

MSW Student Handbook



**Anne K. Hughes, PhD**

Director, School of Social Work

**Takisha** **LaShore, PhD**

Director, MSW Program

# Table of Contents

[Table of Contents i](#_Toc106619393)

[Table of Tables iv](#_Toc106619394)

[Welcome to the School of Social Work at Michigan State University 1](#_Toc106619395)

[Introduction 2](#_Toc106619396)

[Contact Information 3](#_Toc106619397)

[Program Overview 5](#_Toc106619398)

[PROGRAM GOALS AND OBJECTIVES 5](#_Toc106619399)

[PROGRAM DESCRIPTION 6](#_Toc106619400)

[Plans of Study 6](#_Toc106619401)

[Curriculum 6](#_Toc106619402)

[Field Education 7](#_Toc106619403)

[PROGRAM OPTIONS 7](#_Toc106619404)

[Geographic Eligibility 7](#_Toc106619405)

[OTHER LEARNING OPPORTUNITIES 8](#_Toc106619406)

[Certificate Programs 8](#_Toc106619407)

[Advocacy Scholars Program 8](#_Toc106619408)

[Research Scholars Program 8](#_Toc106619409)

[Dual Degree Options 8](#_Toc106619410)

[Independent Study Courses 9](#_Toc106619411)

[Program Components and Degree Requirements 9](#_Toc106619412)

[PROGRAM ORIENTATION 9](#_Toc106619413)

[ADVISING 9](#_Toc106619414)

[COURSEWORK 10](#_Toc106619415)

[Course Requirements 10](#_Toc106619416)

[FIELD EDUCATION 12](#_Toc106619417)

[TIME LIMIT FOR COMPLETION OF DEGREE PROGRAM 13](#_Toc106619418)

[CERTIFICATION FOR GRADUATION 13](#_Toc106619419)

[Academic Standards 13](#_Toc106619420)

[Academic Performance 14](#_Toc106619421)

[GRADING 14](#_Toc106619422)

[Grade Criteria 14](#_Toc106619423)

[Incomplete Grades 14](#_Toc106619424)

[Repeating a Course 15](#_Toc106619425)

[Grade Point Average and Passing Grades in Social Work Courses 16](#_Toc106619426)

[Student Conduct 16](#_Toc106619427)

[ACADEMIC INTEGRITY 16](#_Toc106619428)

[Academic Misconduct 16](#_Toc106619429)

[Procedures Concerning Allegations of Misconduct 17](#_Toc106619430)

[PROFESSIONAL INTEGRITY 17](#_Toc106619431)

[Professional and Ethical Behavior 17](#_Toc106619432)

[Discrimination, Relationship Violence and Sexual Misconduct 18](#_Toc106619433)

[FALSE INFORMATION 18](#_Toc106619434)

[ADJUDICATION 18](#_Toc106619435)

[Academic Policies and Procedures 18](#_Toc106619436)

[ACADEMIC POLICIES 18](#_Toc106619437)

[Registration 18](#_Toc106619438)

[Overrides 19](#_Toc106619439)

[Dropping Courses 19](#_Toc106619440)

[Withdrawals 19](#_Toc106619441)

[Readmission to the Program 19](#_Toc106619442)

[Waiver of Courses Because of Prior Course Work 20](#_Toc106619443)

[Transfer Credits 20](#_Toc106619444)

[DEPARTMENTAL STUDENT RECORDS 21](#_Toc106619445)

[Application Materials 21](#_Toc106619446)

[Academic File 21](#_Toc106619447)

[Student Personnel Records 21](#_Toc106619448)

[RELEASE OF INFORMATION ABOUT STUDENTS 21](#_Toc106619449)

[University Policy 21](#_Toc106619450)

[School of Social Work Policy 22](#_Toc106619451)

[GRADUATION 22](#_Toc106619452)

[Graduation Ceremonies 22](#_Toc106619453)

[Conflict Resolution 23](#_Toc106619454)

[STUDENT ACADEMIC GRIEVANCE PROCEDURES 23](#_Toc106619455)

[ACADEMIC STANDING AND STUDENT REVIEW (ASSR) 23](#_Toc106619456)

[Definition 23](#_Toc106619457)

[ASSR Process 24](#_Toc106619458)

[NON-ACADEMIC REVIEW (NAR) AND INFORMAL ADMINISTRATIVE REVIEW 25](#_Toc106619459)

[NAR Process 25](#_Toc106619460)

[INFORMAL ADMINISTRATIVE REVIEW 25](#_Toc106619461)

[UNIVERSITY OMBUDSPERSON 25](#_Toc106619462)

[Student Involvement in the School of Social Work 26](#_Toc106619463)

[STUDENT PARTICIPATION IN GOVERNANCE 26](#_Toc106619464)

[STUDENT GROUPS 26](#_Toc106619465)

[Participating in committees and other school projects 27](#_Toc106619466)

[MSU EMAIL ADDRESS 27](#_Toc106619467)

[MSW STUDENT LISTSERV 28](#_Toc106619468)

[Financial Aid 28](#_Toc106619469)

[TYPES OF FINANCIAL AID 28](#_Toc106619470)

[FEDERAL DIRECT STAFFORD LOANS 29](#_Toc106619471)

[MSU LOANS 29](#_Toc106619472)

[PERKINS LOANS 29](#_Toc106619473)

[Appendix 1: General Reference 29](#_Toc106619474)

[Appendix 2: Work Related Policies 30](#_Toc106619475)

[UNIVERSITY POLICIES 30](#_Toc106619476)

[Office of Institutional Equity (OIE) 30](#_Toc106619477)

[Human Resources (HR) 31](#_Toc106619478)

[STATE OF MICHIGAN POLICIES 31](#_Toc106619479)

[FEDERAL POLICIES 31](#_Toc106619480)

[Appendix 3: University Services/Resources 32](#_Toc106619481)

[GENERAL 32](#_Toc106619482)

[INTERNATIONAL STUDENTS 33](#_Toc106619483)

[SAFETY 33](#_Toc106619484)

[EDUCATIONAL 34](#_Toc106619485)

[CAREER COUNSELING 35](#_Toc106619486)

[School of Social Work 35](#_Toc106619487)

[MSU Career Services Network 35](#_Toc106619488)

[HEALTH 35](#_Toc106619489)

[SOCIAL 35](#_Toc106619490)

[Appendix 4: School of Social Work Resources 36](#_Toc106619491)

[Appendix 5: Course Grids 37](#_Toc106619492)

# Table of Tables

[Table 1: Characteristics of Program Options 7](#_Toc14443252)

[Table 2: Courses and Credit Hours Required for Degree Completion—Regular MSW 1](#_Toc14443253)0

[Table 3: Courses and Credit Hours Required for Degree Completion—Advanced standing MSW 12](#_Toc14443254)

[Table 4 Grades and Descriptions 1](#_Toc14443256)4

# Welcometo the School of Social Work at Michigan State University

**Our Mission**

The MSU School of Social Work MSW Program is dedicated to educating students for ethical, competent, responsive, and innovative advanced social work, concentrating on clinical practice or organization and community leadership, and based on a strong generalist foundation. Our MSW students have the opportunity to focus on specific populations and settings. With attention to critical thinking, policy, and research, students work with diverse client systems, advocate for change, and evaluate social work practice. The MSW Program embodies the University’s land grant mission of access by providing program options for students statewide.

For some of you, this is a continuation of your undergraduate education. Others are returning to graduate education after years of professional social work practice. Still others are changing careers.

Regardless of where you come from, you are embarking on an adventure that we hope will challenge you professionally and personally. This is your time to dig deep into areas of interest, but also to explore new ideas and perhaps discover different career paths from what you currently envision. Keep an open mind. Ask lots of questions. Push the edge of your comfort zone. Enjoy!

As a student in our MSW program, you will develop the knowledge, skills, and value base needed to become effective members of the professional social work community.

Our faculty brings a wide range of expertise to the classroom. Our field instructors, many of whom are graduates of our program, are dedicated to helping you integrate coursework with practice at both the micro- and macro-levels. Our Graduate Advisors, who are themselves MSWs, and the rest of the MSW Program Team are here to help guide you through the program.

In short, you are joining a vibrant community that is dedicated to teaching, research, and outreach in fulfillment of our program mission. We encourage each of you to reach out to faculty you do not meet in the classroom and take full advantage of certificate and scholar programs, student groups, study abroad, and the many other opportunities available to all our students through the School of Social Work and Michigan State University.

We look forward to applauding you at graduation.

# Introduction

Social work is an ethics-based profession. Appropriate use of self is the foundation upon which we build our professional skills at every level of education: BASW, MSW, and PhD. We hope that the material presented in this handbook helps you learn more about the MSW Program and the expectations that faculty, staff, and the practice/research community place upon social work students. By its very nature, several sections of a student handbook describe policies and procedures for responding to difficulties that students may encounter during their graduate education. However, most graduate students either do not experience academic difficulty or such matters are handled in a non-adversarial approach through joint problem-solving. We endeavor to acknowledge our students’ strengths and potential throughout their experiences in graduate school. However, graduate students are ultimately responsible for their educational experience, and we encourage active engagement in learning.

This MSW Student Handbook provides information about the School of Social Work, the MSW curriculum, and College of Social Science and University policies that affect all students. In addition to the Handbook, students should become familiar with other documents that contain information pertinent to their MSW student career. Familiarity with the contents of this Handbook is crucial for successfully completing your degree program. It describes the resources available to you, your responsibilities as a Social Work graduate student at Michigan State University, and academic policies and procedures at the School and University levels.

As a member of the School of Social Work, you are joining a diverse community of people who are dedicated to the social work profession and work to uphold the profession’s Code of Ethics. You will have many learning opportunities. In addition to coursework and field placements, you can participate in a variety of student organizations and activities in the School, the College of Social Science, and the University. These include groups such as the Graduate Student Advisory Committee (GradSAC), the Student Organization for Latino/a Social Workers (OLASW), Phi Alpha National Honor Society, the Council of Graduate Students (COGS), and others. The school also hosts a variety of celebrations, workshops, and activities throughout the academic year.

The entire School community is pleased that you have chosen our MSW Program. We look forward to getting to know you and working with you as you progress through your academic program, and we hope you will continue to have a connection with the School long after graduation.

# Contact Information

MSU School of Social Work

655 Auditorium Road

239 Baker Hall

East Lansing, MI 48824

FAX: 517-353-3038

sw.msw@msu.edu

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

#

# Program Overview

Michigan State University (MSU) is a public land-grant university considered to be one of the best research-intensive (Carnegie Classification R1) globally engaged universities in the world. MSU is also the nation’s pioneer land-grant institution, preceding the Morrill Act by seven years. The MSU School of Social Work is located in the College of Social Science, the largest and among the most diverse of the 18 colleges at MSU, with more than 6,300 undergraduate and graduate students studying the social, behavioral, and economic sciences. It offers 14 degree programs and 5 research centers and institutes.

The School consists of a CSWE-accredited Undergraduate (BASW) Program, a CSWE-accredited Graduate (MSW) Program, and a PhD Program in Social Work, which is a member of GADE, the Group for the Advancement of Doctoral Education.

The Master’s Program at the Michigan State University School of Social Work provides students with the knowledge, skills, and value base needed to become effective members of the professional social work community. Through integrated coursework and field experience, students within the School of Social Work receive the education and training necessary to become highly skilled social work practitioners who will enrich the lives of those they serve and the communities in which they practice.

School alumni are found throughout the state of Michigan, the nation, and the world. They are practitioners, administrators, educators, researchers, and leaders in social work and other systems.

## PROGRAM GOALS AND OBJECTIVES

These are the goals and objectives of the MSU School of Social Work MSW Program:

* **Teaching**
	+ To provide advanced generalist and specialized social work curricula for MSW students with a variety of options statewide that teach critical and analytical thinking and prepare them with the knowledge, skills, and values needed for ethical advanced social work practice in diverse clinical or organization and community settings
	+ To provide classroom, field, and virtual settings in which students apply what they are learning to analyze assessment data and select appropriate intervention strategies for diverse client populations within multiple system levels
	+ To provide classroom, field, and virtual settings in which students engage and intervene with multiple systems and diverse client populations at an advanced level and advocate for social and economic justice in the context of changing social and practice environments
	+ To provide opportunities for students to develop appreciation for and experience within settings of diversity and difference toward realizing a broader sense of the world beyond themselves
	+ To provide opportunities for students to develop an understanding of the impact of policy on practice and the well-being of the most vulnerable in society and the social worker’s role regarding policy in their practice settings
* **Research**
	+ To provide opportunities for students to use research to advance practice and to use practice experience to inform research and build knowledge, including using research and evaluation to improve their own practice and assess their practice environments
	+ To pursue conducting and disseminating high-quality research that improves the well-being of the most vulnerable in society through knowledge development for the creation of theory, knowledge development for evidence-informed practice, and program evaluation
* **Outreach and Service**
	+ To provide expanded access to quality graduate social work education through program options and a variety of program timelines
	+ To engage in outreach and service at the program, college, university, community, state, national, and global levels through continuing education and professional development, committee involvement and leadership, service collaborations with agencies, and community and organizational capacity building

## PROGRAM DESCRIPTION

### Plans of Study

The MSU School of Social Work MSW Program offers students two plans of study: regular and advanced standing.

***Regular MSW Program:*** Students enrolled in a regular MSW Program can select part-time or full-time enrollment status. The part-time option requires completion of the MSW Program on a three-year plan of study, while full-time students complete the program in two academic years. The regular program begins in the fall semester.

***Advanced Standing MSW Program:*** The advanced standing MSW Program is open to applicants who have graduated from a CSWE accredited social work baccalaureate program within the last six years and have a minimum undergraduate GPA of 3.25. The full-time advanced standing option allows for completion of requirements within one calendar year and the part-time program allows for two calendar years. Advanced standing students start in the summer semester.

### Curriculum

The MSW curriculum has two major sections: generalist practice and advanced specialized practice, both with field placement requirements.

***Generalist practice curriculum:*** Courses in the generalist practice curriculum provide the grounding for all professional social work practice, regardless of setting, specialization, or professional role.

***Specialized Practice Curriculum:*** Building on the foundation knowledge and skills acquired in the generalist core courses, these courses are at an advanced level designed to prepare students for professional social work practice in either [Clinical Social Work Practice](https://socialwork.msu.edu/MSW/ClinicalSocialWorkatMSU.pdf) or [Organization and Community Leadership](https://socialwork.msu.edu/MSW/OCLatMSU.pdf) (OCL). The Clinical Practice area prepares students to practice advanced skills in a variety of settings that focus on individuals, families, and small groups. The OCL area prepares students to practice with advanced skills in policy making, community organizing, program planning, program implementation, and program evaluation.

### Field Education

Students in the regular MSW program complete a total of 960 field hours over four semesters. Advanced Standing students have a total of 500 field hours over two semesters. Detailed information about field placements is found in the [Field Education Manual](https://socialwork.msu.edu/programs/Field-Education/index.html) available on the School’s website.

## [PROGRAM OPTIONS](https://socialwork.msu.edu/MSW/curriculums.html)

Access to the MSW curriculum is made available to students through a variety of platforms that utilize settings that are in-person, via videoconferencing, or fully asynchronous online. Students apply to the program option that best fits their needs; however, all programs and courses are based upon availability and are subject to change. These options embody Michigan State University’s land grant mission which emphasizes access to education to residents across the state. The School of Social Work MSW Program and all the program options are fully accredited by the Council on Social Work Education (CSWE).

These program options include:

* East Lansing Regular Standing: full or part time on Michigan State University main campus, traditional weekly face-to-face classes with some online options.
* East Lansing Advanced Standing: full or part time on Michigan State University main campus, traditional weekly face-to-face classes with some online options.
* Statewide Blended Regular Standing: Regular part-time online with monthly Saturday synchronous Zoom sessions
* Statewide Blended Advanced Standing: full- or part-time, online with monthly Saturday synchronous Zoom sessions

Table 1 summarizes the characteristics of each program option with regard to availability of regular vs advanced standing program, full-time vs part-time schedule, and areas of specialized practice.

Table 1: Characteristics of Program Options

| Program Option | Regular MSW | Advanced Standing | Area of Specialized Practice |
| --- | --- | --- | --- |
| Full-time | Part-time | Full-time | Part-time | Clinical | OCLa |
| East Lansing |  |  |  |  |  |  |
| Statewide Blended |  |  |  |  |  |  |

aOCL = Organization and Community Leadership (NOTE: The OCL practice course format is subject to change based upon availability and needs of the student cohort. As such, East Lansing and Statewide Blended students may take the OCL practice courses in one of the following formats: in-person on the East Lansing campus, synchronous online, or asynchronous online with monthly Saturday synchronous Zoom sessions.

### Geographic Eligibility

If students wishing to enroll in the Statewide Blended program live out of state, they must live within 50 miles of the Michigan border.

## OTHER LEARNING OPPORTUNITIES

### Certificate Programs

The School of Social Work offers several [certificate program](https://socialwork.msu.edu/MSW/certificate-programs/index.html) options to further prepare students for practice in specific fields. Although requirements vary across programs, to achieve a certificate, students typically must complete specific courses focused on the area of specialty, a specialized field placement, and in some cases a specialized field liaison group. The School of Social Work Certificates include:

* Chance at Childhood
* Child Welfare
* Combat Veterans
* Evidence Based Trauma Treatment
* Health and Aging in Social Work
* School Social Work
* Human Services Management

Students apply for Certificate Programs once they have been accepted into the MSW Program. Acceptance into Certificate Programs is not guaranteed and may be limited due to field education or course size constraints. Information about the Certificate Programs is available on the MSW Program website and interested students are encouraged to contact Certificate Coordinators for more information.

### Advocacy Scholars Program

The School of Social Work offers an Advocacy Scholars Program for students interested in specialized training in advocacy. Students complete a field placement or similar experiential learning opportunity in an agency with an advocacy focus, receive mentoring around career development in advocacy, take optional advanced coursework, and interact with leaders in the field working in a variety of social programs and government positions. This program is open to students in any of our MSW program options and concentrations.

Students apply for the [Advocacy Scholars Program](https://socialwork.msu.edu/MSW/advocacy-scholars.html) once they have been accepted into the MSW program.

### Research Scholars Program

The School of Social Work Research Scholars Program provides support for MSW students interested in gaining experience working on a faculty-led research project. Students work up to 10 hours a week during the academic year on a research project with a faculty. This program is open to students in any of our MSW program options. Applications for the Research Scholars Program open each fall.

### Dual Degree Options

The School of Social Work offers two dual degree options. The College of Social Science requires a formal Memorandum of Understanding (MOU) for these dual degree options reviewed and approved at the program, College, and Graduate School levels. Students interested in pursuing dual enrollment must apply to and be admitted to each of the programs separately then work with their program advisors to put together a plan of study.

***Master of Social Work and Juris Doctor (MSW/JD):***This option may be of interest to students who wish to combine social work with law. Students must apply separately to the School of Social Work MSW Program and the MSU College of Law JD Program and be accepted into both programs. The plan of study involves a full-time commitment for 4 years and students must be able to attend face-to-face classes in East Lansing. [Information about admissions to the MSU College of Law can be found on the College of Law website](http://law.msu.edu/admissions/index.html).

***Master of Social Work and Master of Public Health:***The MSU College of Human Medicine (CHM) offers a fully online Master’s in Public Health (MPH) Program. This option may be of interest to students who wish to combine social work with public health. Information about applying to the MPH program can be found on the [MPH degree website](https://mph.msu.edu/master-of-public-health-home). Students must apply separately to the School of Social Work MSW Program and the MSU College of Human Medicine MPH Program and be accepted into both programs. The individual plan of study varies by student.

### Independent Study Courses

Independent study courses will only be approved when students have academic interests that cannot be pursued within the context of established courses. An independent study must be proposed in writing by the student, accepted for supervision by a faculty member, and approved by the student’s Graduate Advisor and the MSW Program Director before the deadline to add/drop for the semester. The student must complete the University’s [Application for Independent Study](http://www.reg.msu.edu/read/pdf/indestudyapp.pdf) with the supervising faculty member and submit it to the graduate office. Independent study for the MSW degree can only be done to fulfill elective credits. Once approved, students will register for the appropriate section of SW 890. Students interested in pursuing an independent study should contact their advisor to determine if it is appropriate and complete the required paperwork.



# Program Components and Degree Requirements

## PROGRAM ORIENTATION

All students are required to attend orientation on the East Lansing MSU Campus. This is typically held in person in early May for Advanced Standing students and in mid-August for Regular Standing students. Orientation includes information about the program; resources and opportunities available through the School, the College, and the University; a chance to interact with peers and faculty; and time in small groups with graduate advisors to learn more about the nuts and bolts of the program and ask questions. The exact dates of orientation will be shared in welcome materials once students are admitted to the program.

## ADVISING

The MSW Program uses a model of supportive advising to facilitate academic and professional growth. All Graduate Advisors have MSW degrees from CSWE-accredited schools and have come from the professional practice communities. Each Graduate Advisor is knowledgeable about curriculum planning and the University’s administrative structure, procedures, and resources, and is experienced in working with diverse groups.

Students are introduced to their Graduate Advisor first through their letter of welcome once they accept admission into the MSW Program, then again at orientation activities. Students are encouraged to meet with their advisor as needed about any academic issues or questions they may have to secure a smooth transition into the program and maintain success throughout their educational journey.

The student’s advisor is available to discuss course selection, certificate programs, School and MSU policies and procedures, and concerns about coursework and issues affecting academic performance, and professional development. In addition, the Graduate Office provides a variety of career development events and provides additional support and mentoring as needed.

Advising in a professional school is an important activity that not only clarifies how to complete academic program requirements but also provides students with a forum to discuss a variety of professional topics such as career opportunities and career goals and aspirations. Please see the overview below to guide the development of a network of support for the academic journey. 

## COURSEWORK

In the regular MSW Program, students must complete a total of 57 credit hours in coursework: 27 credits for required generalist core courses, 5 credits for advanced core courses, 19 credits in the area of specialized practice, and 6 elective credits\*. To count toward the MSW degree, electives must be taken at a 400 level or above.

Advanced standing students take 36 credits of coursework: 13 credits for advanced core courses, 19 credits in an area of specialized practice and 10 elective credits\*. To count towards the MSW degree, elective courses must be taken at a 400 level or above.

\*Students who have chosen the OCL concentration need to take an additional 3 credits of OCL focused electives, for a total of 9 elective credits for regular standing students and 13 elective credits for advanced standing students. OCL students should contact their advisor for a specific list of OCL focused electives.

### Course Requirements

Students must have sufficient flexibility in their personal and professional lives to commit to taking classes (with course loads usually exceeding the University’s minimum credits for full- and part-time status) and being in field placement (with schedules of at least 16 hours per week each semester during regular business hours). The School of Social Work cannot grant academic credit for life or previous work experience in lieu of any course or field education.

The two tables below contain information on the courses required for completion of the MSW Program at Michigan State University. A more detailed listing of each course, its title, and its number of credit hours follows each table.

The enumeration and scheduling of all required coursework by plan of study and program option is detailed in [Appendix 5: Course Grids](#_Appendix_5:_Course) Link.

[Detailed descriptions of the individual courses are available in a searchable database on the Office of the Registrar website](https://reg.msu.edu/Courses/search.aspx).

Table 2: Courses and Credit Hours Required for Degree Completion—Regular MSW

| **Required Courses—Regular MSW** | **Credit hours** |
| --- | --- |
| Core Courses* Generalist Core SW Concepts: SW 810, SW 811, SW 820
* SW Research Methods: SW 829
* SW Practice Methods: SW 840, SW 841
* SW Field Instruction: SW 894A, SW 894B
 | 25 |
| Advanced core courses (all areas of specialized practice): SW 830, SW 832, SW 822 | 7 |
| Advanced courses in areas of specialized practice* Clinical Practice: SW 843, SW 845, SW 850, SW 851
* Clinical Practice Field Instruction: SW 894D, SW 894E

—OR—* Organization and Community Leadership: SW 844, SW 865, SW 866
* OCL Field Instruction: SW 894G, SW 894I
* Additional OCL specific electives
 | 19 |
| Electives | 6-Clinical9-OCL |
| **TOTAL** | **57** |

Core Social Work courses (25 credits):

* SW 810 Theories of Groups, Organizations, and Communities in Social Work (3 credits)
* SW 811 Social Work Perspectives in Human Development (3 credits)
* SW 820 Social Welfare Policy and Services (3 credits)
* SW 829 Social Work Research Methods I (2 credits)
* SW 840 Generalist Social Work Practice Methods I (3 credits)
* SW 841 Generalist Social Work Practice Methods II (3 credits)
* SW 894A Social Work Field Instruction: Graduate Generalist Practice I (4 credits)
* SW 894B Social Work Field Instruction: Graduate Generalist Practice II (4 credits)

Advanced core courses across all areas of specialized practice (7 credits):

* SW 822 Topics in Policy Practice and Advocacy (3 credits)
* SW 830 Social Work Research Methods II (2 credits)
* SW 832 Evaluating Social Work Programs and Practice (2 credits)

Advanced courses in the Clinical area of practice (19 credits):

* SW 843 Clinical Assessment and Diagnosis (2 credits)
* SW 845 Administrative Skills for Social Work Practice (3 credits)
* SW 850 Clinical Social Work Practice I (3 credits)
* SW 851 Clinical Social Work Practice II (3 credits)
* SW 894D Social Work Field Instruction: Clinical Practice I (4 credits)
* SW 894E Social Work Field Instruction: Clinical Practice II (4 credits)

Advanced courses in the Organization and Community Leadership area of practice (19 credits):

* SW 844 Essential Theories in Organizations and Communities Social Work Practice (2 credits)
* SW 865 Social Work Leadership in Organizations and Communities I (3 credits)
* SW 866 Social Work Leadership in Organizations and Communities II (3 credits)
* SW 894G Social Work Field Instruction: Organization and Community Leadership I (4 credits)
* SW 894I Social Work Field Instruction: Organization and Community Leadership II (4 credits)
* Additional 3 credits of electives; check with your assigned Advisor for the list of approved electives

Table 3: Courses and Credit Hours Required for Degree Completion—Advanced standing MSW

| **Required Courses—Advanced standing MSW** | **Credit hours** |
| --- | --- |
| Advanced core courses (all areas of specialized practice): SW 822, SW 830, SW 832 | 7 |
| Advanced courses in area of specialized practice* Clinical Practice: SW 843, SW 845, SW 850, SW 851
* Clinical Practice Field Instruction: SW 894D, SW 894E

—OR—* Organization and Community Leadership: SW 844, SW 865, SW 866
* OCL Field Instruction: SW 894G, SW 894I
* Additional OCL specific electives
 | 19 |
| Electives | 10-Clinical13-OCL |
| **TOTAL** | **36** |

Advanced core courses across all areas of specialized practice (7 credits):

* SW 822 Topics in Policy Practice and Advocacy (3 credits)
* SW 830 Social Work Research Methods II (2 credits)
* SW 832 Evaluating Social Work Programs and Practice (2 credits)

Advanced courses in the Clinical area of practice (19 credits):

* SW 843 Clinical Assessment and Diagnosis (2 credits)
* SW 845 Administrative Skills for Social Work Practice (3 credits)
* SW 850 Clinical Social Work Practice I (3 credits)
* SW 851 Clinical Social Work Practice II (3 credits)
* SW 894D Social Work Field Instruction: Clinical Practice I (4 credits)
* SW 894E Social Work Field Instruction: Clinical Practice II (4 credits)

Advanced courses in the Organization and Community Leadership area of practice (19 credits):

* SW 844 Essential Theories in Organizations and Communities Social Work Practice (2 credits)
* SW 865 Social Work Leadership in Organizations and Communities I (3 credits)
* SW 866 Social Work Leadership in Organizations and Communities II (3 credits)
* SW 894G Social Work Field Instruction: Organization and Community Leadership I (4 credits)
* SW 894I Social Work Field Instruction: Organization and Community Leadership II (4 credits)
* Additional 3 credits of electives; check with your assigned Advisor for the list of approved electives

## FIELD EDUCATION

All MSW students have a field education requirement. Students in the regular MSW Program complete a total of 960 field hours and advanced standing students complete a total of 500 field hours. Most students participate in field for sixteen hours per week each semester during the normal workday (8 am–5 pm Monday through Friday). Other placement options can be considered to accommodate education abroad or other opportunities.

The Field Education Program has its own dedicated faculty, separate from MSW Program leadership. All field team faculty members are fully licensed social workers with MSW degrees from CSWE-accredited schools and have come from professional practice communities. Each student is assigned a Field Coordinator who is knowledgeable about the geographic or subject area they are assigned to and is experienced in working with diverse groups.

[[[Detailed information about field placements is found in the Field Education Manual, which is available on the School’s website.](https://socialwork.msu.edu/programs/Field-Education/index.html)](https://socialwork.msu.edu/programs/Field-Education/index.html)](https://socialwork.msu.edu/programs/Field-Education/index.html)

## TIME LIMIT FOR COMPLETION OF DEGREE PROGRAM

The time limit for completion of the MSW degree is six calendar years from the date of enrollment in the first course included for degree certification. Graduate students are responsible for monitoring their progress toward completion of degree requirements. Students are encouraged to consult with their Graduate Advisor for clarification.

Drops and withdrawals do not stop the clock for time to degree.



# Annual Review

**GradPlan**

GradPlan is required of all MSW students. The GradPlan helps graduate students create and store their degree plans and subsequent graduate program activities. It is where MSW students create and update a course list, track Responsible and Ethical Conduct of Research, and view and complete their annual activity guides.

Administrative and support staff will access GradPlan to view/approve course lists and related information, track/approve RECR, view activity guides, and upload students’ annual reviews. There are resources available online, including a self-paced training for both students and staff, as well as job aids and overview material, which can be found in the GradPlan section of <https://sis.msu.edu/training/index.html>.

**Responsible and Ethical Conduct of Research (RECR)**

MSU is committed to helping graduate and graduate-professional students conduct research, creative activity, and scholarship with the highest ethical standards. To this end, The Graduate School requires all graduate and graduate-professional students to complete Responsible and Ethical Conduct of Research (RECR) education. The current education program for students in the MSW Program (est. 2017) is comprised of 1) a basic component- consisting of online training modules; and 2) a series of instructor-led, discussion-based activities. Students in the MSW Program will fulfill the RECR requirement via successful completion of approved coursework covering relevant content. The School of Social Work has identified the following MSW course: SW 830, to be completed in fulfillment of the RECR requirement.

As such, students are required to complete: 1): Collaborative Institutional Training Initiative, CITI, training modules: Introduction to the Responsible Conduct of Research; Authorship; Plagiarism; and Research Misconduct); and 2) 6 hours of Discussion-Based (Instructor Led) Training activities.

**Annual Review**

Consistent with the Graduate Student Rights and Responsibilities (GSRR), graduate students shall receive an annual progress review that evaluates plan of work, academic performance, and program standing. The Graduate Office will review graduate student progress at least once a year and provide a written review of progress to be filed in the GradPlan. This annual review will provide a review of progress toward completion of Responsible Conduct of Research (RCR); degree requirements; and academic performance and standing. Students attach a report or statement of professional performance and potential, or creative activity, if applicable, by submitting a written report to the Graduate Program Director, to be filed with the annual review report. Students must review the annual review report at the time the GradPlan is updated. Students may appeal any part of the evaluation in writing to the graduate program director, and this appeal will be filed with the annual review report. Students are welcome to consult advising staff regarding progress, concerns, support, or other aspects of their studies that seem relevant for successful completion of the graduate program. If during an annual formal review, a determination is made that student progress or performance is unsatisfactory, they will be notified in writing and a copy of that notice will be provided to students and filed with the GradPlan and/or annual progress review.



# Academic Standards

Michigan State University is committed to high academic standards and expects all graduate students to excel in their particular majors. Students in the MSW Program must maintain acceptable academic standing in coursework and successful performance in their field placement and liaison group throughout the program.

The standard established by the College of Social Science is that “the accumulation of grades below 3.0 (including N grades in the P–N grading system) in more than two courses of three or more credits each removes the student from the degree program; this policy does not apply to courses below the 400 level unless the courses are required for the student’s program” ([Academic Programs](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=129#s4000)). The School of Social Work has specific requirements for classes, including field placement, that differ from this standard. Please review the School of Social Work standards as outlined in the [Academic Performance](#_Academic_Performance) section of the manual. Additionally, students must maintain an overall GPA of 3.0 or higher to maintain acceptable academic standing.

A student who fails to meet the standards set by the University, College, or School will not be permitted to continue their enrollment and appropriate action will be taken by the College or School. This process is outlined in the Academic Standing and Student Review (ASSR) section of this handbook.

To support successful completion of the MSW program, MSW Graduate Advisors are available to discuss course selection, certificate programs, School and MSU policies and procedures, and concerns about coursework and issues affecting academic performance and professional development.

Grades are only one measure of academic standing. Academic standards also include consideration of the rate of progress toward completion of the degree, the student’s suitability for practicing in the field, and the ability to meet CSWE competencies in practice. Standards are evaluated by the ethical principles and standards outlined in the [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English) and field policies and procedures outlined in the [Field Manual.](https://socialwork.msu.edu/programs/Field-Education/index.html)



# Academic Performance

## GRADING

Grading in each course is based on evaluation by the instructor of a student’s academic performance. Students are informed of all course requirements and grading criteria at the beginning of each course by the instructor. Grading criteria for each course are included in the course syllabus. The pass-no pass system is only available for field education courses. Students are directed to consult with the course instructor first if questions arise about grading.

### Grade Criteria

Numbered grades represent categories of performance as follows:

Table 4 Grades and Descriptions

| **Grade** | **Description** |
| --- | --- |
| 4.0 | Excellent |
| 3.5 | Good |
| 3.0 | Passable |
| 2.5 | Low |
| 2.0 | Lowest |
| 1.5-0.0 | No credit given |
| I | Incomplete |
| DF | Deferred |
| CR-NC | Credit-No Credit |
| P-N | Pass-No Grade |

### Incomplete Grades

When special or unusual circumstances occur, the instructor can postpone assignment of the student’s final grade in a course by submitting an I-Incomplete in lieu of a grade. Incomplete grades received in courses that are a prerequisite for other courses must be removed prior to the student’s enrollment in subsequent courses.

Incomplete (I) grades are given only when **all** of the following are true:

* The student has successfully completed at least 85% of the term of instruction but is unable to complete the class work and/or take the final examination because of illness or other compelling reasons.
* The student has done satisfactory work in the course.
* In the instructor's judgment, the student can complete the required work without repeating the course.

Provided these conditions are met, the instructor files a Report of I-Incomplete at the time course grades are due. This specifies what the student must do and by when it must be done to remove the I-Incomplete grade. The student and instructor must complete, sign, and submit the [University Agreement for Completion of (I) Incomplete form](https://reg.msu.edu/read/pdf/I_Agreement.pdf) to graduate office staff where it will be retained for at least one year.

***Removing Incomplete Grades:***All required work must be completed and a grade must be reported to the Office of the Registrar no later than the middle of the student’s next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete. A student who does not register for MSU classes subsequent to the receipt of an I-Incomplete has one calendar year to complete the required work.

***Failure to complete:*** Failure to complete the required work by the due date will result in a grade of I/0.0 (or I/N for field courses). It is the student’s responsibility to complete the course work and submit it to the instructor, allowing adequate time for the instructor to grade the work and submit the grade to the Registrar by the stated deadline. A student who does not register for MSU classes subsequent to the receipt of an Incomplete has one calendar year to complete the required work; after one year, the I-Incomplete will become U-Unfinished and will be changed to I/U on the student's academic record. The course may be completed only by re-enrollment.

***Extensions:*** An extension of time for completion of the required work can be approved by the College offering the course only by means of an administrative action documenting physician-certified illness or other extraordinary circumstances. An extension of time is a formal agreement between the instructor and the student. After an extension of time has been filed, the work must be done by the deadline determined by the instructor, or the I-Incomplete will be changed to I/0.0 or I/N depending on the grading system under which the student was enrolled.

### Repeating a Course

The University policy on repeating courses is:

...a graduate student who received a grade of 2.0 or, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received.

The School of Social Work’s policy is that a maximum of six credit hours of course or field can be repeated. Students must have approval from the Graduate Office in order to repeat a course for credit towards degree. Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in computing grade-point averages; however, all entries remain a part of the student's permanent academic record.

Any course repeated for credit must be taken on the same grading system under which the course was taken the first time. Student should consult the Advising Staff prior to requesting to repeat a course or field.

### Grade Point Average and Passing Grades in Social Work Courses

University policy for a graduate degree states that a student must maintain a cumulative grade pointe average (GPA) of 3.0 or above. In addition, the School of Social Work MSW Program requires that a student achieve a P-Pass in field education (, SW 894A, SW 894B, SW 894D, SW 894E, SW 894G, SW 894I) and a 3.0 in practice methods courses (SW 840, SW 841, SW 850, SW 851, SW 865, SW 866). A student who earns a final grade below 3.0 in any of these classes will be terminated from the graduate program. Additionally, a student who earns a final grade below a 3.0 in any two classes required for the student’s program; or if the GPA below a 3.0 after two semesters will be terminated from the graduate program. See the section on Academic Standing and Student Review (ASSR) for further information.

Credit is not awarded by the University for grades below 2.0 in graduate courses.



# Student Conduct

## ACADEMIC INTEGRITY

Michigan State University affirms the principle that all individuals associated with the academic community have a responsibility for establishing, maintaining, and fostering an understanding and appreciation for academic integrity. Academic integrity is the foundation of university success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career.

[The Academic Integrity at MSU flyer defines several types of academic misconduct](https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf). See also section 1.00 under [General Student Regulations in the Spartan Life Student Handbook](https://spartanexperiences.msu.edu/about/handbook/regulations/general-student-regulations.html). Another good resource for MSU policies regarding academic honesty and integrity can be found through the [Office of the University Ombudsperson](https://ombud.msu.edu/).

Misconduct constitutes grounds for disciplinary action, including dismissal from the program. Within the School of Social Work, issues of academic misconduct are addressed through the Academic Standing and Student Review (ASSR).

### Academic Misconduct

Academic misconduct is defined by the University as any one of the following: academic dishonesty, violations of professional standards, and falsification of academic or admission records.

Academic dishonesty at Michigan State University is defined by the [General Student Regulations](http://splife.studentlife.msu.edu/regulations/general-student-regulations) as conduct that violates the fundamental principles of truth, honesty, and integrity. In addition to plagiarism, the following conduct is specifically cited:

* claiming or submitting the academic work of another as one’s own
* procuring, providing, accepting or using any materials containing questions or answers to any examination or assignment without proper authorization
* completing or attempting to complete any assignment or examination for another individual without proper authorization
* allowing any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization
* altering, tampering with, appropriating, destroying or otherwise interfering with the research, resources, or other academic work of another person
* fabricating or falsifying data or results

[Detailed information specifically about plagiarism can be found on the Office of the University Ombudsperson website.](https://ombud.msu.edu/resources-self-help/academic-integrity)

Additional resources can also be found through the [Office of Student Support and Accountability](https://ossa.msu.edu/academic-integrity-resources-students).

Academic dishonesty in professional education is not tolerated. Not only are such behaviors against Michigan State University principles related to academic integrity, but they violate the [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English).

### Procedures Concerning Allegations of Misconduct

If a faculty member suspects a student of academic misconduct, they will first meet with the student to discuss the situation. They may also consult with other faculty or administrators in the School and the [University Ombudsperson](https://ombud.msu.edu/). If the faculty member determines that the student violated standards of academic integrity, the following will happen:

* The student will receive a penalty grade in the course, defined as a grade based on a charge of academic misconduct. This grade may be, but is not limited to, a failing grade on an assignment or in the course.
* The instructor will complete an [Academic Dishonesty Report](https://msu-advocate.symplicity.com/public_report/index.php/pid786385) through the Registrar’s office and will notify the student’s Graduate Advisor.
* The student will be expected to attend an Academic Standing and Student Review (ASSR) within the School of Social Work. This review may result in the student being required to retake the course or being dismissed from the program.

Students with any questions related to plagiarism or other examples of academic misconduct are encouraged to talk with instructors or Graduate Advisors.

## PROFESSIONAL INTEGRITY

Professional integrity involves conducting oneself in a manner that aligns with the [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English) in courses, graduate assistantships, and all other contexts in which the student is engaged in an MSU-related function, role, or is representing MSU.

### Professional and Ethical Behavior

The [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English)applies to all social workers and social work students and as such sets expectations for students’ professional and ethical behavior while in the MSW Program. Students are expected to read the [Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English)and be familiar with and prepared to abide by the ethical principles and standards described.

Professional and ethical behavior in the University context applies not only to work with clients, but to interactions, relationships, or communications with fellow students, faculty, staff, field liaisons and instructors, and all others within the University or with whom students have contact in their role as an MSU MSW student. This includes interactions, relationships, or communications in person or via the use of technology.

Students are expected to treat their MSU colleagues with respect and avoid unwarranted negative criticism in verbal, written, and electronic communications. This includes demeaning comments that refer to level of competence or individual attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

The College of Social Science also has a [Community Code of Conduct](https://socialscience.msu.edu/_assets/pdfs/Community-Code-of-Conduct.pdf) that all faculty, staff, and students are expected to follow.

### Discrimination, Relationship Violence and Sexual Misconduct

Discrimination, sexual harassment and other forms of sexual misconduct will not be tolerated. [This link will take you to MSU policies and procedures for handling concerns about Relationship Violence and Sexual Misconduct and the University’s Anti-Discrimination and Disability and Reasonable Accommodation Policies](https://civilrights.msu.edu/policies/index.html).

## FALSE INFORMATION

Fraud and misrepresentation include, but are not limited to:

* False statements in applications for financial aid
* Identifying oneself as a student in the School of Social Work without being officially registered and/or paying fees
* Falsifying degrees or professional credentials to clients or agencies
* Falsifying University class-hour commitments or schedules to any employer or field agency
* False statements in application materials

See also [section 5.00 under General Student Regulations in the Spartan Life Student Handbook](http://splife.studentlife.msu.edu/regulations/general-student-regulations).

Such conduct constitutes grounds for disciplinary action including dismissal from the School of Social Work.

## ADJUDICATION

Adjudication of cases of violation of academic or professional integrity, academic dishonesty, violations of professional standards, and falsification of admissions and academic records follows the steps described in [Article 5 of the Graduate Students Rights and Responsibilities](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-five-adjudication-cases-involving-graduate-student-rights-and-responsibilities.html) document found online.



# Academic Policies and Procedures

## ACADEMIC POLICIES

### Registration

Students are encouraged to consult with their Graduate Advisor if they have questions about program requirements and registration. The School guarantees a seat for all required courses but cannot guarantee that each student will get into the specific preferred section. For this reason, students need to enroll as soon as possible and follow the University schedule for enrollment (i.e. April for fall classes; October for spring and summer classes, etc.). Students may only enroll in sections designated for their program option.

Registration and course enrollment processes are a University function, managed by the Office of the Registrar. Students must have an active MSU NetID and password to enroll and cannot access the enrollment system until their assigned day/time or after. Information about appointment access is on [STUINFO](https://stuinfo.msu.edu/Menu.Asp). [Links to general regulations regarding enrollment and detailed registration procedures can be found on the Office of the Registrar website](https://reg.msu.edu/ROInfo/Enrollment.aspx).

### Overrides

There is no guarantee that an override will be granted when the section for a course is at its maximum capacity. Students should submit an override request using the request form available [here](https://socialwork.msu.edu/MSW/override-request-form.html). Overrides in other departments or programs must be sought through the office of the Graduate Program Director in those departments.

### Dropping Courses

Students drop courses for a variety of reasons. Students can drop from individual courses for any reason only up through the middle of the semester with no grade reported. After the middle of the semester, students must notify their Graduate advisor and request a late drop through the [Student Request Form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO) and subsequently the office of the College of Social Science Associate Dean for Graduate Studies. Late drops are only allowed for documented reasons of catastrophic impact. No drops stop the clock for time to degree.

### Withdrawals

A withdrawal from the university occurs when a student drops all their courses within a semester. A student may voluntarily withdraw from the University through the Class Ends date. This date is displayed in the student information system Class Search. Students may drop individual courses or withdraw themselves from the Class Begins date through the Last Date to Drop with No Grade Reported using the online enrollment system, or in person at the Office of the Registrar. Courses withdrawn during this period will not appear on the official transcript. After that time, voluntary withdrawal is not permitted.

Students may request to drop an individual course, now considered a late drop, or initiate a withdrawal after the Last Date to Drop with No Grade Reported through the Class Ends date using the Withdrawal Initiation/Late Drop Request. Courses dropped during this period will appear on the official transcript and receive “W” grades. To request a late drop or to initiate a withdrawal after the Last Date to Drop with No Grade Reported through the Class Ends date, students must notify their Graduate advisor and request a withdrawal via the [Student Request form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO) and processed through the office of the College of Social Science Associate Dean for Graduate Studies. When a student withdraws from a semester, their tuition and fees are subject to refund according to the [Refund Policy](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=443). No withdrawals stop the clock for time to degree.

Requests for retroactive drops or withdrawal after the Class Ends date are available for specific reasons and require approval.

* To petition for a retroactive drop or withdrawal based upon an error in enrollment, students must contact their academic advisor, advising office of their college, or University Advising if an exploratory major.
* To petition for a retroactive withdrawal based upon a student’s medical condition that prevented the initiation of a withdrawal during a term of instruction, students must contact the Office of Student Support & Accountability.
* To petition for a retroactive drop or withdrawal based on any other unique and unexpected circumstance, students must contact the Office of the Registrar.

***Medical Leave/Withdrawal:*** A medical leave is a complete withdrawal from enrollment in a semester as a result of a medical condition causing a catastrophic impact on a student’s ability to remain enrolled. For documented medical reasons, Students are required to meet first with their Graduate Advisor for guidance about the process and implications for further progress through the program. The advisor will then have the student complete the formal request via the [Student Request form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO) and the office of the College of Social Science Associate Dean for Graduate Studies to begin the process.

Students who withdraw for their own medical reasons must submit the Withdrawal Initiation/Late Drop Request and within it, select “Personal Medical Leave.” Doing so will notify staff in the Office of Student Support & Accountability who coordinate the Medical Leave and Return Process (MLRP). The MLRP is available to most MSU students, except those in the College of Human Medicine, College of Law, and College of Osteopathic Medicine. Students within the aforementioned colleges may seek leave information directly from their college student affairs office.

Once withdrawn from the term of instruction, a student is expected to pursue a Medical Leave and provide the proper documentation to verify the condition’s impact on their enrollment. Medical Leave is a university-verified designation, determined after the withdrawal has been processed. Medical Leaves are subject to the [Medical Withdrawal Policy for Class Tuition and Fees Refund Policy.](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=443) If approved for Medical Leave; a student may need to provide documentation of readiness to return to MSUbefore they will be able to reenroll at MSU.

Students wishing to return from medical leave must first complete the medical leave review process. If approved for return and the student has been away from MSU for more than 3 consecutive semesters, they must apply for readmission as described below.

### Readmission to the Program

Students whose enrollment is interrupted for three or more consecutive terms (including summer) or whose last enrollment ended with withdrawal or dismissal must apply for readmission through a form available through the [Registrar’s office](https://reg.msu.edu/StuForms/ReAdmission/Readmission.aspx). Regardless of time away from the program, the student must meet with their Academic Advisor at least 2 months prior to the semester they wish to begin classes to discuss programming/curriculum. Students will need to fill out the [Student Request form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO).

. Submission ***timing:***

* [Domestic students](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=331) must submit their application at least one month prior to the first day of registration for the semester in which the student expects to resume studies.
* [For international students](https://reg.msu.edu/StuForms/ReAdmission/Readmission.aspx), readmission is only available for spring and fall semesters. Due to the time needed for the readmission decision, preparation of immigration documents, and to obtain a new visa stamp in your passport if necessary, it is critical the application is submitted at least four months prior to the beginning of the term the student expects to resume studies. Therefore, it is suggested to apply by September 1 for spring semester and April 1st for fall semester. Once your readmission is approved, you will receive an email from the Office of the Registrar with further instructions.

The MSW Program Director, in consultation with the Assistant MSW Program Director and Graduate Advisor (as well as Field Coordinator and Director of Field Education if needed), will determine whether the student will be readmitted.

Students dismissed from the program due to academic dishonesty or professional misconduct or who would not be able to meet the time to degree requirement may not be readmitted.

### Course Reviews Requests

### Waiver of Courses

If an MSW student feels they have completed courses elsewhere that could be deemed equivalent to required courses in the MSU MSW Program, they must provide their Graduate Advisor a request for a course review via the [Student Request Form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO), along with the relevant course outlines/syllabi and official transcripts showing grades received. The request will be reviewed by the MSW Program Director in consultation with other appropriate faculty to determine if the course is equivalent in content and credits. If a course is waived, the student will still need to complete the required number of credits for the program.

### Transfer Credits

A student who has completed graduate social work courses at other schools of social work accredited by CSWE can request to have credit for these courses evaluated by the School for transfer and application toward the MSW degree requirements once they are admitted to the program. A maximum of 26 credits of graduate-level work in another CSWE accredited program may be applied to the credit requirements under the regular MSW degree. Transfer credits for the Advanced Standing Program are evaluated on a case-by-case basis.

Credits that have already been used to satisfy the requirements of another degree cannot be transferred. Students must request a course review via the [Student Request Form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO), The Graduate Advisor, Assistant MSW Program Director, and MSW Program Director in consultation with other appropriate faculty will evaluate all requests for transfer credit whether for incoming transfer students or students currently enrolled in the MSW program who take courses at other universities or prior to admissions to the program. Non-social work graduate courses from other departments at MSU or from other universities can be considered for transfer credit as electives.

Transfer credit will only be given for courses in which the student has received a grade of 3.0 or higher. The only exception to this policy is when courses are taken through the MSU College of Law. For those courses, transfer credit may be given when the student receives a grade of 2.0 or higher. The School of Social Work cannot grant academic credit for life experience or previous work experience in lieu of any course or field instruction. Transfer credits must have been taken within the six-year time limit for graduation.

DEPARTMENTAL STUDENT RECORDS

Please note that the School of Social Work does not maintain paper records/files for MSW students. All student academic records, including but not limited to application materials, administrative action forms, student requests, dismissals, withdrawals, etc. are confidential records and are responsibly handled in accordance with the policies set by the University as outlined in the Graduate Student Rights and Responsibilities ([GSRR](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/index.html)).

Michigan State University (“the University”) maintains student education records and is responsible for their access to and release in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (“FERPA”). It is the policy of the University to comply with FERPA. Records requests are processed through the Office of Accreditation, Assessment, Curriculum, and [Compliance](https://aacc.msu.edu/compliance/ferpa).

### Student Personnel Records

MSW students may be hired through the graduate assistantship process or on an hourly basis. Their employment is covered by the [Student Employment Manual](https://www.hr.msu.edu/policies-procedures/student-handbook/index.html). State and federal law provide guidelines for handling personnel records. Specific information about [hiring international students](https://www.hr.msu.edu/policies-procedures/student-handbook/hiring_international_students.html) can also be found in the Student Employment Manual.

Students have the right to access their personnel file as often as twice a year. Students have a right to have a copy of all or part of their personnel record, with costs incurred in copying assessed to the student. Students have the right to place a written response to any evaluation contained in their personnel record.

All personnel records are maintained by the School business manager. Students need to make an appointment if they wish to view these files.

## RELEASE OF INFORMATION ABOUT STUDENTS

### University Policy

Absent a need to know, the University generally does not release student information to third parties, including parents, without the student's written permission. There are limited exceptions to these operating guidelines (such as health and safety emergencies), depending on the circumstances of a particular case. [The Office of the Registrar](https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx) provides detailed information regarding the University’s policies on student records.

The release and disclosure of student records maintained by the University is, in large measure, governed by state and federal laws and by University policy. The Family Educational Rights and Privacy Act (FERPA) restricts the School and individual faculty members from releasing information concerning a student's academic record.

### School of Social Work Policy

The School of Social Work adheres to the University’s policies pertaining to access and release of student academic records.

Students who want the School and/or individual faculty members to provide letters of reference or recommendation that include details from the student’s academic record, such as a grade in a course, must complete, sign, and return a release of information authorization to the graduate support office. This form will then be filed in the student’s permanent academic record. It can be amended and/or terminated at any time. It is recommended that the individual faculty member keep a copy of the FERPA release for their own records. [Pertinent FERPA forms and links to other relevant information can be found on the Registrar's website](https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx).

## GRADUATION

CERTIFICATION FOR GRADUATION

The MSW Program Office, the College of Social Science, and the Registrar’s Office review the student’s academic record to determine whether the courses necessary for the MSW Program have been completed or will be completed the next semester and that the student’s grade point average is sufficient to graduate. Graduate students must have a 3.0 cumulative GPA to be eligible for a degree. Certification is based on the assumption that the student will earn a minimum of 3.0 in all outstanding classes and that all Incomplete (I) or Deferred (DF) grades will be cleared. If the student does not meet the program or degree requirements, certification will be rescinded and a degree will not be conferred. Students apply for graduation for the semester they anticipate completing degree requirements. Degree conferrals are typically completed 6-8 weeks after grades are submitted for that semester.

### Graduation Ceremonies

The University holds [commencement ceremonies](https://commencement.msu.edu/) at the Breslin Center in May and December. Graduate students from all disciplines participate in this event. It is a traditional graduation ceremony open to all graduate students who are graduating from MSU that semester. Students finishing their requirements during the summer may participate in the May or December ceremonies.

Generative AI Guidance

* [Generative AI Reminders and Guidance for Students](https://provost.msu.edu/news-and-updates/2023-student-AI-20230926) Ask before you use AI and check your syllabus and assignment guidelines. Many instructors are providing specific guidance about appropriate use of generative AI in their courses. If you do not know whether your use of generative AI is appropriate to the outcomes in your course or research activities, tell your instructor or supervisor what you are considering and ask for guidance. Do this well in advance of your deadlines, not after you have submitted your work.
* [Interim Guidance on Data Uses and Risks of Generative AI](https://tech.msu.edu/about/guidelines-policies/generative-ai/) Guidance on Users who choose to use any generative AI tools should understand the potential risks and limitations associated with them. This interim guidance outlines recommendations regarding the types of data that may and may not be entered into consumer or commercial generative AI products, with specific considerations for higher education, MSU policies, and institutional needs. It also offers an overview of limitations to be aware of when using generative AI and offers some current best practices for working with these tools.



# STUDENT ACADEMIC GRIEVANCE PROCEDURES

Academic grievance procedures are used for graduate students to resolve a dispute with an instructor, grieve a grade given in a course, or to grieve other violations of student rights as outlined in the [Graduate Student Rights and Responsibilities (GSRR).](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/index.html) General procedures for conducting a hearing for students are outlined in [Article 5 of the Graduate Student Rights and Responsibilities](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-five-adjudication-cases-involving-graduate-student-rights-and-responsibilities.html) and through [the Office of the University Ombudsperson](https://ombud.msu.edu/resources-self-help/for-graduate-students/request-grievance-hearing). The School of Social Work, the College, and the University take student grievances seriously and have a number of processes in place to address complaints. Below please find the School of Social Work Conflict Resolution Process. The student or faculty may consult with the University Ombudsperson at any stage of the dispute.

**CONFLICT RESOLUTION PROCESS:**

**STEP ONE: Student and Instructor**

The student should discuss the situation or concern(s) with the instructor. If the instructor is experiencing a situation or concern, they should approach the student.

Students or instructors are encouraged to start this process with informal resolution through discussion with each other and, if necessary, the relevant Academic Staff within the School of Social Work can assist in the facilitation of the meeting regarding the situation or concern. Students are encouraged to review relevant University policies or procedures.

**STEP TWO: Graduate Program Director**

If the problem is still unresolved, or if further attention is deemed appropriate, the next step is to contact the Graduate Program Director (GPD), to discuss beginning grievance proceedings. The Graduate Program Director’s role is to assist students and instructors in accessing and navigating relevant policy, not adjudication of grievance proceedings.

GPD provides assistance in the review of policy and navigation of the request proceedings for alleged violation(s) by or against graduate students in the areas cited in 5.1 of the GSRR:

1. Academic rights and responsibilities
2. Professional rights and duties of graduate assistants not covered by the Graduate Employees Union collective bargaining contract
3. Professional rights and duties of other Graduate Students

If this informal process does not resolve the situation or the student strongly believes, and has evidence to substantiate, unfair treatment or treatment that diminishes the student’s rights, the student can begin more formal grievance procedures. Grievances must normally be initiated no later than the mid-term of the semester following the one wherein the alleged violation occurred (exclusive of the summer semester).

Please note, in most formal grade appeals, the student has the burden of proof that the instructor used what the Student Rights and Responsibilities document calls “inappropriate or irrelevant factors” in determining the final course grade, instead of a “good faith” judgment of performance. Such factors might include race, sex, or personal animosity. Grounds for a viable grade grievance do not include disappointment with a grade, hard work that was not rewarded, or an instructor's very high standards.

**STEP THREE: Unit level Proceedings: Social Work Administration**

In filing a formal grievance, the Director of the School of Social Work and/or Associate Director of Teaching, or their designee will receive formal written grievances on behalf of the School of Social Work. Their role is generally outlined as,

1. Determine details of the issues and situation.
	1. Additional information gathering from involved parties – this may happen via email or meeting and may include a review of notes, documentation, emails, etc.
2. Review relevant University policies including but not limited to the Teaching Code of Conduct, Student Rights and Responsibilities, and any relevant School/program policy. This informs the next steps for possible resolution.
3. Possible outreach to University Administrators, Ombudsperson, or appropriate campus program/office.
4. Work with involved parties toward resolution.
	1. In accordance with the GSRR, the School of Social Work MSW Program has established Hearing Board procedures for adjudicating graduate student academic grievances and complaints. The School-level hearing procedures for graduate student academic grievances can be found on the School [website](https://socialwork.msu.edu/MSW/student-resources.html).

**STEP FOUR: Appeals**

The decision of the original hearing board may be appealed by either party to a grievance only to the next level hearing board. If the original hearing was by a department/school/program hearing board, the appeal shall be made to the college hearing board. If the original hearing was by a college hearing board, the appeal should be made to the University Graduate Judiciary. Appeals must be justifiable. An appeal is a review of the record for procedural and due process issues. It is not a fresh hearing or an opportunity for introduction of new issues. Appeal of a School decision is made to the College of Social Science. The parties are directed to consult the MSU publication, [Graduate Students Rights and Responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) for further information concerning grievance procedures.

**Additional Resources:**

The student or faculty may consult with the University Ombudsperson at any stage of the dispute. Ombudsperson Office: <https://ombud.msu.edu/>

As an additional resource, the university has created an infographic on Understanding and Reporting Hostile Environments. Please access this information: <https://civilrights.msu.edu/file-a-report/index.html>. Please know that MSU treats all reports filed with Investigation, Support and Resolution, or ISR, in the Office for Civil Rights and Title IX Education and Compliance (OCR) seriously. Anyone is welcome to file a report with ISR, including students, faculty, staff, and guests. Please access this information at:

<https://civilrights.msu.edu/file-a-report/Hostile-Environment-Infographic1.pdf>

ACADEMIC STANDING AND STUDENT REVIEW (**ASSR**)

Graduate students have the right to be notified in writing in a timely manner if their progress or performance is unsatisfactory or their status in the program is determined to be in jeopardy. The Graduate Office is notified when there are academic and non-academic issues that may lead to academic probation or termination. The Academic Standing and Student Review (ASSR) policies are those policies that govern academic probation, academic termination, and non-academic professional and technical concerns. These policies govern processes and procedures that guide program status decisions and appropriate steps for students in consultation with the MSW Program Assistant Director, the MSW Program Director, and the College of Social Science.

The ASSR proceedings are not a student complaint or grievance procedure, it is a review proceeding following student issues that may impact their program standing. The ASSR review process is a review of student standing to determine plans for remediation or options for continuation in the MSW program. If a student believes that a grade(s) has been assigned unfairly or their student rights have been violated, the student may initiate an informal complaint or formal grievance as covered in the student academic grievance section of this handbook.

1. *Academic Probation (****ASSR****-P)*

Academic Probation is a warning status and progress update for students in the MSW program who are at risk of not achieving academic success. Academic Probation is initiated in a number of circumstances including, but not limited to:

* when a student’s cumulative GPA falls below a 3.0 in any semester
* when a student earns two grades (either in the same or subsequent terms) grade(s) below 3.0 in a non-practice/field SW course or elective required for the student’s program

*Student Responsibilities After Academic Probation*

Upon notification of probation are urged to immediately contact the assigned Academic Advisor

to seek guidance about next steps, including registration for subsequent semesters. If students do

not officially withdraw from classes in which they are not eligible, there may be liability for

additional university tuition and fees. Students can find information on the course withdrawal

process and how to avoid additional fee charges on the Registrar website.

*Academic Probation Process*

The ASSR-AP is initiated by Graduate Office, however, it is the student's responsibility to follow up as soon as possible but no later than two (2) weeks after commencement of classes of the next term to develop a plan of support.

Step 1: Graduate Office reviews end of term grades and develops report of students with final

grades awarded meeting criteria stated above

Step 2: Graduate Office notifies students via email of academic probation status. Notice will

include relevant policy and processes.

Step 3: Student required to initiate meeting with Advisor to develop plan for support,

remediation, and plan for successful completion. *It is the student’s responsibility to contact the advisor to begin this process no later than two (2) weeks after commencement of classes of the next term.*

Step 4: Advisor documents plan in student records and in a written letter sent to the student via

their MSU email with a copy to MSW Program Director or designee to be used as a part

of the Graduate Student Annual Review.

1. *Academic Termination (****ASSR****-AT):*

Academic Termination is a student status that denotes unsuccessful progress towards completion of the MSW program. Students are not in good standing and effectively immediately terminated from the MSW program.

ASSR-AT is initiated in a number of circumstances including, but not limited to:

* when a student earns a 0.0 in any course or elective required for the student’s program
* when a student earns an N (not pass) in field education (SW 894A, SW 894B, SW 894D, SW 894E, SW 894G, SW 894I)
* when a student earns a grade below a 3.0 in a practice course (SW 840, SW 841, SW 850, SW 851, SW 865, SW 866).
* when a student earns a third grade below a 3.0 (either in the same or subsequent terms) in a non-practice/field SW course or elective required for the student’s program
* when there are substantiated acts of academic dishonesty or unethical conduct made by another student or faculty member.

Student Responsibilities after Termination

Upon notification of termination, it is the student's responsibility to immediately withdraw from all social work classroom, online and/or field instruction courses. Students may not attend social work classes or field instruction courses while terminated from the school of social work. If students do not officially withdraw from all classes and field instruction courses, there may be liability for additional university tuition and fees. Students can find information on the course withdrawal process and how to avoid additional fee charges on the Registrar website. Students are urged to immediately contact the assigned Academic Advisor to seek guidance about next steps.

*Academic Termination Reinstatement Process*

A request for reinstatement is initiated by the student- via completion of the [Student Request form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO) and associated documentation. Students must submit any request for review as soon as possible but no later than two (2) weeks after commencement of classes of the next term following termination.

Step 1: Graduate Office reviews end of term grades and develops report of students with final

grades awarded meeting criteria stated above

Step 2: Student receives academic termination notice via email from the Graduate Office

Step 3: Student required to complete a request for reinstatement via completion of the [Student](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO)

[Request Form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO) and associated documentation as soon as possible but no later than two (2) weeks after commencement of classes of the next term. *It is the student’s responsibility to begin this process.*

Step 4: Adjudication process: Review of student submitted documents and review of

Information provided by faculty, Graduate Advisors, and/or Field Office staff to be

completed by the Graduate Program Director or designee. In consultation with Graduate

Advisors, a full review of submitted materials will be considered for final decision. The

review process may necessitate the request of additional relevant written materials,

evaluations, and records from appropriate sources to assist with decision making. Following full review, final decisions will be transmitted to the student,

normally within (5) business days.

Note that recommendations may range from regular interaction moving forward with the Graduate Advisor; retaking coursework; or confirmation of dismissal from the program. The decision will be memorialized in a written letter sent to the student via their MSU email, copied to the student record, and copied to the Graduate Office to be used as a part of the Graduate Student Annual Review process.

Please note: The MSW Program Director or designee reserves the right to request a meeting with the student. Attendees may include the Graduate Advisor; classroom instructor; and the student is expected to attend and may bring a support person who must be someone from the University community, i.e. a faculty member or another student. The support person will not have an active role in this proceeding and is not allowed to participate verbally. If the student refuses to attend the meeting or does not respond to communications, the meeting will still be held.

A Field Review may be held separately from or in conjunction with an ASSR if the situation involves field education. [See Field Manual for more information about Field Review policies and procedures.](https://socialwork.msu.edu/programs/Field-Education/index.html)

Process for Request:

1. Complete the Request for Reinstatement via the [Student Review Form](https://msu.co1.qualtrics.com/jfe/form/SV_cYMi2km0kdRDXoO)
2. Request form requires a narrative that should specifically address each of the following:
3. An explicit statement of the circumstances that led to termination from the program. This should include any supplemental or supporting documentation.
4. An explanation of how the problem areas or academic deficiencies have been addressed. This may include supplemental or supporting documentation.
5. A detailed plan for continued remediation or problem solving of the circumstances that led to termination if granted continuance in the program.

Each reinstatement review is individualized, with final decisions based on many factors, some key factors considered in the decision process include, but are not limited to,

* Academic performance:
	+ Overall GPA
	+ Evidence and potential to raise GPA
	+ Previous field and coursework (i.e. improvement or decline)
* Reasons for dismissal:
	+ Extenuating circumstances (e.g., health issues, family emergencies)
	+ Academic challenges (e.g., learning differences, poor study habits)
	+ Disciplinary issues
* Reinstatement plan:
	+ Specific strategies to improve and support academic progress and likelihood of degree completion
	+ Proposed plans for remediation
	+ Proposed course load
	+ Advising plan
* Supporting documentation:
	+ Letters of recommendation from professors or advisors
	+ Documentation (if applicable (e.g., documents, obituaries etc.))

Please note that the School of Social work will not request nor accept medical documentation from students. If students need to document a medical issue, they must work with the RCPD or inquire about the medical leave policy and processes.

* + Evidence of academic improvement efforts (e.g., mentor/advising meetings, tutoring records)

*Students terminated after reinstatement are not eligible to apply for reinstatement again. Students not eligible for reinstatement (i.e. those who miss the reinstatement deadline, not eligible for reinstatement, or if reinstatement is not granted) may apply for readmission.*

*Readmission Procedure:*

Students whose enrollment at Michigan State University is interrupted for three or more consecutive terms (including Summer), whose last enrollment ended with recess or dismissal, or who have completed their academic program, need to submit an application for readmission. For domestic students, the application should be submitted at least one month prior to the beginning of the term in which the student expects to resume studies *(August for Fall start, December for Spring start, and April for Summer start).* For international students, the application should be submitted at least four months prior to the beginning of the term in which the student expects to resume studies *(May for Fall start, September for Spring start, and January for Summer start*).

For information regarding readmission procedures, refer to the appropriate section of [Academic Programs](https://reg.msu.edu/AcademicPrograms/):

Students applying for readmission after academic recess or dismissal should refer to the section on Readmission After Recess or Dismissal found in the Academic Programs Catalog. Graduate students needing to file a new graduate application must use the Online Application for Admission to Graduate Study.

* [Graduate Education - Readmission to Original Program](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s331)
* [Graduate Education - Readmission with Change of Program](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s332)

International students: Readmission is only available for Spring and Fall semesters. Due to the time needed for the readmission decision, preparation of immigration documents, and to obtain a new visa stamp in your passport if necessary, it is critical the application is submitted at least four months prior to the beginning of the term the student expects to resume studies. Therefore, it is suggested to apply by September 1st for Spring semester and April 1st for Fall semester. Once your readmission is approved, you will receive an email from the Office of the Registrar with further instructions.

**To apply for readmission**, your identity must be verified.
[Verify and apply using MSU NetID and password](https://reg.msu.edu/StuForms/Readmission/VerifyMsuNetID.aspx)

- or -

[Verify and apply using Student ID Number and date of birth](https://reg.msu.edu/StuForms/Readmission/VerifyStudentID.aspx)

If you are unable to use the electronic system, please contact the Registrar's Office at 517 355-3300.

 *III.*  *Non-academic Review Policy*

An NAR is initiated when academic or field education faculty members believe that a particular student has violated standards for professional and ethical behavior or otherwise does not demonstrate the qualities necessary to become a social work practitioner. In that event, a non-academic review will be called to discuss relevant behaviors and make a determination about the student’s standing in the program.

Reasons for an NAR may include, but are not limited to:

* failure to meet acceptable standards of professional conduct and ethics, personal integrity, interpersonal skills, or deportment required for professional practice
* inappropriate or disruptive behavior toward peers, faculty, or staff at school or field education
* criminal activity defined as charges and rulings of civil adjudication and/or criminal convictions while enrolled in the MSW program
* return from a medical leave or other withdrawal

The School reserves the right to suspend or dismiss any student whose criminal offense and conviction or civil adjudication is of a nature that is contrary to the NASW Code of Ethics, and/or when the conviction/adjudication prohibits the student from securing a field placement.

A non-academic review meeting will be called by the MSW Program Director or designee. The meeting will be attended by the student, MSW Program Director and/or Assistant MSW Program Director, Graduate Advisor, and other faculty as appropriate. A Field Review may be held either prior to or in conjunction with an NAR if the situation involves field education. [See Field Manual for more information about Field Review policies and procedures.](https://socialwork.msu.edu/programs/Field-Education/index.html)

The student is expected to attend and may bring a support person who must be someone from the University community, i.e. a faculty member or another student. The support person will not have an active role in this proceeding and is not allowed to participate verbally. If the student refuses to attend the NAR or does not respond to communication about the NAR, the meeting will still be held. The student will be asked to speak about the concerns and to provide any evidence that would dispute the information that was provided to the MSW Program Director. The MSW Program Director will make a determination about whether the student will be removed from candidacy and dismissed from the MSW Program, or if other action will be taken.

 *IV.*  *Informal Administrative Review Policy*

On occasion, the MSW Program Director, MSW Assistant Program Director, or Graduate Advisor will call a meeting with a student, faculty, and administrators to resolve a specific student problem without invoking the formal ASSR or NAR process. These meetings are designed to promote informal resolution of issues. If the meeting does not produce a resolution or if the student does not meet the conditions set forth in the meeting, a more formal meeting will be called.

All documentation related to ASSR proceedings will be kept in confidential files accessible only by the Graduate Advisor, the MSW Assistant Director, and the MSW Program Director. It will not be used in a reference letter or any other similar document. The student can write an addendum which will be kept with the report and recommendation. It is the responsibility of the student to acknowledge receipt and understanding of the recommendations made. Failure to follow those recommendations is cause for more formal proceedings.

The student may appeal the reason for an ASSR proceeding (e.g., a grade, an allegation of academic dishonesty), the outcome of an ASSR proceeding, or both. (See more information about grievance and appeals processes above in this [Conflict Resolution](https://usc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-US&rs=en-US&wopisrc=https%3A%2F%2Fmichiganstate-my.sharepoint.com%2Fpersonal%2Flashoret_msu_edu%2F_vti_bin%2Fwopi.ashx%2Ffiles%2Fe64f4e596e0f41c69b5a552d56426459&wdsle=0&wdenableroaming=1&mscc=1&wdodb=1&hid=01D13EA1-80D9-6000-18FA-62FB13626C68.0&uih=sharepointcom&wdlcid=en-US&jsapi=1&jsapiver=v2&corrid=0122ad25-e0e6-f8fd-a5c6-83436ed98b75&usid=0122ad25-e0e6-f8fd-a5c6-83436ed98b75&newsession=1&sftc=1&uihit=docaspx&muv=1&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fmichiganstate-my.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&wdorigin=ItemsView&wdhostclicktime=1719498622316&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_Conflict__Resolution) section).

UNIVERSITY OMBUDSPERSON

The [Office of the University Ombudsperson](https://ombud.msu.edu/) was established to assist students in resolving conflicts or disputes within the University. They also help staff members, instructors, and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition to helping members of the MSU community resolve disputes, they also identify MSU policies that might need revision and refer them to the appropriate academic governance committee.

These duties are carried out in a neutral, confidential, informal, and independent manner. The University Ombudspersons are not advocates for any individual or group on campus; instead, they are advocates for fairness. Talking to an Ombudsperson does not constitute filing a formal complaint or notice to the University, since the purpose of the University Ombudsperson’s Office is to provide a confidential forum where different options may be considered.

An Ombudsperson will also assist students who want to file formal complaints and grievances, which is often the final step in a student’s effort to resolve a dispute. There are systems in place at MSU to receive and hear a student’s formal grievance. Which system is used depends on the nature and location of the grievance. Although it is not required, a consultation with a University Ombudsperson is strongly recommended before entering a formal complaint or grievance in the appropriate system.

The University Ombudsperson does not provide legal services, represent students or instructors at academic grievance or disciplinary hearings, or mediate disputes between or among faculty or between faculty and administrators.

The [Office of the University Ombudsperson](https://ombud.msu.edu/) is a good source for links to policies and procedures related to problems, complaints, grievances, and academic integrity.



# Student Involvement in the School of Social Work

## STUDENT PARTICIPATION IN GOVERNANCE

We hope that students will participate in the governance and life of the school and the program. Students participate in the governance of the school through GradSAC. This committee elects two student members to represent the views of their constituencies at School meetings and meetings of standing committees, to consult with the School’s faculty, and to meet regularly with the Director of the School. Names of students selected as student representatives to the School meetings are given to the Director of the School’s secretary at the beginning of each semester. These student representatives can suggest items for the agenda of School meetings by notification to the Director of the School’s secretary by Monday noon of the week of the School meeting.

## STUDENT GROUPS

Michigan State University has [many student-run Registered Student Organizations](https://studentlife.msu.edu/rso-s/index.html) (RSO) on campus. They include professional organizations, clubs with a cause, political organizations, and many more. RSOs cover a wide range of topics and interest areas, including but not limited to: Greek fraternities and sororities, academic, business, environmental, international, political, racial/ethnic, national origin, religious, women’s interests, health, and sports and leisure as well as the intersections of these with minority/protected groups.

The [Council of Graduate Students](https://cogs.msu.edu/) (COGS) is the authorized student government on campus representing all graduate/professional students at Michigan State University. Their mission is to promote the academic, social, and economic goals of graduate and professional students. COGS accomplishes its mission through advocacy, innovative programming, and collaboration with other student organizations and the academic and administrative units of the University.

**School of Social Work Groups:**

* **Graduate Student Advisory Committee** (GradSAC)—their purpose is to provide a greater sense of community with MSW students across programs and ensure that all graduate social work students have opportunities to actively participate in School activities, informal meetings, and social events. They have created a Facebook group for all MSW students from all program options around the state; students are able to connect for social support and to discuss questions and events and opportunities for mutual academic support. GradSAC also gives students opportunities to socialize with peers at informal meetings and social events. It is open to all graduate students. Students attend meetings either in person or through the use of Zoom cloud-based meetings.
* **Association of Black Social Workers** (ABSW) student chapter—this group provides social and academic support for black students in the MSU School of Social Work. Activities include mentorship, professional support, and members attending the ABSW annual conference. ABSW membership is open to black social workers only.
* **Phi Alpha National Honor Society**—its purpose is to provide a closer bond among social work students at all academic levels and promote humanitarian goals and ideals; it seeks to foster high standards of education in social work through the recognition and promotion of scholastic excellence and fellowship among social work students. Students obtain invitations into the chapter through high academic achievements ranking them in the top 35% of their class.

## Participating in committees and other school projects

Each year the School sends a Student Participation Database survey to BASW, MSW, and PhD students so that students can indicate their interest in participating in various standing and ad hoc committees or other opportunities that may arise in the life of the school. It helps us get a sense of the type of projects students are interested in and the potential limits on your availability. An email with a link to the survey goes out to the student body each Fall.

## MSU EMAIL ADDRESS

The University provides each student with a free email account at the time they are admitted to MSU. The School and the University use these accounts to communicate with students. It is imperative that all social work students access their MSU email account on a regular basis to receive information about school events, course offerings, course schedule changes, job and volunteer opportunities, and other important information. It is also critical that students do not allow their mailboxes to become full, or any emails sent will be returned.

Important links include:

* + [Instructions on how to activate MSU NetID and email](https://netid.msu.edu/student/index.html)
	+ [Guidelines and policies regarding MSU student email communications](https://tech.msu.edu/about/guidelines-policies/student-email-communications/) including:
	+ [Acceptable Use Policy & Resources](https://tech.msu.edu/about/guidelines-policies/#aup)
	+ [Appropriate Use of Email Services & Resources](https://tech.msu.edu/about/guidelines-policies/#email)
	+ [Cloud Computing Guidelines & Resources](https://tech.msu.edu/about/guidelines-policies/#cloud)
	+ [Copyright Information & Resources (DMCA, HEOA)](https://tech.msu.edu/about/guidelines-policies/#copyright)
	+ [Institutional Data Policy & Resources](https://tech.msu.edu/about/guidelines-policies/#data)
	+ [Student Computer Requirement](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=135)
	+ [Web Accessibility Policy & Guidelines](https://tech.msu.edu/about/guidelines-policies/#accessibility)
	+ [Login page for MSU email](https://mail.msu.edu/locator.php)

## MSW STUDENT LISTSERV

The School has a listserv for our MSW students: mswlist@list.msu.edu. There are also listservs for each program option. These listservs provide a venue for disseminating information about School events, reminders, and discussions of relevant topics. You will be subscribed to the program lists prior to the start of your first year. A reminder: When you want to respond to the person who sent the message to the listserv, do not use the reply function, because this sends the reply to the entire list. Use the forward function and type in the sender’s email address.



# Financial Aid

## TYPES OF FINANCIAL AID

Financial assistance is available to students in many forms, including:

* Scholarships and grants
* Student and parent loans
* Work-Study
* Education savings plans
* Education tax credits
* Veterans' benefits
* Resident assistantships
* Graduate fellowships and assistantships
* Tuition reduction plans
* Tuition reimbursement

Assistance might be awarded by the federal or state government, the University, or private sources such as employers and community organizations. Families may also consider home equity loans as a source of educational funding.

The [FAFSA (Free Application for Federal Student Aid)](https://finaid.msu.edu/apply.asp) is required for many forms of aid. It is recommended that all students apply as soon as possible each year. [Here are some tips for completing your FAFSA](https://finaid.msu.edu/tips.asp).

Additional information about financial resources is found on the [MSW Program website.](https://socialwork.msu.edu/MSW/financial-resources.html) This includes information about:

* Employment
* Loans
* Scholarships
* Loan Repayment
* Residence Education and Housing Services
* Graduate Student Travel Funding

## FEDERAL DIRECT STAFFORD LOANS

Most students who file the [FAFSA](https://finaid.msu.edu/apply.asp) will qualify for the Direct Stafford Loan, either subsidized or unsubsidized. The loan amount will vary depending on the student’s academic level and need. Interest does not accrue on a subsidized loan until the student graduates, leaves school, or drops below half-time enrollment. Interest does accrue on an unsubsidized loan while the student is in school, but payment of the interest may be deferred until payment of the principal begins, or the student may choose to pay while in school. Additional information can be found on the [Office of Financial Aid website](https://finaid.msu.edu/stafford.asp).

## MSU LOANS

The Office of Financial Aid website has information about short-term loans available at MSU. Sources include: MSU, ASMSU, and COGS.

The Associated Students of Michigan State University (ASMSU) offers up to $100 per semester.

The [MSU Office of Financial Aid](https://finaid.msu.edu/stafford.asp) provides low-interest rate short-term loans. Loans are usually granted in amounts of $300 or less to registered students who can demonstrate the ability to repay within 60 days. Short-term loan applications are available at the Office of Financial Aid. The normal processing time is two working days.

## PERKINS LOANS

Perkins Loans are available to some high-need students. Students who qualify based on their enrollment on data gathered on the [FAFSA](https://finaid.msu.edu/apply.asp) will be offered the Perkins Loan. The Perkins Promissory Note will also be mailed to these students and must be returned to MSU before the loan can be disbursed. The principal and interest are deferred while the student is in school.



# Appendix 1: General Reference

University policies included in the following documents override all inconsistent provisions of the particular departmental handbooks:

* [**Academic Programs Catalog**](https://reg.msu.edu/AcademicPrograms/) lists academic programs, policies, and related information; together with Course Descriptions, they comprise the Michigan State University catalog. This provides an abundance of information, and it is worth your time to browse through.
* [**Graduate Students Rights and Responsibilities**](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) (GSRR) is a major compilation of policies located within Part II of the Spartan Life: Student Handbook and Resource Guide. It specifically addresses student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances. [A pdf file of the GSRR can be downloaded from this link](https://grad.msu.edu/sites/default/files/content/gsrr/GSRR.pdf).
* **Graduate Employees Union (GEU) Contract:** Teaching as a TA is subject to the rights and regulations negotiated by the (GEU). The current contract and additional information can be found [GEU website](http://geuatmsu.org/about/geu-contract/).
* [**Student Employment Manual**](https://www.hr.msu.edu/policies-procedures/student-handbook/index.html)**:** Found on the MSU Human Resources website, this provides information related to hiring and working with student employees not covered by the GEU contract. [General information about student employment is found on this webpage](https://hr.msu.edu/employment/student-employees/index.html).
* [**Guidelines for Graduate Student Advising and Mentoring Relationships**](https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising)were developed to highlight that effective faculty mentoring of graduate students and postdocs about research and scholarly integrity is of fundamental importance for ensuring quality research and scholarship in all disciplines
* [**Guidelines for Integrity in Research and Creative Activities**](https://grad.msu.edu/researchintegrity) were developed to emphasize that quality research/scholarship is conducted with integrity.
* [**Interim Guidance on Data Uses and Risks of Generative AI**](https://tech.msu.edu/about/guidelines-policies/generative-ai/) Guidance on Users who choose to use any generative AI tools should understand the potential risks and limitations associated with them. This interim guidance outlines recommendations regarding the types of data that may and may not be entered into consumer or commercial generative AI products, with specific considerations for higher education, MSU policies, and institutional needs. It also offers an overview of limitations to be aware of when using generative AI and offers some current best practices for working with these tools.



# Appendix 2: Work Related Policies

## UNIVERSITY POLICIES

### Office of Institutional Equity (OIE)

The MSU Office of Institutional Equity (OIE) reviews all concerns at the University related to two MSU policies: the Anti-Discrimination Policy and the Policy on Relationship Violence and Sexual Misconduct. In addition, OIE reviews reasonable accommodation appeals under MSU's Disability and Reasonable Accommodation Policy. [Links to detailed information about these is found on the OIE Policies web page](https://oie.msu.edu/policies/index.html).

* [**Anti-Discrimination Policy (ADP)**](https://msu.public.na2.doctract.com/doctract/documentportal/08DC8FCBBBEF7442AC7BAA37AB09F817) outlines the types of prohibited discrimination and harassment at MSU. Under the ADP, University community members are prohibited from engaging in acts which discriminate against or harass any University community member on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
* [**Policy on Relationship Violence and Sexual Misconduct (RVSM) and Title IX Policy**](https://u.policies.msu.edu/doctract/documentportal/08DB66BCB5863CD76D160F733DB5317B) prohibits University community members from engaging in relationship violence, stalking, and sexual misconduct. The RVSM also describes the process for reporting violations of the policy, outlines the process used to investigate and adjudicate alleged violations of policy, and identifies resources available to members of the University community who experience relationship violence, stalking, or sexual misconduct. [[A pdf file of the full policy can be found at this linkpdf file of the full policy can be found at this link](https://u.policies.msu.edu/doctract/documentportal/08DB66BCB5863CD76D160F733DB5317B)](https://u.policies.msu.edu/doctract/documentportal/08DB66BCB5863CD76D160F733DB5317B). The RVSM is an expansion of MSU’s original sexual harassment policy (first issued 1992) and is revised annually. All employees, including graduate assistants and research assistants, are required to complete online Relationship Violence and Sexual Misconduct (RVSM) training every two years. Graduate student employees are mandatory reporters.
[MSU’s Office of Civil Rights and Title IX website includes information on local and national resources available to reporters, claimants, and respondents; reference guides; news; campus initiatives, and the University's Title IX program mid-year and annual reports.](https://civilrights.msu.edu/)
* [**Disability and Reasonable Accommodation Policy**](https://oie.msu.edu/policies/disability-and-reasonable-accommodation-policy.html)prohibits discrimination and harassment against a qualified individual with a disability. The Policy describes the process for seeking reasonable accommodations to ensure equal employment opportunities and equal access to University programs, services, and facilities.
* [**Policy on Religious Observance:**](https://inclusion.msu.edu/hiring/Observances/index.html) It has always been the policy of the University to permit students and faculty to observe those holidays set aside by their chosen religious faith.

### Human Resources (HR)

MSU Human Resources (HR) offers high-quality services, processes, programs and information to support faculty and staff. The HR website assembles and maintains current lists and versions of MSU policies related to employment. [Links to detailed information is found on their University-wide Policies and Procedures web page](https://www.hr.msu.edu/policies-procedures/university-wide/).

* [Alcohol & Controlled Substances](https://www.hr.msu.edu/policies-procedures/university-wide/Alchohol-Controlled-Substances.html)
* [Anti-Discrimination](https://msu.public.na2.doctract.com/doctract/documentportal/08DC8FCBBBEF7442AC7BAA37AB09F817)
* [Board of Trustees Ordinances](https://trustees.msu.edu/ordinances/) (links to Board of Trustees)
* [Bullard Plawecki Employee Right-to-Know Act](http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-397-of-1978.pdf)
* [Conducting Youth Programs on Campus: Minimum Operational Requirements](https://www.hr.msu.edu/policies-procedures/university-wide/youth_program_operation.html)
* [Conflict of Interest in Employment](https://www.hr.msu.edu/policies-procedures/university-wide/conflict_of_interest.html)
* [Contractor Criminal Background Check Requirements Policy](https://upl.msu.edu/common/documents/criminal-back-ground-check.pdf) (links to University Procurement and Logistics))
* [Drug-Free Workplace](https://www.hr.msu.edu/policies-procedures/university-wide/drug-free_workplace.html)
* [Firearms](https://www.hr.msu.edu/policies-procedures/university-wide/firearm_policy.html)
* [Paid Medical Leave Act Policy](https://www.hr.msu.edu/policies-procedures/university-wide/paid-medical-leave-act.html)
* [Personnel File Guidance](https://u.policies.msu.edu/doctract/documentportal/08DB621230EC5D8A08F7D20AF8DC9F4D)
* [Project Pay](https://www.hr.msu.edu/policies-procedures/university-wide/project_pay.html)
* [Policy on Low Speed & Assembled Vehicles](https://www.hr.msu.edu/policies-procedures/university-wide/low-speed_assembled_vehicles.html)
* [Social Security Number Privacy](https://www.hr.msu.edu/policies-procedures/university-wide/ssn_privacy.html)
* [Tolerance & Civility](https://www.hr.msu.edu/policies-procedures/university-wide/tolerance_civility.html)
* [University Events & Venues: Criminal Background Check Requirements](https://www.hr.msu.edu/policies-procedures/university-wide/background_checks.html)
* [University Reporting Protocols: Child Abuse, Sexual Assault, & Child Pornography](https://www.hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html)

##

## STATE OF MICHIGAN POLICIES

* [**Michigan Elliott-Larsen Civil Rights Act**](https://www.michigan.gov/documents/act_453_elliott_larsen_8772_7.pdf) prohibits discrimination on the basis of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status in employment, housing, education, and access to public accommodations.
* [**Michigan Persons with Disabilities Civil Rights Act**](https://www.michigan.gov/documents/PWDCRA10-05_115444_7.pdf) prohibits discrimination against persons with disabilities and prohibits discrimination based on genetic information that is unrelated to individual's ability to perform the duties of a particular job or position.

## FEDERAL POLICIES

* [**Age Discrimination Act of 1975**](https://www.dol.gov/agencies/oasam/regulatory/statutes/age-discrimination-act) prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
* [**Americans with Disabilities Act of 1990**](https://www.ada.gov/pubs/adastatute08.htm) prohibits discrimination against individuals with disabilities in employment, public services, public accommodations, and telecommunications.
* [**Sections 503 and 504 of the Rehabilitation Act of 1973**](https://www.ada.gov/cguide.htm#anchor65610) prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance and requires the facilitation of the employment of individuals with disabilities.
* [**Title IV of the Higher Education Reauthorization Act**](https://www.govinfo.gov/content/pkg/PLAW-110publ315/html/PLAW-110publ315.htm) authorizes programs that provide student financial aid.
* **Titles** [**VI**](https://www.justice.gov/crt/fcs/TitleVI) **and** [**VII**](https://www.eeoc.gov/statutes/title-vii-civil-rights-act-1964) **of the Civil Rights Act of 1964** prohibits discrimination in the provision of services and employment on the basis of race, color, religion, national origin, or gender.
* [**Title IX of the Education Amendments of 1972**](https://www.justice.gov/crt/title-ix-education-amendments-1972) prohibits discrimination against students and employees on the basis of gender; MSU employs a dedicated Title IX Coordinator with additional staff.



# Appendix 3: University Services/Resources

## GENERAL

* The [**Graduate School**](https://grad.msu.edu/graduate-student-life) provides resources and information for graduate and graduate professional students and postdocs including admissions information, academic resources, professional development, funding, and graduate student life (organizations, wellness, support, resources). This website is a hub for much of the technical and policy information needed to help you successfully navigate the program.
* [**Spartan Life: Student Handbook and Resource Guide**](http://splife.studentlife.msu.edu/) is a helpful resource guide to campus programs and services, and also includes rules, regulations, rights and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms. It is published annually by the Department of Student Life in the Division of Student Affairs and Services.
* [**Graduate Students Rights and Responsibilities**](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/index.html) (GSRR) is a major compilation of policies located within Part II of the Spartan Life: Student Handbook and Resource Guide. It specifically addresses student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances. [A pdf file of the GSRR can be downloaded from this link](https://grad.msu.edu/sites/default/files/content/gsrr/GSRR.pdf).
* [**Academic Programs Catalog**](https://reg.msu.edu/AcademicPrograms/) lists academic programs, policies and related information; together with Course Descriptions, they comprise the Michigan State University catalog. This provides an abundance of information, and it is worth your time to browse through it.
* [**Course Descriptions**](https://reg.msu.edu/Courses/Search.aspx) lists academic programs, policies and related information; together with Academic Programs Catalog, they comprise the Michigan State University catalog.
* [**Student Affairs and Services**](https://sle.msu.edu/)website provides links for and information on a broad range of issues important to students.
* [**Office of Financial Aid**](http://www.finaid.msu.edu/) has information about sources of funding and processes as well as calculators. [Financial aid information specifically for international students](https://oiss.isp.msu.edu/grants/) is found on the OISS website.
* [**College of Social Science Office of Graduate Studies**](https://socialscience.msu.edu/graduate/index.html) is a central source of information and assistance for graduate students in all departments and schools in the College. Students should contact this office with questions concerning College and University programs, college requirements, academic policies and procedures, and for referrals to appropriate resources across the University. Additionally, students experiencing difficulties are encouraged to come to this office for assistance.
* [**Office of the University Ombudsperson**](https://ombud.msu.edu/) was established to assist students in resolving conflicts or disputes within the University. They also help staff members, instructors, and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition to helping members of the MSU community resolve disputes, they also identify MSU policies that might need revision and refer them to the appropriate academic governance committee. Their duties are carried out in a neutral, confidential, informal, and independent manner. The University Ombudspersons are not advocates for any individual or group on campus; instead, they are advocates for fairness. Talking to an Ombudsperson does not constitute filing a formal complaint or notice to the University, since the purpose of the University Ombudsperson’s Office is to provide a confidential forum where different options may be considered.

Members of the MSU community may contact the University Ombudsperson in person ([Room 129 of North Kedzie Hall](http://maps.msu.edu/interactive/index.php?location=nkh)), by e-mail (ombud@msu.edu), by phone (517-353-8830), or through the online [problem report form](https://ombud.msu.edu/schedule-appointment-contact/problem-concern-form).

* [**MSU Guidelines for Graduate Student Mentoring and Advising**](https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising) – created out of the Graduate School’s 2019 Strategic Plan, these Guidelines articulate the rights and responsibilities of those involved in mentoring relationships at MSU, including responsibilities for the University and the Graduate School.

## INTERNATIONAL STUDENTS

* [**Office for International Students and Scholars**](https://oiss.isp.msu.edu/) (OISS) provides support to Michigan State University’s international students, scholars and families including:
	+ Advising on and facilitating compliance with U.S. immigration regulations.
	+ Conducting orientations and other special programming that help international students and scholars integrate into and adjust to the academic, cultural, and social life of MSU.
	+ Serving as a liaison with U.S. government agencies, foreign embassies, sponsors, and educational foundations that support international students and scholars.
	+ Contributing to the internationalization of MSU by providing opportunities for growth through cross-cultural interactions
* [**Financial aid** information specifically for international students](https://oiss.isp.msu.edu/grants/) is found on the OISS website.

## SAFETY

* [**Graduate School on Safety and Security**](https://grad.msu.edu/safety-and-security) lists **MSU Policies relating to personal and community safety and respect available** to support students in their work on and off campus:
	+ [MSU Statement on Tolerance and Civility](https://www.hr.msu.edu/policies-procedures/university-wide/tolerance_civility.html)
	+ [University Policy on Relationship Violence & Sexual Misconduct](https://u.policies.msu.edu/doctract/documentportal/08DB66BCB5863CD76D160F733DB5317B)
	+ [MSU Anti-Discrimination Policy](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)
	+ [University Policy on Alcohol & Controlled Substances](https://www.hr.msu.edu/policies-procedures/university-wide/Alchohol-Controlled-Substances.html)
	+ [University Policy on a Drug-Free Workplace](https://www.hr.msu.edu/policies-procedures/university-wide/drug-free_workplace.html)
	+ [Firearms Policy](https://www.hr.msu.edu/policies-procedures/university-wide/firearm_policy.html)
	+ [MSU Commitment](https://msu.edu/ourcommitment/)
* **Emergency Alert System of the MSU Police Department operates a** [timely warning emergency notification system](http://alert.msu.edu/) **through e-mail, text message, and voice message to phones with campus safety warnings and information. The MSU campus also has an outdoor speaker system used to launch severe weather warning sirens and/or an audible message detailing actions to take. On the first Saturday of each month at 1:00 p.m., the severe weather warning sirens are tested and that includes a pre-siren and post-siren audible message to test the speakers**
* [**MSU Travel Clinic**](https://travelclinic.msu.edu/) promotes safe and healthy travel by providing counseling to travelers about appropriate vaccines and preventive medication. It supports students' international educational experiences by promoting safe and healthy travel.
* [**General MSU safety resources**](https://sle.msu.edu/) are found on the Student Life and Engagement website.
* **Active Shooter Situations:** Training is available through the [Graduate School](https://grad.msu.edu/), the [Council of Graduate Students (COGS)](https://cogs.msu.edu/), and other units of the university.
* [**MSU Safe Place**](http://safeplace.msu.edu/) addresses relationship violence and stalking; located on the MSU campus, it serves students, faculty, staff, their spouses/partners, and non-affiliated members in the Greater Lansing area. They provide advocacy, emergency shelter, counseling, support groups, safety planning, information, and referrals to survivors of violence and their minor children. All support services are free and confidential. Additionally, we work to increase awareness about relationship violence and stalking through community education, outreach efforts, expert witness training, professional training, and consultation.
* [**Our Commitment**](https://msu.edu/ourcommitment/) is a dedicated website for fostering a culture of safety and respect regarding combatting sexual assault, improving patient care and safety, and protecting youths on campus. It has a three-point focus:
	+ RESPECT: Advancing a Culture of Respect, Awareness, and Compassion
	+ PREVENT: Protecting Students and the Campus Community
	+ RESPOND: Building a Safer, More Responsive Campus

The website shares news updates and resources, provides a place for comments and suggestions, and is a central location for the Healing Fund to support counseling and mental health services for the survivors of Larry Nassar.

## EDUCATIONAL

* [**Resource Center for Persons with Disabilities**](https://www.rcpd.msu.edu/) (RCPD) provides a broad range of programs and services to the MSU community for maximizing ability and opportunity for full participation by persons with disabilities. It is necessary to [identify and register a disability](http://www.rcpd.msu.edu/Services/Register) to receive individual needs assessments, services, and accommodations from RCPD.
* [**Office of the Associate Provost for Graduate Education and Dean of the Graduate School**](https://www.google.com/url?client=internal-uds-cse&cx=017457587781802196523:w_mhaibhhcu&q=https://provost.msu.edu/provosts/graduateed.html&sa=U&ved=2ahUKEwjV56uBy6_jAhUBSa0KHV18D9YQFjAAegQIDBAB&usg=AOvVaw1WkS_uEatVHbTN6eUkAGz-)serves as an advocate for graduate education to the university and beyond and works to enhance the quality of graduate education at MSU in all its diverse dimensions.
* [**Writing Center**](http://writing.msu.edu/) provides one-on-one and group writing consultations, various writing-specific workshops, and writing groups for graduate students and faculty interested in using writing to engage students in active learning and thereby improving the quality and range of their students’ literacy.
* [**Center for Service-Learning and Civic Engagement**](https://servicelearning.msu.edu/), in partnership with campus and community, advances community-engaged learning at MSU and prepares students for lifelong civic and social responsibility in an increasingly diverse and complex global society.
* [**School of Social Work PhD Office**](https://socialwork.msu.edu/PhD/contact.html) located at 239 Baker Hall office is staffed by the graduate office support staff who provide information and help regarding registration, overrides, necessary forms, etc.

## CAREER COUNSELING

### School of Social Work

Students are encouraged to seek out faculty members to gain additional insights into careers as educators, researchers, policy analysts, administrators, etc. In addition, as faculty and staff learn of employment opportunities, students are notified through the student listserv and on the School bulletin boards.

### MSU Career Services Network

The MSU Career Services Network (CSN) is available to all MSU students. Here the student can meet with career service professionals located in college-based and centralized career centers across campus, access career trainings, and find many more resources. Detailed information about their services can be found on their website. CSN has locations all across campus. This link will give you a pdf map of all CSN locations.

## HEALTH

* [**Olin Health Center**](https://olin.msu.edu/)is the primary health care facility for MSU students and houses several departments including Counseling & Psychiatric Services (CAPS), the Office of the University Physician, some Health Promotion Services, and Health Services. Health Services and related support services include primary care, allergy/immunizations, sports medicine, massage therapy, laboratory, radiology, pharmacy, and physical therapy. Students also have the option of receiving primary care services in the Neighborhood clinics located in Brody, Holden, Hubbard, and McDonel halls. An appointment is necessary for most student health services at Olin and in the Neighborhoods.
* [**Counseling and Psychiatric Services**](https://caps.msu.edu/) (CAPS) is MSU’s newly integrated program combining the clinical services of the Counseling Center and the Psychiatry Clinic under one roof, providing counseling and therapeutic services for all students and consultation to faculty, residence life, and other stakeholders on campus to address students’ developmental and mental health needs; co-located with physical health services in Olin Hall, the CAPS program includes counselors embedded in the residence halls and other mental health professionals across campus to provide education, prevention services, and outreach programs to MSU’s diverse student population.

## SOCIAL

* [**Office of Graduate Student Life and Wellness**](https://grad.msu.edu/wellness) provides tools, resources, and programs for graduate students, including a dedicated graduate student lounge and a broad range of health and wellness programs. The Office is a cosponsor of programs to help academic women connect and support each other, and to provide networking opportunities for student parents.
* [The Gender and Sexuality Campus Center](https://gscc.msu.edu/) leads and collaborates on university-wide initiatives that prepare students to thrive in our diverse world and enhance the campus climate and support services for students marginalized by their sexuality, gender identity, and/or gender expression.
* [**Student Veterans Resource Center**](http://veterans.msu.edu/) (SVRC) helps military personnel and their families quickly find and navigate information, resources, and professional staff that will support their success at MSU; MSU has earned gold status in the Veteran-Friendly School program created by the Michigan Veterans Affairs Agency.
* [**MOSAIC: The Multicultural Unity Center**](http://mosaic.msu.edu/) is a dedicated meeting space established as
* [**Office for International Students and Scholars**](http://oiss.isp.msu.edu/) provides a broad range of support to MSU’s international students, scholars, and families; serves as a liaison with US government agencies, foreign embassies, sponsors, and educational foundations that support international students and scholars; and contributes to the internationalization of MSU by providing opportunities for growth through cross-cultural interactions.
* [**Office of Cultural & Academic Transitions**](https://ocat.msu.edu/) (OCAT) supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration, and development of cultural identity by bringing together individuals as well as groups of students from diverse racial, ethnic, international, and domestic backgrounds for meaningful interactions.
* [**Student Food Bank**](https://foodbank.msu.edu/) provides supplemental food and other necessities for students and their families who are in need of this type of support; it is the first food bank in the nation run by students, for students. It is staffed completely by students with two MSU staff advisors.
* **Student Emergency Assistance Fund** provides the [Office of Financial Aid](https://finaid.msu.edu/) with expendable resources to meet emergency needs and to help ensure that students are able to continue their education while going through difficult times.
* [**Student Parent Resource Center**](http://studentparents.msu.edu/) provides support, resources, and campus and community connections for all student parents and their families—on and off campus through graduation and beyond—to help non-traditional students achieve their goals, create two-generation success, and establish long-term connections with the University. The Coordinator of the Center, an MSW, also teaches in the School as per-course faculty.
* [**Student Legal Services**](https://offcampuslife.msu.edu/free-student-legal-services) is a student government-sponsored program that provides FREE legal services for all eligible Michigan State University students through a private law firm consisting of attorneys, legal interns, and support staff, and sponsored by the [Associated Students of Michigan State University](https://asmsu.msu.edu/) (ASMSU) and the [Council of Graduate Students](http://cogs.msu.edu/) (COGS).



# Appendix 4: School of Social Work Resources

Check with the graduate office support staff for additional resources. Resources include:

* A lending library is available for current students that provides used textbooks for student use.*Please note that the availability of textbooks is limited and cannot be guaranteed.*
* The [Advising webpagehttps://socialwork.msu.edu/MSW/advising.html](https://socialwork.msu.edu/MSW/advising.html) was developed and updated by the Graduate Advisors to contain information and resources for the successful completion of the MSW program.
* The [Career Services Page](https://socialwork.msu.edu/students/career-services.html) provides tools and resources for updating your resume and preparing for job interviews.
* MSU works with various organizations and agencies that seek to connect with students beyond field placement through informational interviews. Please contact the Graduate Office if you are interested in connecting with an expert in a specific area of the social work field.
* Scholarships available through the school of social work are offered thanks to our wonderful partners aiming to provide financial support for our current students. Applications for scholarships usually open during the spring semester and are awarded at a later date. Please see your Academic Advisor for more information.
* If there are any other resources you are interested in or resources you would like to have the school include, please contact the Graduate Office.



# Appendix 5: Links to Course Grids

[East Lansing Advanced Standing Course Grids](https://socialwork.msu.edu/MSW/prospective-students/program-options/east-lansing-advanced-standing.html)

[East Lansing Regular Standing Course Grids](https://socialwork.msu.edu/MSW/prospective-students/program-options/east-lansing-regular.html)

[Statewide Blended Advanced Standing Course Grids](https://socialwork.msu.edu/MSW/prospective-students/program-options/statewide-blended-advanced-standing.html)

[Statewide Blended Regular Standing Course Grids](https://socialwork.msu.edu/MSW/prospective-students/program-options/statewide-blended-regular.html)