speak with the director of the program for which they are seeking reinstatement prior to submitting a petition for reinstatement.

The petition for reinstatement will undergo review by the Performance Review Committee and reinstatement is not guaranteed. The student seeking re-instatement should include the following information for the

Performance Review Committee in their petition:

- What was the date of dismissal?
- Describe in detail the circumstances that led to dismissal?
- How did the former student's concerning performance/behavior(s) impact others negatively(?) (College faculty/staff/instructors, classmates, field placement agency staff and clients)?
- Explain what the former student done in their time away from the institution to address these performance/behaviors?
- What information/evidence can the former student share to demonstrate that the performance/behaviors, have altered and will not occur again in the fu?
- Provide a plan for success that outlines how the former student will adhere to college standards of professionalism, development, growth, and performance if granted reinstatement. Students are encouraged to reach out to Student Advocacy and/or Student Life Disability Services for assistance developing their plan.
- If the former student attended another college or university during their time away, provide a transcript of the course work completed, as well as address whether they were subject to academic or other disciplinary sanctions at this institution.

The Performance Review Committee will review and respond to a petition for reinstatement within thirty (30) days of submission. Documentation from past Performance Reviews will be reviewed and considered in the decision-making process. Depending on the length of time between dismissal and reinstatement, if reinstatement is granted, the committee reserves the right to require additional academic coursework in alignment with college policies. The committee's decision will be reviewed and approved by the Assistant and Associate Deans of Academic Affairs. The decision of the College is final.

MSW Curriculum Description

The MSW curriculum ensures that graduates obtain competencies and skills needed to successfully practice in a variety of settings and is designed to be student-friendly and flexible. Students can tailor their educational experience through an extensive list of course options for working with various populations and problems, and in many types of social work settings. This dynamic curriculum offers diverse areas of emphasis that offer students greater choice in their courses of study and the contemporary contexts in which social workers practice. Elective courses supplement the required curriculum. The MSW degree prepares future practitioners to function in direct practice, administrative,

community and/or policy-making roles. Students will acquire competence as practitioners, planners, policy makers, and researchers. They will also be prepared to deliver and evaluate micro- and macro-level interventions. Full-time or part-time students in the traditional program will complete a total of 63 semester credit hours of study for the MSW degree. Advanced Standing Students, full-time or part-time, will complete 43 semester credit hours.

Practice Area Emphasis Courses

Students will choose one of the four practice areas as areas of emphasis. The two emphasis courses listed below each practice area must be completed to obtain credit for the area of emphasis. Students may take other classes listed here as well for elective credit. Aging and Health and Mental Health and Substance Use area of emphasis courses can be taken out of sequence. However, Child and Youth Services and Community Social Justice area of emphasis must be taken in sequential order.

Aging and Health

- SWK 7610: Integrative Seminar I on Aging & Health (emphasis on Aging)
- SWK 7611: Integrative Seminar II on Aging & Health (emphasis on Health)

Mental Health and Substance Use

- SWK 7620: Integrative Seminar I on Mental Health & Substance Use (*emphasis on Mental Health*)
- SWK 7621: Integrative Seminar II on Mental Health & Substance Use (*emphasis on Substance use*)

Child and Youth Services

- SWK 7630: Integrative Seminar I on Child & Youth Services
- SWK 7631: Integrative Seminar II on Child & Youth Services

Community and Social Justice

- SWK 7640: Integrative Seminar I in Community & Social Justice Practice
- SWK 7641: Integrative Seminar II in Community & Social Justice Practice

MSW Course Descriptions

The following are descriptions of courses that students can enroll in for credit towards their Master of Social Work degree. The first section includes courses that can be used to fulfill elective hour requirements. The second section of courses describes core courses that can be taken to fulfill required course requirements. Please note that after the minimum number of required courses have been taken, any courses on this list can be taken to meet elective hour requirements as well. Students must meet relevant pre-requisites. This does not apply to ASAP students, however, who have been waived out of foundation course work. Foundation courses (i.e., SWK6201, SWK6202, SWK6301, SWK6302, SWK6401, SWK6501, SWK7400, and SWK7500) cannot be taken as electives by ASAP students.

Please check with MSW Program Office for updated lists of recently added elective courses not reflected on the following list.

MSW Elective Courses			
No.	Course Title	Credits	Course Description
SWK 5001	Writing For Agency Practice	2	<i>This course will provide an introduction to professional documentation and record keeping, including informed consent forms, biopsychosocial histories, treatment plans, progress notes, termination summaries, and professional correspondence.</i>
SWK 5002	AIDS: Facts & Issues	3	<i>Examines the physiological, psychosocial, legal, cultural, and educational issues surrounding the HIV disease & implications for social work practice.</i>
SWK 5004	International Social Work	3	<i>Examination of social issues through a global perspective in order to fully appreciate the role of culturally diverse and country-specific responses to social problems.</i>
SWK 5005	Human Trafficking: Domestic and Global Perspectives	3	<i>Examination of domestic and global human trafficking from a social work perspective.</i>
SWK 5006	Sexualities, Diversity, & Social Work	3	<i>Diversity of sexual identities, beliefs, behavior, and lifestyles are explored in the context of social work's mission, values, and ethics for professional practice.</i>
SWK 5007	Child Welfare I	3	<i>First of two courses designed to provide the knowledge, concepts, and tools for beginning level practice in public child welfare.</i>

MSW Elective Courses

No.	Course Title	Credits	Course Description
SWK 5008	Child Welfare II	3	<i>Second of two courses designed to provide the knowledge, concepts, and tools for beginning level practice in public and private child welfare settings.</i>
SWK 5009	Family Caregiving: Contemporary Issues, Programs, & Policies	3	Development of knowledge and skills to address the needs of individuals providing care for those with a disability or chronic illness.
SWK 5011	Loss & Grief: A Social Work Practice Perspective	2	<i>Theoretical, cultural, social and personal aspects of loss and grief; approaches and interventions with diverse populations.</i>
SWK 5012	Social Work Approaches to Conflict Resolution	2	<i>Introduction to the dynamics and effective addressing of conflict, as well as negotiation and mediation skills from a social work perspective to resolve conflict in work with individuals, families, groups, organizations, and communities.</i>
SWK 5013	Integrative Body-Mind-Spirit Approach to Assessment and Treatment	2	Knowledge and skills regarding assessment and treatment techniques pertaining to a holistic approach of mind, body, and spirit treatment.
SWK 5014	Juvenile Delinquency & Correctional Practice in Social Work	3	<i>Introduction to the history and evolution of the juvenile justice system, risk and preventive factors associated with delinquent behavior, theoretical perspectives on the causes of juvenile delinquent behavior, roles of the social work practitioner, and current challenges facing the juvenile justice system.</i>
SWK 5015	Social Work Practice & The Law	3	<i>The legal concepts and principles that shape social welfare policy and social work practice, as well as how social research is used by the legal system to decide cases and how social activism sometimes influences the legal system.</i>
SWK 5016	Affirmative Practice with LGBTQ Individuals, Couples, and Families	3	<i>Comprehensive overview of the salient psycho-social issues and life-course phenomena distinctive to the LGBTQ experience and affirmative interventions.</i>
SWK 5017	Social Work Practice in the Field of IDD	2	<i>Social work principles related to social, cultural, physical and educational/vocational issues of IDD using a lifespan perspective.</i>
SWK 5018	Strategies for Interprofessional Case Management	2	<i>A problem-focused learning approach to the interprofessional management of complex patients to develop an understanding of the roles and scope of practice of different professions and the impact of a team approach to patient care.</i>

MSW Elective Courses

No.	Course Title	Credits	Course Description
SWK 5021	Summer Institute of Addiction Studies	1	<i>The Addiction Studies Institute provides students with state of the art information in working within the field of substance dependency/prevention. The goal is to provide the latest information in treatment planning, prevention, intervention, family work, wellness and recovery and current trends impacting service delivery systems.</i>
SWK 5023	Family Violence: Social Work Perspectives and Interventions	3	<i>This course introduces the fundamental knowledge and concepts for working with victims of all types of family violence.</i>
SWK 5024	Social Work Licensure Exam Strategies and Skills	2	<i>This course will provide instruction on test taking strategies and developing a study plan.</i>
SWK 5025	Social Determinants of Health: An Interdisciplinary Perspective	3	<i>This course will prepare students to practice in diverse health settings, with diverse populations, by providing knowledge regarding theories and frameworks related to the social determinants of health and skills to apply the theories and models when providing health related services.</i>
SWK 5028	Macro-Practice in Community Youth Development	3	<i>Prepares students to engage, assess, and evaluate how policy affects service delivery, and the role of macro-level social work practice in promoting positive youth development (PYD).</i>
SWK 5029	SocWork Career Development	1	<i>This course will help students to create a professional portfolio so they may be prepared to interview, negotiate, network, and job search. They will be taught how to market their strengths, create a LinkedIn account, build their resume, negotiate during or after a job interview, and will engage in workplace professionalism.</i>
SWK 5030	Global Social Work Perspective on Poverty and Inequity	3	<i>Examines the nature and dimensions of poverty and inequality in the United States and across the world, considers individual and social consequences of poverty, and examines historic and contemporary approaches to ameliorating poverty including review of major poverty and social welfare policy and programs.</i>
SWK 5805	Theories & Biological Basis of Substance Use	3	<i>The focus of this course is to explore traditional and contemporary theories, and their supporting evidence, related to substance use and the etiology of substance use disorders (including addiction).</i>
SWK 5806	Diagnosis & Treatment of Substance Use Disorders	3	<i>The focus of this undergraduate elective course is to introduce and review concepts and current issues related to screening, assessment, diagnosis, and treatment planning for individuals with alcohol and other drug [AOD] use problems.</i>

MSW Elective Courses

No.	Course Title	Credits	Course Description
SWK 5807	Preventing Substance Use	3	<i>Introduces students to evidence-based strategies and techniques that are used to prevent individuals from developing a substance use disorder; focuses on prevention as a science and highlights several theories and methodologies that govern prevention practice.</i>
SWK 5808	Group & Relationship Approaches in Substance Use Treatment	3	<i>Content includes review of the evidence base and techniques for contemporary and historical models of substance use intervention and prevention, including vulnerability, risk, resilience and protective factors.</i>

The following course titles listed in bold are required: For traditional students 6188, 6189, 6201, 6301, 6401, 6501, 6202, 6302, 7189, 7401, 7402 and 7516; For ASAP students 7400, 7500, 7189, 7401, 7402, and 7516.

MSW Core Courses			
No.	Course Title	Credits	Course Description
SWK 6188	Preparing for Field Education	1	<i>This course is designed to prepare students for a successful and meaningful field education experience. By providing an orientation to field education, policies and procedures, training on safety, mental wellness and self-care, students will be ultimately prepared to be active learners and leaders in field.</i>
SWK 6189	1st Year Field Practicum	2	<i>Foundation internship in a social work agency; integration of classroom knowledge and skills with practice experiences.</i>
SWK 6201	Social & Economic Justice	3	<i>This course will provide students with foundation knowledge related to social justice in the context of social welfare in advancing human rights of all people. The historical and current issues and trends related to social and economic justice will be presented in the context of social work practice and theory at all levels (i.e. micro, meso, macro), and described in other fields and disciplines which overlap and influence the field of social work.</i>
SWK 6202	Diversity & Cultural Competence	3	<i>Presents theories, phenomena of diversity, cultural awareness and sensitivity, and knowledge and skills in culturally competent social work practice with diverse groups. Provides an understanding of the role of disparities in the context of oppression and recognizes the impact of differences on access and opportunities.</i>
SWK 6301	Social Work Perspectives on Development and Behavior Across the Lifespan	3	<i>Overview of biopsychosocial processes of human development that influence individuals' behavior across the lifespan in order to conduct effective prevention and intervention plans.</i>
SWK 6302	Organizational & Community Systems	3	<i>This course critically examines explanatory theory regarding the functioning of human service organizations, residential institutions, and communities with applications to social work assessment and intervention.</i>
SWK 6401	Engaging with Evidence	3	<i>This course helps students develop the requisite values, skills, and knowledge for beginning to apply evidence in identifying, selecting and evaluating social work practices at all levels of intervention and for introducing those aspects of engaging with evidence that are critical to developing competitive funding proposals for social work services.</i>

MSW Core Courses

No.	Course Title	Credits	Course Description
SWK 6501	Engaging & Entering the Profession	4	<i>This course will introduce students to the knowledge, skills and values needed to prepare for and engage in social work with vulnerable and oppressed populations.</i>
SWK 7189	2nd Year Field Practicum	1–4	<i>Advanced internship in a social work agency; integration of classroom knowledge and practice skills within a practice area specialization.</i>
SWK 7400	Evidence in Social Work Practice (ASAP only)	2	<i>This course is designed for ASAP students to develop knowledge, values and skills about evidence to inform practice and prepare to analyze evidence at all levels of practice.</i>
SWK 7401	Social Work Evaluation I	3	<i>This is a two semester course sequence focusing on how to evaluate social work practice and programs. Over the two semesters students will learn how to design an appropriate evaluation strategy, select relevant outcome measure, collect and analyze evaluation data, and use evaluation outcomes to guide practice and policy decisions.</i>
SWK 7402	Social Work Evaluation II	3	<i>Second part of the 7401/7402 sequence in which students will conduct an evaluation as part of their field practicum and report the results of the evaluation to demonstrate mastery of these essential social work skills.</i>
SWK 7500	Professional Development (ASAP only)	2	<i>Course for ASAP students provides an opportunity for the student to integrate knowledge from their undergraduate foundation into an advanced generalist practice framework. Special attention is given to vulnerable and oppressed populations, those living in poverty, other at-risk populations, and issues related to diversity within our society.</i>
SWK 7510	Strengths-Based Clinical Social Work with Individual Adults (Micro course)	3	<i>Course teaches several research-informed clinical social work approaches for working with the strengths of individual adults to effect client change such as motivational interviewing, solution-focused therapy, narrative therapy, strategic therapy, and cognitive-behavioral therapy.</i>

MSW Core Courses

No.	Course Title	Credits	Course Description
SWK 7511	Clinical Social Work with Children and Adolescents (Micro course)	3	<i>The course focuses specifically on the preschool, school aged children and adolescents and provides an overview of the background of mental health treatment of children/adolescents, development in context, developmental psychopathology (e.g., developmental trajectories, risk and protective factors), the helping process (e.g., assessment, treatment planning, and termination); and common childhood/adolescent disorders</i>
SWK 7512	Clinical Social Work Practice with Couples & Families (Micro course)	3	<i>This course emphasizes a treatment approach that views family members as making up an interlocking system that is the context for the formation and resolution of problems of the family and its members. This course focuses on the family as the client rather than individual family members.</i>
SWK 7513	Clinical Social Work with Groups (Micro course)	3	<i>Develop skills for designing, implementing, and evaluating group interventions within the context of various group intervention theories.</i>
SWK 7514	Behavioral Methods in Social Work (Micro course)	3	<i>Covers the fundamental principles and practice of Behavioral Methods in Social Work across a variety of settings, practice problems, and client populations.</i>
SWK 7515	Crisis Intervention & Trauma Treatment (Micro course)	3	<i>Learn how to effectively intervene with clients in crisis, and several effective approaches to clinically intervening with clients experiencing trauma and post traumatic stress syndrome (PTSD). Crisis intervention and trauma treatment with clients from diverse groups and with minority status.</i>
SWK 7516	Assessment & Diagnosis in Social Work Practice (Micro course)	3	<i>This course looks at patterns of human behavior and psychosocial functioning conceptualized as psychopathology, deviance, and/or responses to extreme stress. The content addresses such concepts as function and dysfunction, mental health and mental illness, and normality and abnormality.</i>
SWK 7517	Social Work Practice in Schools (Micro course)	3	<i>Prepares students to work effectively in the education setting as a licensed school social worker. This course examines major issues in American schools; theoretical frameworks for social work services in schools; the delivery of services; models of school social work intervention; evidence-based intervention strategies, and school-family-community partnerships.</i>

MSW Core Courses

No.	Course Title	Credits	Course Description
SWK 7518	Advanced Case Management (Micro course)	1.5	<i>The development of competencies in the provision of case management services to address various complex client problems; presents the steps involved in the provision of case management across various practice settings.</i>
SWK 7519	Motivational Interviewing (Micro course)	1.5	<i>Advanced practice knowledge, skills, and values related to engaging clients in motivational interviewing conversations for the purpose of promoting their intentional behavior change processes.</i>
SWK 7520	Pharmacotherapy in Social Work (Micro course)	1.5	<i>A survey of key principles, issues, and social work practice implications related to common interventions involving medications for addressing mental health and substance abuse problems.</i>
SWK 7521	Evidence-based Substance Abuse Treatment (Micro course)	3	<i>Advanced practice knowledge, skills, and values in preparation for social work practice involving individuals with or at risk of developing substance abuse related problems. The course covers principles, instruments, and practice skills in evidence-informed assessment and diagnosis, treatment planning and implementation, counseling practices, relapse prevention strategies, and legal/ethical issues related to intervening around substance abuse problems.</i>
SWK 7523	Clinical Social Work Practice with Older Adults	3	<i>This is an advanced course in clinical practice that focuses on evidenced-based interventions for older persons and their families. The intent of the course is to introduce recent social work treatment modalities recommended for use with older adults in social work practice.</i>
SWK 7530	Needs Assessment & Program Design (Macro course)	3	<i>This course is designed to introduce methods of program development and design, and the skills for program implementation and management in the human services. Primary attention will be given to needs assessment and program design as a collective decision-making process utilized by organizations, systems and communities to serve their clients better.</i>
SWK 7531	Resource Acquisition for Human Service Organizations (Macro course)	3	<i>The course offers methods of acquiring financial and material resources for human service programs through grant writing, fund raising, lobbying, and campaigns. Particular attention will be given to acquiring resources for "alternative social programs" (Perlmutter, 1995)</i>

MSW Core Courses

No.	Course Title	Credits	Course Description
SWK 7532	Supervision and Human Resource Management (Macro course)	3	An overview of models and specific skills used in social work supervision and effective management of the human resources which are appropriate to both clinical and community practice settings. Special focus on the acquisition of the knowledge and skills needed to manage human service workers effectively.
SWK 7533	Financial Management (Macro course)	3	This course provides the student with the basic knowledge and skills of financial management, in the context of management control, in non-profit, human service organizations. Financial management is presented as a process of allocating resources, and accounting for the utilization of resources. Students master the use of appropriate computer programs to analyze and display data.
SWK 7534	Prevention Strategies in Social Work Practice (Macro course)	1.5	Focus is on increasing students' knowledge of the wide array of evidence-based health promotion and prevention practices and models that can prevent problems or worsening of problems by strengthening families, schools, workplaces, and communities.
SWK 7550	Community Practice & Development (Macro course)	3	The course advances students' conceptualizations and skills in serving as an effective change agent through community and advocacy social work practice; examines methods of community development and strategies in which people join together, take initiative, and develop community-based programs.
SWK 7551	Strategic Planning for Organizational & Community Change (Macro course)	3	Students will learn how to use strategic planning methods to engage others in assessing strengths, needs, and environment; setting goals; developing plans; fostering support and partnerships; and evaluating and monitoring results.
SWK 7570	Policy Analysis & Social Legislation Processes (Macro course)	3	Enhance, strengthen, and further develop the knowledge base and skill sets required by social workers and other human service professionals to effectively inform the policy formulation process, engage in meaningful advocacy for social change and conduct policy research.
SWK 7610	Integrative Seminar I on Aging & Health (emphasis on Aging)	3	Comprehensive overview of the biological, psychological, social, and sociological changes that influence the health, well-being, and quality of life among older persons. Review social issues and social policies pertaining to the elderly, and gain knowledge of federal, state, and local agencies involved in the implementation and administration of social policies and programs for the aged.

MSW Core Courses

No.	Course Title	Credits	Course Description
SWK 7611	Integrative Seminar II on Aging & Health (emphasis on Health)	3	Comprehensive overview of models applied to the structure and functioning of the health care system and service delivery. Identify and discuss the roles and responsibilities of social workers in various health care settings. Explain the complexity of the family systems-illness model and its usefulness for social work. Define current ethical issues in health care and their implications for social work values and professional conduct. Identify a range of health beliefs and behavior attributable to cultural diversity. Explain the relationships among religion, spirituality, health, and the illness experience.
SWK 7620	Integrative Seminar I on Mental Health & Substance Abuse (emphasis on Mental Health)	3	This course provides a comprehensive survey of social work practice, policy, program, and organizational issues and outcome evidence related to the delivery of mental health services.
SWK 7621	Integrative Seminar II on Mental Health & Substance Use (emphasis on Substance Abuse)	3	This course provides a comprehensive survey of social work practice, program, and policy issues, theories, and evidence related to substance use, abuse, and dependency across the lifespan.
SWK 7630	Integrative Seminar I on Child & Youth Services (must be taken sequentially with SWK 7631)	3	First of two integrated seminars offered in the child and youth services practice area. It prepares social workers to be employed in schools, child welfare agencies, juvenile court systems, or community-based youth development settings to serve children, youth, and their families. This includes specialized knowledge of the current trends and issues, policies, theories, range of services, desired outcomes, and best practices pertaining to the social work practice in these children and youth service settings. It provides the context in which students will apply their practice skills acquired in the advanced practice methods courses.
SWK 7631	Integrative Seminar II on Child & Youth Services	3	Second of two integrated seminars offered in the child and youth services practice area. It prepares social workers to be employed in schools, child welfare agencies, juvenile court systems, or community-based youth development settings to serve children, youth, and their families. This includes specialized knowledge of the current trends and issues, policies, theories, range of services, desired outcomes, and best practices pertaining to the social work practice in these children and youth service settings. It provides the context in which students will apply their practice skills acquired in the advanced practice methods courses.

MSW Core Courses

No.	Course Title	Credits	Course Description
SWK 7640	Integrative Seminar I on Community & Social Justice Practice (must be taken sequentially with SWK 7641)	3	First of two integrated seminars focusing on social work practice from the social reform perspective and its impact on community systems and the dynamics of multiple social systems. The focus will be on understanding the structure and intersection of multiple social systems and how they caused social and economic inequality.
SWK 7641	Integrative Seminar II on Community & Social Justice Practice	3	Second of two integrated seminars focusing on social work practice from the social reform perspective and its impact on community systems and the dynamics of multiple social systems. The focus will be on current social issues and intervention strategies at different levels, including organization, community, and policy. The course analyzes contemporary social issues from the social structural perspective; assesses existing social interventions; and discusses alternative intervention strategies by applying advanced macro practice methods.
SWK 7717	Interdisciplinary Perspective on Developmental Disabilities	3	Focus of this course will be to demonstrate the complexity of developmental disabilities and the resulting need for an interdisciplinary perspective in understanding, preventing and providing supports and services to persons with developmental disabilities.
SWK 7718	Interdisciplinary Perspective on Autism Spectrum Disorders	3	Goal of this course is to develop a broad knowledge base and the analytical skills necessary to comprehend and formulate an interdisciplinary framework relating to major scientific and theoretical perspectives in evaluation, intervention, and support practices for children and adults with ASD.

Waitlisted Courses

The MSW Program Office reviews the waitlist on a rolling basis each semester. We ask that students place themselves on the waitlist for the courses they desire to take (online or in-person). Our Office utilizes the waitlist to determine demand/need for courses and evenly distribute students across all available sections to provide quality instruction at a reasonable class ratio. This allows optimal interaction between instructors and students and this is how we justify opening other sections of courses, or enrolling students from the waitlist into these classes. Once those decisions are made, students on the waitlist will be either placed into the section they requested, moved into a different section with a similar course shell or provided additional communication regarding their course options.

Program Options

To make the MSW degree available in a manner that is responsive to the diverse needs and interests of potential students, the College of Social Work offers the regular (full-time or part-time) and Advanced Standing Alternative Plan [ASAP] (full-time and part-time) options. The traditional program has a full-time option but can also be completed on a part-time basis. Like its counterpart, the ASAP is available on a full-time and part-time basis. Regardless of the program in which the student elects to enroll, all MSW degree course and field placement requirements must be completed within six years. (Please note that the ASAP options begin in the summer while all other programs begin in the Autumn of each year.)

Below are four possible formats for the options. Courses listed as SWK 75__ and SWK 76__ in the sample schedules may be counted as elective credit after required courses are completed.

1. Full- Time Traditional MSW
2. Part-time Traditional MSW
3. Full-time ASAP
4. Part-time ASAP

Again, regardless of program option or format, all MSW degree course and field placement requirements must be completed within six years. NO exceptions will be allowed.

MSW Full-Time Option

First Semester	Credits	Second Semester	Credits
SWK 6201	3	SWK 6202	3
SWK 6301	3	SWK 6302	3
SWK 6401	3	SWK 6189	2
SWK 6501	4	SWK 75__	3
SWK 6188	1	SWK 75__	3
Electives	2 to 4	Electives	2 to 4
Third Semester	Credits	Fourth Semester	Credits
SWK 7189	4	SWK 7189	4
SWK 7401	3	SWK 7402	3
SWK 75__	3	SWK 75__	3
SWK 76__	3	SWK 76__	3
Elective	3	Elective	3
Total: 63 credit hours minimum			
Minimum elective hours required=9; the number of elective hours taken will vary per semester based on one's actual course load.			
Note: Courses highlighted in bold must be taken during the term that they are listed.			

*Students will have to override either their Spring 2024 or Summer 2024 semester if you plan to go full-time in the MSW Traditional Program.

Please reach out to your assigned academic advisor to discuss your academic plan so that they can assist you.

Part-Time MSW Option

The part-time MSW option allows students to complete the degree requirements (63 hours) through flexibility in scheduling courses and field practicum arrangements. Courses may be scheduled during daytime or evening hours. This option, however, is not specifically designed to be an evening or weekend program.

Three-Year MSW Part-Time Option

AU	Credits	SP	Credits	SU	Credits
SWK 6201	3	SWK 6202	3	SWK 6401	3
SWK 6301	3	SWK 6302	3	SWK 6501	4
Elective	2	Elective	2		

AU	Credits	SP	Credits	SU	Credits
SWK 6188	1	SWK 6189	2	SWK 7189	2
SWK 76__	3	SWK 76__	3	SWK 75__	3
Elective	3	Elective	2	SWK 75__	3

AU	Credits	SP	Credits
SWK 7189	3	SWK 7189	3
SWK 7401	3	SWK 7402	3
SWK 75__	3	SWK 75__	3

Total: 63 credit hours minimum

Minimum elective hours required=9; the number of elective hours taken will vary per semester based on one's actual course load.

Note: Courses highlighted in bold must be taken during the term that they are listed.

Four-Year MSW Part-Time Option

AU	Credits	SP	Credits	SU	Credits
SWK 6201	3	SWK 6202	3	Elective	3
SWK 6301	3	SWK 6302	3	Elective	2

AU	Credits	SP	Credits	SU	Credits
SWK 6401	3	SWK 75__	2	SWK 75__	3
SWK 6601	4	Elective	3	SWK 75__	2
		Elective	2		

AU	Credits	SP	Credits	SU	Credits
SWK 6188	1	SWK 6189	2	SWK 7189	2
SWK 75__	3	SWK 75__	3	SWK 75__	3

AU	Credits	SP	Credits
SWK 7189	3	SWK 7189	3
SWK 7401	3	SWK 7402	3

Total: 63 credit hours minimum

Minimum elective hours required=9; the number of elective hours taken will vary per semester based on one's actual course load.

Note: Courses highlighted in bold must be taken during the term that they are listed.

Due to extenuating circumstances, students occasionally go beyond the 3 or 4-year curriculum schedule. This is acceptable only when planned

out with an Academic Counselor. Students are not permitted to exceed 6 years, from date student is admitted into the program through program completion. This includes any extended time due to a withdrawal or leave of absence.

Full-Time Advanced Standing Alternative Program (ASAP) Option

SU	Credits	AU	Credits	SP	Credits
SWK 7400	2	SWK 7189	4	SWK 7189	4
SWK 7500	2	SWK 7401	3	SWK 7402	3
Elective	4-7*	SWK 76__	3**	SWK 76__	3**
		SWK 75__	3	SWK 75__	3
		SWK 75__	3	SWK 75__	3
		Elective	2	Elective	2

Total: 43 credit hours minimum

*Students may enroll in a minimum of 8 to 12 credit hours in the summer and may take between 4 and 8 credit hours of electives to accompany the 2 required courses during the summer term.

**Depending on the Area of Emphasis may take one or both 76__

Minimum elective hours required=7; the number of elective hours taken will vary per semester based on one's actual course load. ASAP students are not eligible to count the following courses toward the MSW degree (SWK 6188, 6201, 6301, 6202, 6302, 6401, 6501).

Note: Courses highlighted in bold must be taken during the term that they are listed.

Part-Time Advanced Standing Alternative Program (ASAP) Option

SU	Credits	AU	Credits	SP	Credits
SWK 7400	2	SWK 75__ or 76__	2	SWK 75__ or 76__	3
SWK 7500	2	SWK 75__ or 76__	2	SWK 75__ or 76__	3
Elective	2				

SU	Credits	AU	Credits	SP	Credits
SWK 7189	2	SWK 7189	3	SWK 7189	3
Elective	3	SWK 7401	3	SWK 7402	3
Elective	2	SWK 75__	3	SWK 75__	3

Total: 43 credit hours minimum

Minimum elective hours required=7; the number of elective hours taken will vary per semester based on one's actual course load.

Note: Courses highlighted in bold must be taken during the term that they are listed.

Completion of Program including an Approved Leave or Unapproved Withdrawal

It is important to note that when a student leaves a program, they risk the possibility that the curriculum may change. If that is the case, he or she will be held to the requirements of the most current curriculum upon re-activation or re-admission.

Thesis Research

Students interested in pursuing a doctoral degree or who have an area of interest in which they would like to conduct research may opt to select the thesis option. The thesis topic should align with a gap in the research. For students considering the thesis option to fulfill the Masters of Social Work graduation requirement it is important to connect with your academic counselor to discuss including a thesis as part of the student's educational plan. Additionally, those who choose the thesis option will also work closely with a thesis advisor to conduct research and complete the thesis in conformance with the Graduate School's guidelines (Please see section "Thesis 6.4" included in this link of the Graduate School Handbook gradsch.osu.edu/handbook/6-4-masters-degree-thesis). The thesis advisor is a faculty member who will support your in defining your research interest, selecting the appropriate methodology and setting appropriate and achievable goals. When completing the thesis option, students must also have at least one additional graduate faculty member.

Once you have determined a set research question(s) and identified a committee (advisor and committee member(s)) planning is the next step. Most importantly, a timeline should be set though the timeline may be fluid, it is important to have short-term and long-term goals for the entirety of the process. Included in the timeline should be all aspects of your thesis, such as when you will write your proposal, defend your proposal, write your research protocol for the institutional review board at OSU (BuckIRB), engage participants and collect data, analyze findings, write your thesis chapters (1-5), and defend your thesis. Each of these tasks have unique subtasks as well as time associated with each, it is also important to set each of these in relation to the graduate school timeline for graduation each semester.

Students who choose to complete a thesis will take SWK 7401 – Evaluation I and three credits hours of SWK 7199- Thesis Research during the same semester. Rather than complete an evaluation project the student will utilize the assignments and final paper to prepare for

their thesis proposal and defense. This means that students completing a thesis do not take the second course in the evaluation series (SWK 7402) and do not complete an evaluation as part of their second year field practicum. Once the student completes SWK7401, they enroll in another three credit hours of SWK 7199, Thesis Research, the following semester with their chosen thesis advisor to develop the thesis proposal and then complete and defend it. The thesis option provides credit hours toward graduation (6), both in the elective (3) and evaluation (3) categories.

Nonetheless, thesis students pursue the same curricular goals of learning to identify a research problem, design a study using appropriate research designs and methods, collect and analyze evidence, integrate practice and research, and communicate the results of the study to a professional audience. A student who is unable to complete the thesis will need to complete SWK 7402 and elective hours.

Dual and Combined Degree Programs

Dual Master of Social Work and Master of Public Health

Students with an interest in social work and health may find it advantageous to combine the integrated seminar focusing on Aging & Health or Mental Health & Substance Abuse with the public health focus of the MPH, particularly since both programs here at The Ohio State University enjoy strong national reputations. The MSW degree prepares future practitioners to function in direct practice and/or macro related roles. The MPH has the advantage of course work designed to give a solid foundation of skills grounded in the unique challenges of specializations in Public Health, which include the Health Behavior and Health Promotion option.

Dual Master of Social Work and Master of Arts from the John Glenn College of Public Affairs

This dual degree option is designed for students whose career goal is to move into administrative or public policy development responsibilities in the public human services delivery system. A minimum of 50% of the hours counted toward the credit hour requirement for each degree must be unique to that degree. All program requirements can be completed in three years; however, other scheduling arrangements are possible. Potential students should consult the College of Social Work or the John Glenn College of Public Affairs for individual circumstances.

Dual Master of Social Work and Masters of Arts in City and

Regional Planning

This program is for students who wish to further their knowledge and skills in understanding the impact of community and the environment upon the well-being of individuals. Students in each discipline acquire knowledge and skills in community theory and practice interventions in macro settings. This is a three-year curriculum. Students who are interested in this dual degree should contact the MSW office.

Combined Master of Social Work (MSW) and PhD in Social Work

Individuals who are interested in applying for admission into the MSW Program whose career goal includes a doctorate in Social Work with teaching and research agendas may wish to consider this option. Students must apply separately to the MSW and PhD programs. Acceptance in one program does not automatically guarantee acceptance in the other. Students in the combined degree program must complete all the requirements of the MSW program, including practicum.

Specialized Programs

UNIVERSITY GRADUATE INTERDISCIPLINARY SPECIALIZATION IN AGING

This program provides graduate students throughout The Ohio State University with the opportunity to expand their knowledge, skills, and attitudes to meet the needs of our nation's growing older adult population. Successful completion of the Graduate Interdisciplinary Specialization in Aging will be noted on the student's transcript.

The University Specialization in Aging includes both required and elective course work and is a university-wide program coordinated by a broad-based committee of graduate faculty. The required core curriculum is an integrated series of four courses that focuses on basic components of gerontology shared by many disciplines. To fulfill the requirements of the Specialization in Aging, students must also complete elective course work in aging by choosing a broad array of courses outlined in the *Master Schedule of Classes*.

The course work for this specialization is taken in addition to the regular required courses in the MSW curriculum. Courses taken outside of social work may count towards elective requirements.

SOCIAL WORK PRACTICE IN SCHOOLS

To be employed as a social worker in Ohio schools, the social worker must be certified as a “school social worker” by the Ohio Department of Education. As per current legislative mandate, persons seeking certification as a school social worker must have an MSW degree and have satisfactorily completed a school social work program approved by the Ohio Department of Education. The school social work program of the College of Social Work at Ohio State is approved by the Ohio Department of Education. Students interested in school social work as an option need to explore this area of study early in their academic program in the College to accommodate specific course requirements. Students should make an appointment to talk with one of the Academic Counselors in the MSW Program Office. Note: Depending on availability of qualified field sites, the number of students admitted to this certificate program may be limited.

Admissions Criteria

Regular 2, 3, or 4-Year Programs

To be considered for admission into the traditional MSW Program, applicants must:

- Have a baccalaureate degree from an accredited college or university;
- Have a grade-point average of 3.0 or higher (based on a 4.0 system) for all previous undergraduate academic work. Those with an undergraduate GPA of less than 3.0 will be considered on an individual basis;
- Have completed at least 15 quarter or 10 semester credit hours of course work in the social sciences (i.e., psychology, sociology, political science, anthropology, economics).
- It should be noted that no credit for social work courses is granted for life experience or previous work experience.

Advanced Standing Alternative Plan (ASAP)

The Advanced Standing Alternative Plan (ASAP) is an option by which students with a Bachelor of Science in Social Work or Social Welfare from a CSWE accredited program may complete the MSW degree requirements in one year (three semesters) as a full-time student and in two years (six semesters) as a part-time student. It is assumed that applicants who qualify for this option have mastered the social work

foundation areas. To be eligible for ASAP admission, applicants must:

- Meet all the admission requirements of the regular MSW Program;
- Hold a Bachelor of Social Work from a CSWE accredited program, earned within the last five years;
- Have earned a minimum cumulative grade-point average of 3.0 on all previous undergraduate academic work attempted. In addition to the 3.0 cumulative GPA, students must have a “B” or better in all required undergraduate social work courses.
- Demonstrate evidence of social work practice experience. Experience gained in undergraduate field instruction or paid employment should be fully described in the applicant’s personal statement;
- Document performance in your field practicum from your field instructor (this may be in the form of a letter summarizing your performance in field or a copy of your most recent field evaluation).

Academic Counselor vs. Faculty Advisor

Students are assigned both an Academic Counselor and a Faculty Advisor. Please view the descriptions of the two different roles in an effort to assess who you will need to contact depending on your questions and/or concerns.

Academic Counselor Responsibilities

The Academic Counselors in the MSW Program Office are here to serve all MSW students. One of their primary roles is to assist in the planning of the student’s curriculum. All students are required to complete an Educational Course Plan at the beginning of their program. This helps the MSW Program Office to know the student’s preferences so it may plan for course enrollment; but of greater importance, it gives the student a planned schedule for completing the MSW degree. This plan details the actual courses the student will take each semester. Once approved, a copy of the plan is given to the student and the original is placed in the student’s record with the MSW Program Office.

The Academic Counselors are also here to assist with any technical and academic issues (i.e., scheduling, course enrollment, add/drop courses, fellowship information, admissions, graduation audits, career advice, etc.) that the MSW student may face.

To complete your Educational Plan and discuss specific questions you may have about the MSW program, you will need to contact your Academic Counselor in the MSW Program Office. To schedule an

appointment with your academic counselor please contact them directly.

- All currently admitted online students with last names A–H should contact our advising office
- All currently admitted online students with last names I–Q should contact Carly Zehr
- All currently admitted online students with last names R–Z should contact Carrilon Young
- All currently admitted traditional (on-campus) students with last names A–M should contact Antwanette Brown
- All currently admitted traditional (on-campus) students with last names N–Z should contact Candace L Cooper.

Faculty Advisor Responsibilities

The Faculty Advisor responsibilities focus on supporting students in their professional development and participating with the program and field offices in planning, and corrective action meetings when students require additional support. Faculty do not typically advise students in organizing their academic plan, selecting their field placement, or career planning. Those tasks are the responsibility of program directors and academic counselors in each program office, our field coordinators, and our Career Services office.

Students are encouraged to meet with their faculty advisor to discuss challenges they may experience during their course of study. The Faculty Advisor will serve on an advisee's Performance Review in the unlikely event that a Performance Review is warranted for a student.

The Faculty Advisor must sign any petition forms a student may submit for a variety of circumstances related to her or his educational pursuit.

Assignment of Faculty Advisor

The assignment of a student to a graduate faculty advisor is made by the MSW Program Office on behalf of the Graduate Studies Committee. Faculty bios and research interests may be reviewed at csw.osu.edu/about/faculty-staff/faculty-directory.

Change of Faculty Advisor

As student interests change or become more defined, a change of advisor may be desired. Such a desire in no way reflects on the abilities of either student or advisor. Students who choose to complete a thesis

will also change advisors to the faculty person advising the student's thesis research. A change of advisor can be acquired by the student who completes a Change of Advisor form, obtains signature of the new prospective advisor and receives the approval of MSW Program Director. This form is available in the MSW Program Office.

Registration and Scheduling

General Guidelines

Students must assume responsibility for knowing the published policies governing the curricula they intend to pursue as well as the regulations and procedures of the Graduate School and the University. Students should carefully read the complete statements in Section 3 of the Graduate School Handbook (gradsch.osu.edu/handbook/3-registration) about grade marks and point systems, policies governing withdrawal from courses or from the University, and other policies and regulations affecting registration. They should refer to the University Registrar's web page at registrar.osu.edu for general information about registration, scheduling procedures, and deadlines.

Change in Schedule

Adding or dropping courses can have significant consequences for students receiving financial aid. It is highly recommended that students pay close attention to the important dates on the University Registrar's website at registrar.osu.edu. If unsure about whether a deadline has passed, students can find the information at the Registrar's website or call the MSW Program Office at 614/292-2972. Students must also pay attention to the policies and guidelines of the Graduate School, which can be found at gradsch.osu.edu. While it is possible for students to make changes on their own, it is advised to first consult with an Academic Counselor to discuss any changes to their educational plans. Students who independently make changes to their selection of courses should follow-up with an Academic Counselor to amend their educational plan. Failure to keep this plan aligned with the program requirements may result in delayed program completion.

Reinstatement and Re-entry

Reinstatement Following Academic Dismissal or Denial of Ability to Register

Students who are academically dismissed or who are denied the ability to register as a result of an academic related action must be reinstated before returning to the MSW Program.

Any student who has been dismissed from the University for failure to maintain an adequate Cumulative Point Hour Ratio must petition for reinstatement to the Policy and Standards Committee of the Research and Graduate Council.

Any student who has been denied permission to register in the Social Work Graduate Program may seek reinstatement by petition to the Graduate Studies Committee of the College of Social Work. Permission for reinstatement may be granted in extenuating circumstances. The student may also seek transfer to another graduate program.

Petition for Reinstatement: Professional Standards Violation Dismissal

Former students seeking to return following a dismissal from the College of Social Work for violating the College's Professional Standards may submit formal and written petition to be considered for reinstatement. The petition is the former student's opportunity to demonstrate that they have reflected and addressed the underlying behavior that led to their dismissal and are prepared to return as a student in the College.

The petition for reinstatement will undergo a rigorous and careful review by the Performance Review Committee and reinstatement is not guaranteed. The College will consider a maximum of two petitions for reinstatement. For successful petitions, the Performance Review Committee would expect that petition demonstrate that the former student has taken sufficient time to address the underlying behavior that led to their dismissal; clearly communicates the specific steps that they have taken to address the behavior(s); provides evidence that demonstrates the behaviors have been addressed; and, includes a plan for success that outlines how the former student will attend to continued professional growth and development and adherence to College standards if granted reinstatement.

Specifically, the written petition shall clearly address the following:

- What was the date of dismissal?
- What circumstances led to dismissal?
- How did the former student's behaviors impact others (College faculty/staff/instructors, classmates, field placement agency staff and clients)?
- What has the former student done in their time away to address these behaviors, attitudes, and circumstances?
- What information can the former student share to demonstrate that these behaviors, attitudes, and circumstances have altered?
- Provide a plan for success that outlines how the former student will attend to continued professional growth and development and adherence to College standards if granted reinstatement.
- If the former student attended another college or university during their time away, provide a transcript of the course work completed, as well as address whether or not they were subject to academic or other disciplinary sanctions at this institution.

It is strongly suggested that the former student first speak with the MSW Program Director and/or the Assistant Dean for Student Engagement and Success ("Assistant Dean of Students") prior to submitting a petition for reinstatement. The Program Director and/or Assistant Dean for Students will review the process and advise on next steps. The Performance Review Committee will review and respond to a petition for reinstatement within thirty (30) days of submission. Depending on the length of time between dismissal and reinstatement, if reinstatement is granted, the committee reserves the right to require additional academic coursework in alignment with College policies. The committee's decision will be reviewed and approved by the Associate Dean, Assistant Dean of Students, and/or their designee. The decision of the College is final.

Re-Entry Following Withdrawal in Good Academic Standing

A student who has not been registered in graduate school for a period of one year or more must petition the College's Graduate Studies Committee for approval to re-enter (https://osu.az1.qualtrics.com/jfe/form/SV_55469HVWMNd3EjQ).

Grades: Course Credits, Marks and Point-Hour Ratio

The rules governing course credits, marks (grades), and the calculation of the point-hour ratio can be found in section 4 of the Graduate School Handbook (gradsch.osu.edu/handbook/4-course-credit-marks-and-point-hour-ratio). Almost all required social work courses are graded A to E except individual studies, the thesis, and the practicum credits which are graded satisfactory (S) or unsatisfactory (U). For information regarding auditing, course repetition, or point hour ratios, please see the Graduate School Handbook.

You can check your grades at buckeyelink.osu.edu. Select “Student Center” and click the “Grades” link under “Academic History.” The registrar does not mail (or e-mail) grades to students.

Grades, Points, and Marks			
Grade Point Value			
A	4.0	A-	3.7
B+	3.3	B	3.0
C+	2.3	C	2.0
D+	1.3	D	1.0
		B-	2.7
		C-	1.7
		E	0.0
		*EN	0.0
<p>*This grade indicates a student was properly registered for the course but failed to complete it because of non-attendance. This mark will be treated as an E in calculating the student's Point-Hour Ratio.</p> <p>Note: points are not awarded for the following marks:</p>			
EM examination credit	I incomplete	K transfer credit	
NP non-pass	P progress	PA pass	
R audit	S satisfactory	U unsatisfactory	
W withdrew			

Incomplete (“I”) Grade

The College of Social Work discourages the use of the incomplete (“I”) grade except in extenuating circumstances. A grade of “I” indicates the student has completed a major portion of the course work in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the work remains to be completed following the end of the semester. The full University statement regarding incompletes can be found in the University Course Offerings Bulletin on the University Registrar’s webpage at registrar.osu.edu.

CSW Grade Grievance and Appeal Process

Grade grievances are covered by University policy (3335-8-23, Alteration of marks) (trustees.osu.edu/index.php?q=rules/university-rules/chapter-3335-8-instruction.html). Students should review this policy and follow the College of Social Work's procedures for implementing the policy.

Grade grievances can be made only on the basis of a procedural error made in the evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding semester or summer term. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class.

If a student believes that a procedural error in grading was made, the student should first meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the MSW Program Director to discuss the grade grievance. The MSW Program Director shall respond to the student no later than thirty days after the student has requested a review by the MSW Program Director.

Upon receipt of the MSW Program Director's response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing by duplicate submission to the Dean and the MSW Program Director a higher-level review within the College of Social Work. The Dean will consult with the Associate Dean for Academic Affairs to make a determination on the grievance.

In cases where a grade grievance due to grading procedures is not resolved by the Dean and Associate Dean, the Dean will appoint a faculty committee to conduct a review and make a final determination within the College.

For additional grievance information, graduate students should refer to the Graduate School Handbook (gradsch.osu.edu/handbook).

Transfer and Graduate Non-Degree Credit

All transfer of credit from previous graduate study must be approved by the College of Social Work. It should be noted that both graduate and graduate non-degree course work should be transferred into the College of Social Work during the student's first semester of enrollment in the Master of Social Work (MSW) Program. No more than 10 quarter or 10 semester credit hours of The Ohio State University graduate non-degree course work may be transferred toward meeting the regular MSW degree

requirements. No more than 18 quarter or 12 semester credit hours of course work may be transferred from another university to count toward your MSW degree (8.6 semester credit hours if you are Advanced Standing).

Individual Studies

Students may elect individual (or independent) studies (SW 7193) for advanced, in-depth specialized study in a given area. This course is repeatable up to 9 credit hours for regular admits and 7 credit hours for ASAP students. The prerequisite for registration is graduate standing and permission of the faculty instructor. The student is responsible for designing and implementing a course of study in conjunction with a faculty sponsor who holds a tenure appointment in the College of Social Work. The student must submit a written proposal for approval by the faculty sponsor and the faculty advisor before classes begin in any given semester. Independent Study forms can be retrieved by your assigned academic advisor.

Time Limit and Leave Of Absence

Time Limit

Most students complete the MSW Program under the regular two-year plan, while others complete it under the 1-year, 3-year, or 4-year options. In exceptional cases, usually involving a student or family emergency, students may request permission to extend the program or to take some semesters off. The student should consult with their Academic Counselor immediately if special circumstances interfere with completion of the program in a timely way. However, in no case will the student be allowed to continue in the program after six years from the year of entry—even with an approved Leave of Absence.

Leave of Absence

Students in good standing may request a leave of absence from the College of Social Work by submitting a Leave of Absence request to the MSW Program Office. Granting of the leave of absence will be determined by the MSW Program Director. Note: Any student returning after an absence from OSU is reinstated into the College of Social Work under the most current curriculum. Students have six years from the time of their admission date to complete the MSW degree.

Student Rights and Responsibilities

Student's rights and responsibilities are subject to the provisions of "The Family Educational and Privacy Act" of 1974 as amended and to The Ohio State University Code of Student Conduct, as revised in 2012. It is available at studentaffairs.osu.edu/csc.

Student Responsibilities

In addition to the many student responsibilities previously discussed in this manual, students are also expected to assume personal responsibility for their social work education by:

- Attending class according to expectations described in the course syllabus;
- Arriving prepared for class and field;
- Meeting obligations for classroom work as indicated in the course syllabus;
- Meeting obligations for field as outlined in the course syllabus or by the field instructor or agency policy;
- Seeking appropriate assistance from faculty, field instructor or other appropriate agency staff when caring for clients;
- Engaging in the evaluation of the educational process by providing faculty and field instructors with feedback via end-of-quarter evaluations and other means as appropriate or when requested;
- Maintaining a professional demeanor and appearance in the field; and
- Abiding by the provisions outlined in the Ohio State University Code of Student Conduct.
- Upholding the NASW Code of Ethics

Student Rights

Students' appropriate efforts to gain knowledge are a fundamental right. Students will not be prohibited from exercising their constitutional rights or from other lawful activity. These activities expressly include freedom of speech and dissent.

Sexual Harassment

(Taken from hr.osu.edu/public/documents/policy/policy115.pdf.)

The University administration, faculty, staff, student employees, and volunteers are responsible for assuring that the University maintains an

environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the University, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.

Examples of sexual harassment include: (a) some incidents of physical assault; (b) implied or direct threats that submission to sexual advances will impact grading or letters of recommendation; (c) direct propositions of a sexual nature or unwanted subtle pressure for sexual activity; and (d) a pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course).

Students may bring a complaint against any member of the University community. When direct resolution between the person being harassed and the alleged harasser is not possible, a student may contact any of the following officials:

- The person designated as the Human Resource Representative at the College of Social Work
- A consultant in the Office of Human Resources, Consulting Services
- Any supervisor, faculty member, or administrator.

A student seeking counseling or support may contact any of the following programs:

- A. The Ohio State Employee Assistance Program
- B. Student Wellness Center, Sexual Violence Education and Support
- C. University Housing
- D. Counseling and Consultation Service
- E. Office of Student Life

A complete copy of the OSU Sexual Harassment Policy may be obtained from the following website: hr.osu.edu/public/documents/policy/policy115.pdf.

Students with Disabilities

The Student Life Disability Services (SLDS) office at The Ohio State University offers a variety of services for students with documented disabilities, including learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, attention deficit-hyperactivity disorders and other mental health disorders, and medical disabilities.

Eligibility for Services

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, SLDS needs disability documentation. The documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested. Once SLDS receives the documentation, it is evaluated on a case-by-case basis.

The Student Life Disability Services office is responsible for coordinating both accommodations and academic support services: SLDS, 150 Pomerene Hall, 1760 Neil Ave., Columbus, OH 43210; 614/292-3307 (voice), 614/292-0901 (TDD); E-mail: ods@osu.edu; website: www.ods.osu.edu.

Student Responsibilities in Regard to Disabilities

1. It is the student's responsibility to provide written documentation from SLDS of the need for accommodations for a disability.
2. The student is responsible for all costs related to the diagnosis.
3. The student is strongly encouraged to disclose the needed accommodations for one's disability to each instructor and to make his/her accommodation needs known during the first week of classes.

Note: Students are reminded that faculty are under no obligation to

provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

Responsibilities of the Faculty/School

The faculty are required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with the Student Life Disability Services offices to ensure that students with disabilities have equal access to quality educational experiences both in the classroom and in clinical settings.

The College of Social Work is committed to providing an accessible learning environment for all its students. Kelly Bonice (614/292-7684) at the College of Social Work serves as the College Liaison to the Student Life Disability Services office.

Student Life Disability Services is responsible for coordinating both accommodations and academic support services.

The Student Life Disability Services (SLDS)

098 Baker Hall, 113
W. 12th Avenue
614/292-3307 (voice)
614/429-1334 (VRS)
www.slds.osu.edu

Privacy and the Release of Student Record Information

The Family Education Rights and Privacy Act (FERPA) of 1974 sets forth requirements regarding the privacy of students records. FERPA governs release of records maintained by an educational institution and access to those records. Copies of the Act are available on-line at registrar.osu.edu/policies/releaseinfo.asp.

Right to Review Records

Once a student is enrolled, they have a right to review their records except for those excluded by law. Excluded records include confidential information about parent's financial status and letters of recommendation for which the student has waived the right to review.

Student Grievance Policy

A full copy of the University's grievance policy may be viewed at oaa.osu.edu/complaint-and-grievance-systems. Additionally, students may submit a written complaint to the Dean of the College of Social Work, or to the Provost or President. Complaints filed with the Provost or President are referred to the College of Social Work's Dean for investigation. This complaint should include all pertinent facts related to the complaint. Only those facts stated in the complaint will be considered.

The Dean's review will be completed promptly, typically within 14 days. The complaint will be dismissed if the Dean determines no probable cause exists for the allegation or referred to a college investigative committee. After reviewing the report and recommendation of the college investigation committee, the Dean may:

- A. Dismiss the complaint;
- B. Uphold the committee's recommendation and proposed sanction; or
- C. Uphold the committee's recommendation with what would reasonably be interpreted as an equivalent or lesser sanction.

Student Organizations and College Committee Participation

Student Organizations

There are four major student organizations that are active and recognized in the College of Social Work for BSSW and MSW students. These organizations are the Social Work Student Association, Alpha Delta Mu, Out in Social Work and Mwanafunzi. Graduate and undergraduate students participate in the same groups and all organizations receive advising assistance and support from College administration.

Social Work Student Association (SWSA)

The Social Work Student Association is an organization within the College of Social Work officially recognized as representing the voice of all the students. It is designed to accommodate and promote any student concerns, whether professional, educational or social. The Association provides the means for students to express and discuss their concerns to appropriate channels within the College of Social Work and facilitates the implementation of changes in the college. Some of the activities in

which students have participated include brown bag discussions, field placement introductions, fund raisers, social mixers, co-recreational sports, student orientations, and other College functions.

The Student Association facilitates assignment of student members on several College committees that call for student representation.

Alpha Delta Mu

The Alpha Epsilon Chapter of Alpha Delta Mu, the National Social Work Honor Society, includes graduate and undergraduate students enrolled in the College of Social Work. Students are invited to join in the spring semester. Invitations are extended to students in the undergraduate program who possess at least a 3.00 grade point average and are in the top 20% of their class; graduate students must possess at least a 3.5 grade point average and are in the top 20% of their class.

Alpha Delta Mu is committed to promoting scholarship and service to the social work profession. Activities have included social mixers for all Dean's List bachelor students and high grade point average master's students, workshops for students, food drives, as well as assisting with various College functions.

Out in Social Work

Out in Social Work is an organization created to unify Lesbian, Gay, Bisexual, Trans*, Queer, Intersex, Asexual, Questioning and our Allies (LGBTQIAQ+A). We serve to positively affect the culture of the College of Social Work so that all students feel supported among their fellow students, professors, and college administrators.

All College of Social Work students, regardless of sexual orientation, are welcome to join. Mission Statement: Out in Social Work is a student group for Lesbian, Gay, Bisexual, Trans*, Queer, Intersex, Asexual, Questioning and our Allies in the College of Social Work. Out in Social Work will provide a supportive and welcoming community for LGBTQIAQ+A students in the College of Social Work, will engage the wider College of Social Work community in dialogue about LGBTQIAQ+A issues, and will connect with other LGBTQIAQ+A groups across campus

MWANAFUNZI

MWANAFUNZI is an organization open to members and potential members who share an interest in social work and are interested in providing services and programs of interest to minority students,

the minority professional community, and the community at large. MWANAFUNZI members have also been active in providing social and academic support and sense of belonging for African-American/Black students in the community and program. Activities have included t-shirt and bake sales, speed networking, volunteer and self-care events. MWANAFUNZI members have also actively participated in orientation and other college events.

Alumni Society

The Alumni Society recruits student volunteers while they are still in our program to participate in Alumni Society functions. As students move towards graduation, we encourage them to become a member of the Social Work Alumni Society, which plays an important role in the promotion and support of the goals and mission of both The Ohio State University and the College of Social Work. The principle purposes of the Society are to:

1. Foster communication and support between the University, the College and its alumni
2. Serve as a resource to the University and to the College to strengthen degree programs that meet professional practice needs
3. Promote continuing professional education to meet the needs of the social work community
4. Work with the College as requested on special projects that help to further its mission to education competent professionals.

Participation on College Committees

MSW students are represented on several standing committees and organizations, including the MSW Program Committee, which also serves as the MSW Program Graduate Studies Subcommittee. Graduate Studies Committees serve as the primary liaison between the Graduate Faculty and the Graduate School. Section XIV of the Graduate School Handbook summarizes the responsibilities of the Graduate Studies Committees and Graduate Studies Committee chairs (OSU Graduate School, 2014, p.1)

The MSW Program Graduate Studies Subcommittee is the primary governance committee for the MSW Program. Ohio State also sponsors a Council of Graduate Students, which serves as the official branch of student government representing all graduate students across campuses. This council helps to craft and advocate policies relevant to the graduate student experience at Ohio State (cgs.osu.edu/leadership). All graduate students are encouraged to self-nominate to participate in this branch of

student government.

Students are also asked to serve on occasional ad hoc committees. In making committee assignments, we give preference to students identified through the Student Association. However, at times, there may be more committee openings than can be filled by the number of students referred by the Association. In such cases, we make remaining committee assignments through recommendations from the MSW Program Office. Therefore, students who have an interest in serving the College by participating on College Committees are encouraged to indicate their interest by contacting the MSW Program Director.

Financial Assistance for Graduate Education

The program and the university have several sources of financial aid from which students may benefit. For information about university financial aid including loans, grants, work-study, or student employment, please visit the Student Financial Aid Office website at sfa.osu.edu.

Additionally, the College of Social Work offers a limited number of endowment, memorial, and scholarship awards for qualified students. The availability of these sources of aid changes yearly. Students should visit csw.osu.edu for more information. The College requires that students submit the Social Work Scholarship Application to be considered for these opportunities. This application and the directions for it can be found at csw.osu.edu.

Students may find additional sources of support from various private or public foundations, religious organizations, town or city clubs, and community or civic organizations. Applicants may wish to consult other resources from the public library, such as the Annual Register of Grants Support or the Directory of Financial Aid for Women to learn about other financial aid programs.

Graduate Associates

Social work MSW students may qualify for a number of Graduate Associateship (GA) positions made available each year at OSU. Graduate Associates may be employed as Teaching Associates, Research Associates, or Administrative Associates. In the College of Social Work, however, GA positions are primarily reserved for doctoral students. Students interested in information about graduate associate appointments, stipend levels, percent time of appointment, or hours of

registration etc., should visit the Graduate School website at gradsch.osu.edu.

Important Contacts

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Stillman Hall Areas

- Field Office: Room 400
- Faculty mailboxes: 2nd and 3rd floors
- Student lounge: basement
- Vending machines: basement

Community

Wellness

Understanding
Connection

ALTRUISM

Aging

Leadership

Policy

SOCIAL

HEALTH WORK

POSITIVE

CHANGE

Kindness



**THE OHIO STATE
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COLLEGE OF SOCIAL WORK



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