

MICHIGAN STATE
UNIVERSITY

SCHOOL OF
SOCIAL
WORK

BASW Student Manual

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SOCIAL WORK (BASW) ACADEMIC PROGRAM PLAN GUIDE

Sample Four-Year Plan for Students with MTH 101/102 Placement Score without Taking Summer Semester Courses with a start date of fall 2017 or later

FALL SEMESTER YEAR 1

SW	200*	3crs.
WRA	101	4crs.
MTH	101/102	3crs.
CEP	260/261	3crs.
MMG141 or HNF150*		<u>3crs</u>
		16

SPRING SEMESTER YEAR 1

SOC	100*	4crs.
PSY	101*	4crs.
MTH	102/101	3crs.
ISS	200 level	<u>4crs.</u>
		15

FALL SEMESTER YEAR 2

Minor or Elective		3cr
ISB	(204)	3crs.
ISB	LAB	2crs.
PLS	100/140*	3crs.
IAH	201 - 209	<u>4crs.</u>
		15

SPRING SEMESTER YEAR 2 **

IAH	211 +	4crs.
DIVERSITY		3crs.
EC	201/202	3crs.
PSY	200 Level*	3crs.
Minor or Elective		<u>3crs.</u>
		16

FALL SEMESTER YEAR 3

SW	310	3crs.
SW	320	3crs.
ISP	(203 A or B)	3crs.
Minor or Elective		3crs.
Minor or Elective		<u>3crs.</u>
		15

SPRING SEMESTER YEAR 3

SW	340	3crs.
ISS	300 level	4crs.
Minor or Elective		3crs.
Minor or Elective		3crs.
Minor or Elective		<u>3crs.</u>
		16

FALL SEMESTER YEAR 4

SW	420	3crs.
SW	430	4crs.
SW	440	3crs.
SW	494A	<u>5crs.</u>
		15

SPRING SEMESTER YEAR 5

SW	431	3crs.
SW	441	3crs.
SW	494B	5crs.
Minor or Elective		<u>3crs.</u>
		14

This is a suggested plan. Students are responsible for being aware of all academic requirements, policies and changes. Visit the Academic Programs Catalog <http://www.reg.msu.edu/AcademicPrograms/> for current requirements. The BASW Degree is 120 Credits.

We suggest using the Human Behavior and Social Service minor to meet the College of Social Science requirements.

* Prerequisite course for admission to the SW program

**This is the semester during which you will apply for admission to the Upper Level Social Work Program. Please see your advisor regularly for course planning. Appointments at msu.campus.eab.com

Program Overview

The Bachelor of Arts Social Work (BASW) 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. Our students receive the education and training necessary to become generalist social work practitioners who will enrich the lives of those they serve and the communities in which they practice. The School's educational programs are fully accredited by the Council on Social Work Education.

The undergraduate program is grounded in the liberal arts and social sciences. The program courses focus on social work practice, social work welfare policy, human behavior and the social environment, and social work research, and include a required field practice experience in the student's senior year. In the field practice experience, seniors spend 16 hours a week working in a social service agency. An integrative practice seminar on campus accompanies this experience. Concurrently with field practice, students enroll in courses that introduce social work practice skills with individuals, groups, families, organizations and communities.

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. The entire School - faculty, administrators, support staff, current students - are pleased that you have chosen our BASW program. We look forward to getting to know you and working with you as you progress through your academic program.

This handbook is a source of information about the major in Social Work. It contains a description of the degree requirements for the major, along with useful information about the College of Social Science and the University. This handbook, however, is only one tool. Students are expected to stay current with additional information published by the University, by the College, and by the School of Social Work. They are also urged to remain in regular and frequent contact with their advisors.

Our Mission - MSU School of Social Work

A Mission of Social Justice and Positive Change: The MSU School of Social Work is dedicated to educating students for innovative, competent, responsive, and ethical social work practice, and to conducting and disseminating research that contributes to the well-being of the most vulnerable in society. Our teaching, research, and outreach are mutually reinforcing, with the common purpose of promoting positive change, social justice, and solutions to the problems facing diverse communities, organizations, groups, families, and individuals.

MSU BASW Program Mission

We are dedicated to educating students for ethical, competent, responsive and innovative generalist social work practice. Grounded in the liberal arts and social sciences, the BASW program emphasizes person-in-environment framework within a systems perspective. We teach students about service and social justice as we prepare them for generalist social work practice and public service with diverse

individuals, families, groups, organizations and communities. With attention to critical thinking, policy and research, we also prepare students for graduate-level study in social work and related fields

Our Values

CSWE in the 2015 EPAS states: Values: Service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry are among the core values of social work. These values underpin the explicit and implicit curriculum and frame the profession's commitment to respect for all people and the quest for social and economic justice.

NASW Code of Ethics states : The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective: service, social justice, dignity and worth of the person, importance of human relationships, integrity, competence.

The MSU School of Social Work Undergraduate (BASW) Program's commitment to providing the context and foundation for a learning environment that models affirmation and respect for diversity and difference is highlighted through its mission and goals, which emphasize teaching a person-in-environment framework within a systems perspective with a focus on social justice and diverse environments.

The Program undertakes to provide classroom, field, and virtual settings in which students engage and intervene with multiple systems and diverse client populations in the context of changing agency and community environments and 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. Our intention is to provide students with an understanding and knowledge that leads to respect for, comfort with, and advocacy about diversity.

Our Community

As a member of the School of Social Work, you are joining a 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 opportunities for learning. In addition to course work 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 Students for Social Work (SFSW), the Student Organization for Latino/a Social Workers (OLASW), Phi Alpha Honor Society. The school also hosts events such as Career Development Day, an annual program as part of the Martin Luther King, Jr. Day celebrations, and other workshops and activities throughout the academic year. We encourage you to take advantage of the rich multicultural environment of MSU. See XX for valuable student service and resources to enrich and support your time in the BASW program and at MSU.

Degree Requirements - Bachelor of Arts Social Work

Declaring a Social Work Major does not guarantee acceptance to the upper level social work program. It is important to work closely with your advisor for academic planning, degree progress and the application process to the upper level program.

University Degree Requirements

All students enrolled in the academic program of the School of Social Work are held accountable for academic requirements specified by the School, the College of Social Science, and the University that are in effect at the time they are admitted. These regulations are found in the University publication, [Academic Programs](#).

The following University requirements must be met by all students:

1. [Residency requirements](#) are delineated by the Office of the Registrar.
2. [Math requirements](#) may be found in the [Academic Programs](#). The School of Social Work does not have an additional math requirement but recommends that students MTH 101 and MTH102 to satisfy the University Math Requirement.
3. Completion of the Tier I writing requirement with a Writing, Rhetoric and American Cultures (WRA 101) course and the Tier II writing requirement with SW 440.
4. Completion of a minimum of 120 credits with a minimum cumulative grade point average of 2.0.
5. Completion of Integrative Studies requirements. Each student must earn a minimum of 24 credits in Integrative Studies consisting of:
 - a. 8 credits in Integrative Studies in Arts and Humanities (IAH) that must include IAH 201-210, and IAH 211+.
 - b. 8 credits in Integrative Studies in General Science including a 3-credit ISB course, a 3-credit ISP course, and a 2-credit lab in ISP or ISB.
 - c. 8 credits in Integrative Studies in Social, Behavioral and Economic Science (ISS) to include one 200-level ISS course and one 300-level ISS course.

NOTE: A minimum of two ISS or IAH courses that emphasize diversity must be completed. These requirements may be fulfilled in one of two ways:

1. taking one course designated "I" and one course designated "N" OR
2. by taking one course designated "D" and one course designated either "I" or "N" (remember that IAH 201 is a "D" emphasis course).

"I" – emphasizes international and multi-cultural diversity

"N" – emphasizes national diversity

"D" – emphasizes both international/multi-cultural and national diversity

PLEASE NOTE: Credit used to satisfy University requirements may NOT be used to meet any other requirements.

*Courses used to complete Integrative Studies, College, or School requirements may not be Credit/No-Credit courses (CD-NC). Only elective credits may be taken as CR-NC courses.

College of Social Science Degree Requirements

General Distribution Requirements for satisfaction of the College of Social Science requirements for students who entered major prior to FS17.

1. Completion of a minimum of 30 credits in courses numbered at the 300 level and above (completion of the Social Work core curriculum will satisfy this requirement).
2. The total of independent study, internship, field experience, and practicum credits may not exceed 20 credits.
 - a. A maximum of 12 credits of independent study may be applied to the degree (a maximum of eight credits in Social Work).
 - b. A maximum of 12 credits of internship, field experience, and practicum credits may be applied to the degree.

NOTE: Independent study courses are **NOT** acceptable for University or College requirements.

Social Science: Complete a minimum of 15 credits from other departments in the College of Social Science. This requirement is automatically satisfied upon completion of the prerequisites for admission to Social Work.

Arts & Letters/Natural Science: Complete a minimum of 9 credits in the College of Arts and Letters and 6 credits in the College of Natural Science.

*NOTE: The mathematics course taken in fulfillment of the University Mathematics Graduation requirement may not be applied to the college requirement in Natural Science. With the exception of MTH 1825, any mathematics courses taken in addition to the course taken for the University requirement may apply to the college requirement in Natural Science.

Requirements for satisfaction of the College of Social Science for students who entered the major FS17 and beyond.

The specific requirements for a Bachelor's Degree in Social Science have changed as of Fall 2017. Students already in the College are held to the requirements of when they entered.

Students already in the College may elect to complete the new requirements. Since this could cause a delay to graduation, you must meet with your academic advisor to make the request.

For the specific requirements please consult Academic Programs:<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=2534>

A. Experiential Learning Requirement

All students must complete an experiential learning requirement. The experiential learning requirement may be satisfied either within or outside the requirements of the major. The requirement may be met by completing a 3 or 4-credit experiential learning course, approved by the College of Social Science Committee on Curriculum and Academic Policy or its designee. A list of approved courses will be maintained by the College of Social Science.

The experiential learning requirement is designed to ensure that each undergraduate student will have the opportunity to enhance problem-solving and integrative reasoning skills through practice outside of the traditional

classroom learning environment. Study abroad and study away experiences, internships, service learning and civic engagement experiences, undergraduate research, including, in appropriate cases, honors theses, and entrepreneurship experiences can meet this requirement.

Current listing of courses meeting this requirement: [Experiential Learning Courses.pdf](#)

B. Interdisciplinary Minor Requirement

Interdisciplinary Minor from a list of minors approved by the College of Social Science Committee on Curriculum and Academic Policy.

Minors approved for this requirement include:

[African Studies](#)

[Asian Studies](#)

[Environment and Health](#)

[Leadership of Organizations](#)

These specific minors have restrictions and require a meeting with your College of Social Science academic advisor:

[Human Behavior and Social Services](#)

[International Development](#)

[Law, Justice, and Public Policy](#)

[The City: Environment, Design and Society](#)

[Youth and Society](#)

The College is developing additional minors to meet this requirement.

C. Science, Technology, Engineering, Mathematics (STEM) Requirement

Complete the minimum in Science, Technology, Engineering, and Mathematics (STEM) courses from a list of courses approved and maintained by the College of Social Science Committee on Curriculum and Academic Policy. Mathematics 1825, 100E, and 290 may not apply to this requirement for the degree.

Bachelor of Arts degree: 6 credit minimum

Bachelor of Science degree: 12 credit minimum

Current list of courses meeting the STEM requirement: [STEM list.pdf](#)

D. Arts and Humanities (A&H) Requirement

Complete the minimum in Arts and Humanities (A&H) courses from a list of courses approved and maintained by the College of Social Science Committee on Curriculum and Academic Policy

Bachelor of Arts - No specified requirement

Bachelor of Science - 6 credit minimum

Current list of courses meeting this requirement: [A&H list.pdf](#)

E. Distribution Requirements

Complete a minimum of 30 credits in courses numbered at the 300 level and above. Courses offered by the student's major department or school may be used to satisfy this requirement.

1. A maximum of 12 credits of independent study may be applied to the degree.
2. A maximum of 12 credits of internship, field experience, or practicum credits may be applied to the degree.

The total of independent study, internship, field experience, and practicum credits applied to the degree may not exceed 20 credits.

Bachelor of Arts Social Work - Social Work Specific Degree Requirements

Required Prerequisites for upper level social work program to be completed prior to starting the upper level program.

See BASW Admission Section for application materials and Appendix C for a sample 4 year plan.

- i. SW200 Introduction to Social Work
- ii. Related Courses: (all of the following)
 - i. EC201 Intro to Microeconomics or EC202 Intro to Macroeconomics
 - ii. PLS100 Intro to American National Government or PLS140 Intro to Comparative Politics
 - iii. PSY101 Intro to Psychology
 - iv. A 200 level psychology course from the following choices: PSY 200 Cognitive Psychology, PSY 235 Social Psychology, PSY 236 Personality, PSY 244 Developmental Psychology: Infancy through Childhood, PSY 270 Community Psychology, PSY 280 Abnormal Psychology
 - v. SOC100 Intro to Sociology
- iii. Required Body Science - one body science course from the following:
 - i. HNF150 Introduction to Human Nutrition
 - ii. MMG141 Introductory Human Genetics
 - iii. PSL250 Introductory Physiology
 - iv. PSY209 Brain and Behavior

Required Social Work Core Curriculum Courses

Core courses are open only to students who are admitted to the upper level social work program, typically junior standing in the University.

Once admitted to the upper level social work program, students follow a two year course of study, referred to as Year 1(Junior) and Year 2(Senior).

Course	Course Name	Cr.	Sequence	Note
SW310	Human Behavior and the Social Environment	3	Year 1 Fall	Corequisite SW320
SW320	Social Work and Social Policy I	3	Year 1 Fall	Corequisite SW310
SW340	Foundations of Social Work Practice	3	Year 1 Spring	Prerequisite SW 310/320, Corequisite Diversity Project
SW420	Social Work and Social Policy II	3	Year 2 Fall	Corequisite SW440/494A
SW430	Research Methods in Social Work I	4	Year 1 or 2 Fall or Summer	Prerequisite completion of the University Math Requirement; PSY295 with a 2.0 or higher will waive
SW431	Research Methods in Social Work II	3	Year 1 or Year 2 Spring or Summer	Prerequisite SW430
SW440	Social Work Practice: Individuals, Families & Groups	3	Year 2 Fall	Corequisite SW420/494A
SW441	Social Work Practice: Task Groups, Organizations & Communities	3	Year 2 Spring	Prerequisite SW 420/440/494A
SW494A	Social Work Field Education: Foundation I	5	Year 2 Fall	Corequisite SW440
SW494B	Social Work Field Education: Foundation II	5	Year 2 Spring	Corequisite SW441

II. Required Diversity Course – one course from the following:

- i. ANP201 Intro to Cultural Anthropology
- ii. HDFS442 Ethnic Families in America
- iii. SOC215 Race and Ethnicity
- iv. SOC216 Sex and Gender

III. Required Field Practice – SW494A and SW494B

Field practice experience is required for all social work seniors. Students spend 16 hours a week working in a social service agency. This is not a paid position. Field practice instruction is provided by an experienced practitioner in the agency setting and supported by a learning contract. An integrative practice seminar taken on campus accompanies this experience. Concurrently with field practice, students will enroll in courses that introduce social work

practice skills with individuals, groups, families, organizations, and communities (SW 440 & SW 441).

Minor in Human Behavior and Social Services

The Minor in Human Behavior and Social Services, administered by the School of Social Work, provides an interdisciplinary study of the human behavior and social services that prepare students to critically assess the different perspectives on aspects of human behavior which may create the need for assistance and how social service programs respond to those needs.

The minor is available as an elective to students who are enrolled in bachelor's degree programs in the College of Social Science. With the approval of the department and college that administer the student's degree program, the courses that are used to satisfy the minor may also be used to satisfy the requirements for the bachelor's degree.

It is strongly recommended that students who wish to complete the BASW degree also select the Minor in Human Behavior and Social Services. This minor is the best fit with both the BASW curriculum and completion of the prerequisites for Upper Level admission.

Requirements for the Minor in Human Behavior and Social Services

Complete a minimum of 15 credits from the following:

1. The following course (3 credits):

SW	200	Introduction to Social Work	3
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2. One of the following courses (3 or 4 credits):

ANP	320	Social and Cultural Theory	3
ANP	370	Culture, Health and Illness	3
ANP	423	Psychological Anthropology	3
PSY	101	Introductory Psychology	4
SOC	241	Social Psychology	3
SOC	475	Health and Society	3
3. One of the following courses (3 or 4 credits):

HNF	150	Introduction to Human Nutrition	3
MMG141		Introductory Human Genetics	3
PSL	250	Introductory Physiology	4
4. One of the following courses (3 credits):

CEP	260	Dynamics of Personal Adjustment	3
CEP	261	Substance Abuse	3
CEP	470	Disability in a Diverse Society	3
PHL	340	Ethics	3
PHL	344	Ethical Issues in Health Care	3
PHL	350	Introduction to Social and Political Philosophy	3

TE	150	Reflections on Learning	3
TE	250	Human Diversity, Power, and Opportunity in Social Institutions	3
5.	One of the following capstone courses (3 or 5 credits):		
SW	471	Child Welfare	3
SW	494B	Social Work Field Education: Foundation II	5
Students interested in SW 494B must be a social work major.			

Upper Level Program Admission

Enrollment for the MSU BASW Program is limited and competitive. Social Work students are enrolled in the University at two levels:

- As social work preference students (new freshmen, transfer students, and those who change their major preferences during the freshman and sophomore years prior to earning 56 credits).
- As social work major admits (students who have completed all SW prerequisites and have applied and been accepted into the School of Social Work as juniors). Acceptance into the major as juniors entitles students to enroll in upper-level social work courses required for the BASW degree.

Admission to the upper-level program is competitive, and enrollment as a social work preference student offers no guarantee of admission to the BASW program as a social work major.

Students usually apply for acceptance into the major the spring semester of the sophomore year, with a minimum credit standing of 42 credits at the time of application. A student will want to be in the 56-60 credit range by the start of the fall semester to begin the Upper Level BASW Program.

Academic Requirements for the BASW degree and the 7 courses you need to complete to begin the program can be found on the [Office of the Registrar website](#). [The Social Work Academic Readiness Check Sheet](#) can help you plan your progress for the application.

NOTE: Course requirements in 3a must be completed by the start of the program (fall) not at the time of admission application. However, you must have a clear path to be able to complete all of the 7 prerequisite courses by the end of summer session b.

Students who are enrolled in colleges and universities other than Michigan State University should contact Michigan State University's Office of Admissions and the School of Social Work regarding admission to the bachelor's degree program in social work as transfer students.

To be considered for admission as a junior to the bachelor's degree program in social work, a student must have:

1. Submitted a completed application form by the deadline specified by the school.
2. Completed Social Work 200, which is a prerequisite for the 300–400 level courses required for the bachelor's degree with at least a 2.0.

3. Completed the courses in related areas referenced in items 3. a. (1), (2), (3), and (4) under the heading Requirements for the Bachelor of Arts Degree in Social Work.
4. Have an overall GPA of at least a 2.0 and be in good academic standing.

Admission to the bachelor's degree program in social work is competitive, and there is no guarantee that students with a major preference in social work will be admitted to the upper level social work bachelor's degree program. In making admissions decisions, the faculty considers the relative qualifications of applicants, their suitability for the program, and the enrollment capacity of the program.

All students expecting to have completed a minimum of 46 credits at the end of the Spring semester of their sophomore year and wishing to be considered for admission to the Upper Level Social Work Major as a Year 1 student (junior) must complete an admissions application during the spring semester prior to the fall they wish to begin the program. The application process is fully online.

To be considered for admission the student will need to complete 5 admission documents.

1. [Academic Readiness Check Sheet](#)
2. [Admission Essay Directions](#)
3. [Social Work Professionalism and Ethics Agreement](#)
4. [Criminal Background Statement of Understanding](#)
5. [Application Resume Instructions](#)

Applications are available the beginning of spring semester. The deadline for application submission is announced at that time. Admission decisions are made prior to enrollment for Fall semester of the junior year. Applicants are informed via confidential message through the MSU Registrar's Office.

Once admitted to the program, students must enroll for the semester for which they applied. If they decide not to enroll for that semester, they will need to reapply the following year, with no guarantee of readmission. A student who has been admitted to the bachelor's degree program in social work for a given semester, but then decides not to enroll for that semester, would need to reapply for admission to the program. There is no guarantee that the student would be admitted to the program again.

All provisional Social Work majors who will have earned 56 credits (Junior standing) at the end of Fall semester of their Sophomore year need to understand that their continued enrollment in the School of Social Work as a preference student does not constitute or imply acceptance into the School of Social Work as a major admit.

Admission Information for Transfer Students

A number of upper division transfer students will be admitted into Social Work on a competitive basis. Students enrolled in other colleges or universities normally transfer at the end of their sophomore year. Transfer students must apply for admission to Michigan State University before they can apply to the School of Social Work. Applications for admission to the University should be submitted in the spring semester of their sophomore year.

You will work with the MSU Admissions Office to apply as a transfer student to MSU. Information on transferring to MSU can be found on the [Admissions website](#). You are strongly encouraged to visit campus for a transfer student program prior to applying for admission. Transfer student programs are conducted daily, M-F and will include information about the admissions process, transferring credit, academic programs, student life, university housing and career services and placement. You can reserve a seat for this program on the [Admissions website](#).

Once a transfer student has been accepted by MSU, the University Admissions Office will send the supplemental application for the School of Social Work. Admitted students should plan to begin their Social Work studies in the Fall semester.

Academic Programs Catalog

Academic Programs is the listing of academic programs, policies and related information. [Course Descriptions](#) is the course listing. Together, they comprise the Michigan State University catalog.

Updates to Academic Programs occur after approval of the Report of the [University Committee on Curriculum \(UCC\)](#) to Faculty Senate each September, October, November, January, February, March, and April with the September report always reflecting April actions. This site includes updates from the **September 12, 2017** report.

Students must consult their advisors to learn which specific requirements apply to their degree programs.

As part of the BASW program at Michigan State University Students are subject to all rights and responsibilities, policies and procedures outlined in the [Academic Programs Undergraduate Education, Office of the Registrar](#). Please see Appendix D for a list of information contained in the Academic Programs.

Academic Standing of Undergraduate Students (ASUS)

ASUS applies to all Social Work majors, those admitted to the Upper Level Program as well as social work major preference students.

The statement on [ACADEMIC STANDING OF UNDERGRADUATE STUDENTS \(ASUS\)](#) was designed to create an early warning system to prevent students from getting too deeply into academic difficulty. The university requires a cumulative grade–point average (GPA) of 2.00 or above for graduation. The statement on ASUS establishes a system whereby at the end of any semester that a student's cumulative GPA falls below 2.00, the student is assigned to a warning status designated as probation.

Under the statement on ASUS, the term "probation" is the functional equivalent of an academic warning. Students placed on probation retain the right to participate in all university activities and retain all of the rights and privileges available to any student who is not currently subject to academic recess or dismissal.

In addition to the criteria contained in this statement on *Academic Standing of Undergraduate Students* (ASUS), undergraduate students who wish to be considered for federal financial aid must be making satisfactory progress toward the bachelor's degree as defined in the [Financial Aid for Undergraduates](#) .

Good Standing

A student is in good standing if the student is a new student, or the student's cumulative grade–point average is at least 2.00.

Probation

A student is on probation if during the most recent previous semester in attendance, the student had been in good standing, but at the end of that semester the cumulative grade–point average was below 2.00. Grades of I and ET are not considered in computing this grade–point average. The period of probation is one semester. If in the special case that there are grade changes during that semester which result in the student's cumulative grade–point average increasing to at least a 2.00, the student is returned to good standing.

Students on probation may be required to see an academic advisor. If they do not, a hold may be placed on their registration. If at the end of that semester, the cumulative grade–point average is at least 2.00, the student is returned to good standing. If not, the student will be put on final probation or recessed.

Final Probation

A student is on final probation if during the most recent previous semester in attendance, the student was on probation and at the end of the semester the cumulative grade–point average was still below 2.00 and the semester grade–point average was at least 2.00. Students with fewer than 30 credits earned at Michigan State University must have a semester grade–point average of 1.5 or higher. Grades of I and ET are not considered in computing the cumulative or semester grade–point average. The period of final probation is one semester. If in the special case there are grade changes during that semester which result in the student's grade–point average increasing to at least a 2.00, the student is returned to good standing.

Students on final probation may be required to see an academic advisor. If they do not, a hold may be placed on their registration. At the end of the semester on final probation, the cumulative grade–point average must be at least 2.00 or the student will be recessed. An exception to this can be made for students with 30 or fewer credits earned at Michigan State University. If such a student has shown substantial progress during the semester and the evidence suggests that the student would attain good standing in one more semester, the student may be granted one additional semester on (extended) final probation at the discretion of the associate dean of the student's college.

Warning for Repeats

At the discretion of the associate dean of the student's college a student is normally put on warning for repeats after repeating between 10 and 14 credits. Students on warning for repeats may be required to see an academic advisor before enrolling for any subsequent semester. If they do not, a hold may be placed on their registration.

Warning for Lack of Satisfactory Progress in the Major

If at the end of a semester an upper-division student is not making satisfactory progress toward the degree requirements stated in the catalog (e.g., a student is not taking courses in the student's major or the student's grade–point average in courses in the major is below the required major grade–point average), or the student's semester grade–point average is below 2.00, the student may be put on warning for lack of satisfactory progress in the major at the discretion of the associate dean of the student's college. Such students must be given a written statement of the criteria they must satisfy to

progress satisfactorily. Students on warning for lack of satisfactory progress in the major may be required to see an academic advisor before enrolling. If they do not, a hold may be placed on their registration. If a student has been on warning for lack of satisfactory progress and is not making satisfactory progress in any subsequent semester, the student will normally be recessed. However, if lack of satisfactory progress is due to poor grades in the major courses and the student is otherwise in good standing, the student would be permitted, even encouraged, to remain at Michigan State University if the student changed to a more appropriate major.

Recess

1. If in any semester a student receives all semester grades of 0.0 or I where numeric grades have been given and there are at least 6 credits of 0.0, the student will be recessed unless there are compelling reasons certified to the record by the associate dean of the student's college. If recessed, the student must remain out of Michigan State University for at least one calendar year.
2. If at the end of a semester during which the student was on probation the cumulative grade–point average is still below 2.00 and the semester grade–point average is below 2.00 (1.5 for students with less than 30 credits earned at MSU), the student will be recessed. The student must remain out of Michigan State University for at least one calendar year.
3. If at the end of a semester during which the student was on final probation the cumulative grade–point average is not at least 2.00, the student will be recessed. The student must remain out of Michigan State University for at least one calendar year.
4. If a student has previously been put on warning for lack of satisfactory progress in the major and at the end of any subsequent semester the student is not making satisfactory progress, the student will be recessed. A student recessed for lack of satisfactory progress in the major must remain out of Michigan State University for at least one calendar year.
5. If at the end of the third consecutive semester of enrollment a provisionally admitted student does not reach English language proficiency or does not demonstrate consistent progress in English language proficiency as determined by the Director of the English Language Center, the student will be recessed. The student must remain out of Michigan State University for at least one calendar year.

After a recessed student has been out of Michigan State University for the prescribed period, the student may be readmitted to Michigan State University at the discretion of the appropriate associate dean. If readmitted, the student will be put on probation, final probation, or warning for lack of progress in the major, and the associate dean may impose specific conditions in writing that must be met. A second recess is dismissal.

Dismissal

1. If a student has previously been recessed or dismissed, readmitted, and again meets one of the criteria 1–5 for recess or has failed to comply with the specific written conditions imposed at the time of readmission, the student will be dismissed.

Students who have been dismissed must remain out of school for at least two years. After that period, they may be readmitted only if a convincing case can be made to the associate dean of the admitting college that circumstances have changed so that there is a reasonable probability of success. Students

will be readmitted on probation, final probation, warning for repeats, or warning for lack of progress in the major as appropriate, and specific conditions in writing will be imposed.

Readmission after Academic Recess

The recessed student is normally allowed a second chance to demonstrate satisfactory academic performance. Therefore, he or she may apply for readmission to be effective at the conclusion of the specified period of recess. The student may be required to submit a report of activities during the period of recess. The report may be used as one kind of evidence regarding readiness to return. If the student has attended another institution while on recess, he or she must submit an official transcript and have earned at least a 2.00 grade–point average (GPA), or its equivalent, to be considered for readmission.

After Academic Dismissal

Academic dismissal does not imply future readmission nor does it mean that the person is forever barred from enrollment at Michigan State University. After a period of at least two years, a student dismissed for academic reasons may apply for readmission. The applicant must be prepared to submit evidence of growth in maturity and responsibility indicative of capacity to perform university-level work. Declarations of good intentions are not sufficient. Each application will be considered on its merits. If the student has attended another institution while on dismissal, he or she must submit an official transcript to be considered for readmission.

Academic Standing and Student Review (ASSR)

(ASSR process applies ONLY to students admitted to the Upper Level Social Work Program.)

Social work students are expected to maintain acceptable academic standing including successful performance in their practicum. The Academic Standing and Review process is used to assist students in meeting program requirements. It is not a formal grievance procedure.

Academic standards and requirements for undergraduate students are detailed in the MSU publication [Academic Programs](#). For further clarification, students should contact their academic advisor.

Undergraduate students are expected to maintain at least a 2.0 overall G.P.A. **All admitted students at the upper level must obtain at least a 2.0 in all required social work classes at the 300 level and up in order to progress to the next course in the major.** Any faculty member is encouraged to contact the Undergraduate Director about scheduling an ASSR for a student who experiences academic difficulty prior to the end of the course.

Review of the academic standing of students who are identified as experiencing academic or performance problems is a process which is intended to provide timely and on-going assessment and support to students who require assistance. The process is designed to help students as well as protect the academic standards of the School and the standards of the social work profession. The ASSR provides a means for mobilizing the resources of the School, College and University to assist students to be successful in their chosen major.

The ASSR is not a student complaint-making or grievance procedure. If a student believes that a grade(s) has been assigned unfairly or that a violation of her/his student rights has occurred, the student may initiate an informal complaint or formal grievance. The ASSR is initiated only by faculty on behalf of a student whose academic problems are threatening her or his status as a student in the School.

Undergraduate ASSR Process

An ASSR is scheduled:

1. When a student receives a grade below a 2.0 in a required social work course, or when a student receives a second grade below a 2.0 in any other social work course. The academic advisor will notify the Undergraduate Director.
2. Unsuccessful completion of a practicum, or a grade of "I" will ordinarily suggest the need for an ASSR. The Undergraduate Director will review the situation and decide whether to request an ASSR.
3. Whenever, in the opinion of any faculty member, a student is experiencing difficulty which threatens her/his academic progress, such as inability to perform acceptably in field instruction and/or loss of a field placement, and failure to complete her/his diversity project requirements.

The Undergraduate Director will schedule and chair the ASSR hearing panel which may be attended by the academic advisor, classroom instructor who assigned grade(s) below 2.0, the faculty liaison and the field coordinator, if the situation involves a field performance problem. (Note: The agency based field instructor cannot participate.) The student is expected to attend and may bring an "advocate-supporter" who must be someone from the University community (i.e. an employee, faculty member or other student). The process is designed to be informal and non-adversarial. After exploring the situation, the participants reach a conclusion (occasionally more than one conclusion) which shall be reported to the Director of the School of Work who may concur, modify or reject the recommendation. The student is free to appeal/dispute the recommendation to the Director of the School of Social Work. A draft of the recommendation will be reviewed by those attending and included in a written report, and submitted to the student and to the Director of the School of Social Work. The report and recommendation will be kept in a confidential folder available to the Undergraduate Director and the student's academic advisor, and shall not be used in a reference letter or any other similar document. The student may write one addendum to the report if s/he wishes.

Undergraduate Professional Readiness Review (PRR)

(PRR process applies ONLY to students admitted to the Upper Level Social Work Program.)

PRR Process

Becoming a social worker is a process that begins upon entrance into the School of Social Work. Students are expected to commit to learning and modeling professional social work behavior, values, and ethics in the classroom, field education, campus events and beyond. Failure to demonstrate the markers of professional behavior may impede your progress in the program and may result in actions up to and including termination from the program. This differs from the ASSR process in that it is not based

on academic markers, but those that are necessary for professional development and behavior as a social work professional.

Markers of professional behavior include but are not limited to:

1. Treating your classmates as colleagues and extending professional communication, respect, and value for diversity.
2. Timeliness in meeting deadlines for coursework, program requests and field education.
3. Understanding how excessive leaves and absences impact learning, relationships and work with clients.
4. Being on time and prioritizing responsibilities.
5. Practicing healthy work/life balance. Social work students should display an ability to deal with life stressors effectively, using proper self-care skills and advocacy skills with their colleagues, peers and others.
6. Being proactive in seeking out help and assistance prior to a deadline or a medical or emotional issue interfering with performance.
7. Utilizing effective and timely communication skills.
8. Accessing supportive MSU services when needed (i.e., RCPD, Counseling Center, Olin Health Center).
9. Exploring and understanding how one's own values, belief systems and past experiences impact work as a social worker, class assignments, and activities.
10. Adhering to classroom expectations as outlined in course syllabi.
11. Displaying proper ethics and boundaries in and out of the classroom.
12. Proper and ethical use of social media and social networking, maintaining the guidelines of confidentiality at all times when writing about class experiences, field work, volunteer work or agency information.

A Professional Readiness Review may be called when the BASW Director, advisor, instructor or other School representative becomes aware that a student is not being consistent with one or more of the markers of professional behavior. The purpose of this review is to assess one or more of the following: if a student is ready to continue with the program after a period of being away; is ready to apply for or enter field education; has demonstrated that there may be barriers to completing his/her social work education; has been made aware that he/she is not displaying markers of professional behavior.

The Undergraduate Director will schedule and chair the hearing panel which may be attended by the academic advisor, the faculty liaison and the field coordinator, if the situation involves a field performance problem. (Note: The agency based field instructor cannot participate.) The student is expected to attend and may bring an "advocate-supporter" who must be someone from the University community (i.e., an employer, faculty member or other student.)

The process is designed to be informal and non-adversarial. After exploring the situation, the participants reach a conclusion (occasionally more than one conclusion) which shall be reported to the Director who may concur, modify or reject the recommendation. The student is free to appeal/dispute the recommendation to the Director of the School of Social Work. If the PRR is called due to a request for readmission, a draft of the recommendation for readmission will be reviewed by those attending and

included in a written report, and submitted to the student and to the Director of the School of Social Work. The report and recommendation will be kept in a confidential folder available to the Undergraduate Director and the student's academic advisor, and shall not be used in a reference letter or any other similar document. The student may write one addendum to the report if s/he wishes

School of Social Work Policies and Procedures

Grading

For additional information on grading policies at MSU, please refer to [Academic Programs](#), published by MSU.

Grading in each course is based on evaluation by a faculty member 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 and via the course syllabus. Grading criteria for each course are also included in the course syllabus.

The University uses three systems of grading: a numerical system, a supplemental credit-no credit system, and a limited pass-no grade system. There are limitations on the amount of coursework that may be completed on the credit-no credit system and the pass-no grade system. **Combined total of field practice/practicum independent study may not exceed 20 credits.**

Field practice/practicum credits, maximum allowed: 12 credits
Independent study credits, maximum allowed: 12 credits, SW 8 credits.

Credit-No Credit

The credit-no credit system is intended to allow students to study in areas outside the major field of study without jeopardizing their grade-point averages. CR-credit is granted if the student performs at or above the grade point average required for graduation, i.e. 2.0 for undergraduate students, and 3.0 for graduate students. An undergraduate student may not enroll in more than one CR-NC in a single semester. Students may NOT enroll in any course on a credit-no credit basis if the course is used to meet [University](#), [College of Social Science](#), or [School of Social Work](#) requirements. For additional information see Grading System in the [Academic Programs](#) book, or your Academic Advisor.

Pass-No Grade

This system is used only in courses specifically approved by the University Committee on Curriculum. Courses approved for P-N grading are noted as such in the [Schedule of Courses](#).

Course Waivers

Undergraduate students who believe they have completed required social work courses elsewhere may submit course outlines and official transcripts showing grades received to the Undergraduate Director for evaluation. University requirements are evaluated by the respective department. When a waiver is granted, the student does not have to take the course and does not receive credit for the course. The School of Social Work does not give credit for life or work experience.

Repeating a Course

An undergraduate student who receives a grade of 2.0 or above, CR or P in a course may not repeat the course on a credit basis. 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. It should be noted, however, that all entries remain part of the student's permanent record. A student may repeat no more than 20 credits. Any course repeated for credit must be taken on the same grading system under which the course was taken the first time, except where standard requirements to the contrary must be satisfied in order to meet graduation requirements.

Upper Level Program Grade Requirements

The following issues with overall GPA and/or course grades can result in dismissal from the BASW program:

- an **overall GPA below 2.0**;
- **A grade in a core SW course below a 2.0 (SW310, 320, 340, 420, 430, 431, 440, 441)**
- **a grade below 2.0 in field education (SW494A and SW494B)**

It is important to note that these are stricter standards than required by the University.

Postponement of Grading

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 or DF-Deferred in lieu of a grade. Incomplete or deferred grades received in foundation required courses must be removed prior to the student's enrollment in any required advanced courses.

I-Incomplete Grades

An I-Incomplete is given only when:

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

Provided these conditions are met, the instructor specifies what the student must do and by when it must be done to remove the I-Incomplete. The student and instructor must complete, sign and submit the University [Agreement for Completion of \(I\) Incomplete form](#) to the undergraduate office staff who will submit to the College of Social Science, where it will be retained for at least one year.

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 Incomplete. 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 that, the Incomplete will become U-Unfinished and will be changed to I/U on the student's academic record. The course may then be completed only by re-enrollment. 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.

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.

DF-Deferred Grades

DF grading is only for graduate students who are doing satisfactory work but cannot complete the course work because of reasons acceptable to the instructor. The required work must be completed and a grade reported within 6 months (190 calendar days from the last class day of the term of instruction), with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical grading system. This grade then remains part of the student's academic record, and the course can be completed only by re-enrollment.

Drops and Withdrawals

Students drop courses or withdraw from the program temporarily for a variety of reasons.

Drops

Students can drop from individual courses. Changes made through the first $\frac{1}{4}$ of the term of instruction (measured in weekdays) will be refunded 100% of the semester course fees and tuition for the credits dropped. Courses dropped before the middle of the term of instruction will be deleted from the official record. See the Schedule of Courses for course specific dates for drops and refunds.

Withdrawals

Withdrawals are voluntary and remove a student from all courses. Withdrawals are initiated through the College. A Medical Withdrawal must be approved by the Medical Withdrawal Committee and finalized by the College. Students can only have one Medical Withdrawal. Please see you Academic Advisor to discuss your options or to initiate a withdrawal.

Withdrawal from the Program

If a student voluntarily withdraws from a semester or interrupts their outlined course plan for any reason, a Professional Readiness Review (PRR) may be called to determine a student's readiness to continue in the program. In addition to the procedure for the PRR, the student is to fill out a Request for Readmission in Appendix B of this handbook, and submit to the Undergraduate Director to schedule a review. Any and all supporting documentation supporting readiness to return is to be submitted with the petition. The Request for Readmission is the student's opportunity to display his/her readiness to return to the program, the understanding of the professional behavior needed to continue in the program and his/her ability to complete the program. Students who do not complete both SW 310 and

320 with a grade of 2.0 must submit an application for readmission to the Director of the BASW program, via e mail, prior to enrolling in subsequent SW Core Courses.

Student Grievance Procedures

The School of Social Work, the College, and the University take student complains and grievances seriously and have a number of processes in place to address complaints.

Whenever a student believes that they have been treated unfairly or in a way that abridges their rights, the student may consider filing a complaint or grievance. The School's Director, the Undergraduate Director, or the student's advisor will provide information about possible actions. In addition, the University Ombudsman, located at 101 Linton Hall, can be helpful in directing students with complaints to appropriate resources.

As a general policy, the School suggests that those contemplating filing a grievance to first pursue informal resolution of differences by discussing concerns with their instructors. If the student is still unsatisfied, they should meet with the Undergraduate Director, and, if still unsatisfied, the School Director. Often disputes can be settled informally without pursuing a formal grievance. Undergraduate student grievances shall follow the hearing procedures described in the Michigan State University's [Spartan Life](#), which includes [Academic Freedom for Students at Michigan State University](#)

Professional and Academic Integrity

Students and Faculty in the School of Social Work are expected to engage in behavior consistent with the [National Association of Social Workers Code of Ethics](#). Students must also adhere to the School's policies regarding confidentiality (See [Appendix A](#)). Whenever research is done by students that involve human subjects, students must comply with School and University policies controlling such activity.

At Michigan State University, the principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and, in doing so, protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged (see [Academic Programs](#)).

If an instructor discovers any instances of academic dishonesty, it is her or his responsibility to take appropriate action. Depending on his or her judgment of a particular case, s/he may give a failing grade to the student on the assignment or for the course.

In instances where a failing grade in a course is given for academic dishonesty, the instructor will notify the School's Director. The Director may request, in writing, an Academic Standing and Student Review of the circumstances. In instances of academic dishonesty where the instructor feels that action other than or in addition to a failing grade in the course is warranted, the instructor will report the case to the School's Director.

The student who receives a failing grade on a charge of academic dishonesty may appeal to the Student-Faculty Judiciary a judgment made by a department, school, or college. Refer to [Academic Freedom for Students at Michigan State University](#) and [Spartan Life](#) for further information.

When, in the judgment of the ASSR and Director, action other than, or in addition to, a failing grade is warranted, a referral will be made to the Dean who may refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. Refer to [Academic Freedom for Students at Michigan State University](#) or [Spartan Life](#) for more information.

Student Conduct and Professional Expectations

The School of Social Work conforms to the College of Social Science and University policies regarding students. The *School of Social Work's Undergraduate Student Handbook* and the University's [Spartan Life Student Handbook](#) are available online and describe student rights and responsibilities.

In addition to the expectations of MSU and the College of Social Science, the School of Social Work, as a professional school, expects its students to conform to the [National Association of Social Workers \(NASW\) Code of Ethics](#) and to be sensitive to the impact of their actions on clients, social work agencies and those who make up the School community.

Becoming a professional social worker requires that a student embark on an exploration of challenging theories, complex analyses of policies and programs, and self-examination as they use new information to deal with the complex problems presented in professional social work education.

Certain precepts must always be adhered to:

1. Honesty in the classroom; honesty with self, organizations and clients.
2. Respect for self, clients, organizations and members of the School community.
3. Compliance with those expectations established by field instruction agencies.

Deliberate noncompliance is a very serious matter that may result in sanctions that could lead to termination from the program.

A grade below a 2.0 in field education is grounds for dismissal from the program.

These precepts are fundamental to the educational process and the integrity of the social work profession. The University and the School of Social Work rigorously protect them. Therefore, no student shall:

1. Represent the work of another person, including materials from the professional literature, as one's own work.
2. Submit a written assignment, prepared for one class, as original work for any other class without prior knowledge and permission of the Instructor.
3. Represent interactions of clients in written case materials that did not occur or present any false statements in such materials.
4. Identify her/his self as a student in the School of Social Work without being officially registered.
5. Falsify degrees or professional credentials to clients or agencies.
6. Falsify University class hour commitments or schedules to any employer or field agency.

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

Adjudication of cases of academic dishonesty, violations of professional standards and falsification of admissions and academic records will follow the [Academic Freedom document](#) found in [Spartan Life](#). (See also [General Student Regulation](#) 1.00, Protection of Scholarship and Grades, and [General Student Regulation](#) 5.0, Protection of University Functions and services in [Spartan Life](#)).

Allegations of Unethical Conduct

Allegations of unethical conduct made by any student, or any faculty member require an ASSR. Appropriate actions beyond the School will be taken if indicated. Unethical conduct in any academic course, seminar, campus activity, social media, field placement or in relation to your role as a student in the BASW program may result in termination from the program.

Academic Integrity

The social work profession is grounded in the public trust. Consequently, academic dishonesty in professional education is not tolerated. Academic dishonesty consists of behaviors that include plagiarism, falsification or fabrication of information, tampering with university records or documents, cheating, or sharing work without authorization. Not only are such behaviors against [Michigan State University principles related to academic integrity](#), but they violate the [NASW Code of Ethics](#). 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. 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 the Academic Dishonesty Report Form through the Registrar's office.
- The instructor may recommend an academic disciplinary hearing when the penalty grade assigned is a failing grade in the course.
- The student will be expected to attend an Academic Standing and Student Review within the School of Social Work.

Students are expected to understand what constitutes plagiarism and not submit the academic work of others as their own. Specifically:

"Plagiarism, is copying another person's text or ideas and passing the copied material as your own work. ...You must both delineate (i.e., separate and identify) the copied text from your text and give credit to (i.e., cite the source) the source of the copied text to avoid accusations of plagiarism. Plagiarism is considered fraud and has potentially harsh consequences including loss of job, loss of reputation, and the assignation of reduced or failing grade in a course.

This definition of plagiarism applies for copied text and ideas:

(i) regardless of the source of the copied text or idea;

(ii) regardless of whether the author(s) of the text or idea which you have copied actually copied that text or idea from another source;

(iii) regardless of whether or not the authorship of the text or idea which you copy is known;

(iv) regardless of the nature of your text (journal paper/article, webpage, book chapter, paper submitted for college course, etc) into which you copy the text or idea;

(v) regardless of whether or not the author of the source of the copied material gives permission for the material to be copied; and

(vi) regardless of whether you are or are not the author of the source of the copied text or idea (self plagiarism).

This definition also applies for figures and figure legends and for tables and table legends which you copy into your text.”

Quoted from “Plagiarism: What It Is and How to Avoid It”, Peter Cobbett, PhD, August 2016. Posted on the [Office of University Ombudsperson website](#).

Students with any questions related to plagiarism or other examples of academic honesty are encouraged to talk with instructors or graduate advisors. Additional information on MSU policies regarding academic honesty and integrity can be found through the [Office of the University Ombudsperson](#).

College of Social Science Honor Code

The College of Social Science Honor Code applies to all citizens of the College.

We, the College of Social Science Spartans, in order to meet our responsibility to each other within the broader Michigan State University community and to align student and faculty professionalism in order to create an atmosphere for free and open exchange of ideas adopt this Honor Code to uphold the following values:

To respect individual and group diversity

We have much to learn from one another

To take pride in the university community

This is our home, not only our school

To work together to uphold the value of excellence

We hold ourselves and colleagues to a higher standard

To take accountability of one's own actions

Our integrity is worth more than our grade

To ensure that no individual has an unfair academic or personal advantage over another

Everyone's grade must reflect their work not their relationships with faculty or other students

We the faculty, students, and administration of the College of Social Science expect that these values will be demonstrated inside and outside of the classroom, and will be internalized and upheld in our lives beyond our time at MSU.

In the College of Social Science, allegations of academic dishonesty are taken very seriously. The procedures of the College and University are designed to ensure that our ideals are upheld for all members of our community when other efforts to resolve disputes have been exhausted. Information about "Student Rights and Responsibilities" is available to you in several places, including at [Spartan Life Online](#).

The Office of the Ombudsperson at Michigan State University provides a wide range of resources to enable students to learn their rights and responsibilities. [Those resources are available here](#).

Release of Student Information

Because of the [Family Educational Rights and Privacy Act](#), the School and individual faculty members are restricted from releasing information concerning a student's academic record.

Should you desire the School and/or an individual faculty member to provide you with any letters of reference/recommendation you must complete, sign, and return a [Student Reference Request Release](#) form to the undergraduate academic advisor. This form will then be filed in your permanent academic record. It can be amended and/or terminated at any time.

Without a written release authorization, the School cannot provide any letters of reference/recommendation. We are permitted by law only to say you attended the program and/or graduated unless we have written permission to provide further information.

Release of Information about Students and Departmental Student Records

All application materials of matriculated and non-matriculated students, except official transcripts and School and University applications, will be kept in a separate file accessible to the BASW Program Staff, and the Director of the School. It will either be destroyed upon graduation or, in the case of non-matriculated students, will be kept for one academic year and then destroyed.

In addition to application materials, the student's MSW program file will be available to the MSW Program Director, Program Coordinators, Graduate Advisors, and Graduate Programs Office Assistants. Student files include:

- grade reports, documentation of issues around academic performance, administrative action forms, and admissions information;

- field education information such as placement application and confirmations forms, learning agreement and Field Instructor’s Assessment Reports; and
- other information pertaining to the student’s academic progress such as leave of absence requests, awards and fellowship forms, etc.

The School of Social Work adheres to the [University’s policies pertaining to access to and release of student academic records](#), in accordance with the Family Educational Rights and Privacy Act (FERPA). Students who want the School and/or individual faculty members to provide letters of reference or recommendation must complete, sign and return a [release of information authorization](#) to the faculty member from whom the reference is requested.

Undergraduate Advising

Advising in a professional school is an important activity. In the academic advising conference, the academic advisor reviews with the student what courses are needed to complete academic program requirements. Career advising provides students with opportunities to discuss a variety of professional topics such as career goals, aspirations, opportunities, and professional practice concerns.

All undergraduate social work majors receive academic advising from the School’s BASW Academic Advisor. The Undergraduate Advising Office is in Room 153 Baker Hall. To schedule an advising appointment please use the dashboard at msu.campus.eab.com

The Academic Advisor is experienced in curriculum planning and knowledgeable about the University’s administrative structure, procedures, and resources. A primary objective of the advising conference is to enable students to maximize use of University resources to achieve their academic, career and personal goals. However, the achievement of these goals is the responsibility of each student.

Freshmen and sophomore students should meet with the academic advisor each semester before enrollment. All admitted juniors should meet with the academic advisor as soon as possible after notification of acceptance to plan the remaining academic requirements needed for graduation. Students should never hesitate to contact the advisor about any questions they may have. Because the advisor is often meeting with students, sending an e-mail with your question is usually the best way to get a response.

Independent Study

Undergraduate and graduate students may have academic interests that cannot be pursued within the context of established courses. At Michigan State University, Independent Study is planned study that is (1) highly individualized, (2) not addressable through any other course format, (3) proposed in writing by the student on a standard form, (4) accepted for supervision by a faculty member, and (5) approved by the student’s academic advisor and the School at the beginning of the semester. (See [Academic Programs](#))

Students may wish to submit a proposal to complete an independent study project to a member of the School's faculty who has expertise in their area of interest. This proposal is submitted on an Independent Study Form that is available in the Student Initiated Forms Menu of STUINFO.

Faculty will approve projects and sign an Independent Study Form verifying their willingness to work with students.

Students may not register for an independent study course, SW 490, until they have signed an agreement from a faculty member who will sponsor them. Faculty will clearly specify expectations for students whom they agree to supervise for independent study prior to the student's registration. Students must present a copy of an independent study form, signed by a faculty member and the Academic Advisor, before taking the paperwork to the Graduate Office, 239 Baker Hall, in order to receive an override.

Copies of the Independent Study Form shall be distributed after all signatures have been obtained to the student, the instructor, and to the undergraduate advisor for placement in the student's academic record.

Independent Study Credits cannot be used to fulfill General Education, College or Social Work requirements. Consult with your advisor on how these credits may apply to your degree plan.

Student Participation in Governance

Any student who is a lower division provisional social work major or who has declared social work as a major is a member of the undergraduate student body. Any student who is considering social work as a major is encouraged to participate in School activities and in student organizations, though such students may not have voting rights in School governance.

Students for Social Work (SFSW) selects members to represent the views of their constituencies at School meetings.

The BASW Director's Advisory Board (BDAP) meets twice per semester (fall and spring) to discuss program related issues, concerns and to solicit feedback to steer the program. The board will consist of 12 members selected from current admitted upper level BASW students and current MSW students who have attend our BASW program. The BASW Field Coordinator, BASW Academic Advisor and School Administrators and Committee Chair's may be asked to attend based on topic.

Participation in School Meetings

Students are represented at regular school meetings by selected members of the student body. School meetings are open to all students majoring in social work who wish to attend without voting privileges. Names of students selected as student representatives to the School meetings will be given to the Director's secretary at the beginning of each semester. *They shall hold full voice and voting rights.*

Elected student representatives may suggest items for the agenda of School meetings by notification to the Director's secretary. Agenda items may be deferred at the discretion of the Director of the School when there is not ample time for complete discussion.

Student Organizations

Within the School of Social Work, some of the student organizations are:

Students for Social Work (SFSW)

The purpose of Students for Social Work is to provide all undergraduate social work students with opportunities to participate in School activities. It is open to all undergraduate students. Through this organization, students have opportunities to socialize with peers at informal meetings and social events. Students for Social Work executive board members may also serve as representatives who can represent the views of undergraduates in School governance. It sponsors events that contribute to the intellectual life of the School. The students select their own officers and leaders. Officers of Students for Social Work must be in good academic standing.

Organization of Latino Social Workers (OLASW)

The mission of the Organization of Latino Social Workers is to define and advance the Latino agenda within the social work profession in the United States and Puerto Rico. OLASW works to increase awareness among decision makers of the health, mental health and social services needs and concerns of the Latino population and Latino social workers. It also provides support and mentoring to Latino students at MSU.

[Spartan Life](#) also gives additional information about the numerous student organizations on campus that offers students opportunities for extracurricular activities.

Honors Studies and Societies

The Honors College

The core of the coursework for an [Honors College](#) student is selected from a set of Honors courses or Honors sections of regular courses. These courses are typically smaller, limited in enrollment to Honors College members or students of comparable ability, and taught in a more challenging manner. An "H" identifies these courses and sections in the [Schedule of Courses](#) book found after the course number or section. Some components of the Honors College Program are open to other students whose record indicates that they would benefit from them.

Phi Alpha Honor Society

The [Phi Alpha Honor Society](#) is a national social work honor society. The School of Social Work is home to the Beta chapter of Phi Alpha. Membership in Phi Alpha Honor Society is by invitation.

Undergraduate social work students who have met the following requirements are eligible:

1. Achieved a cumulative GPA of 3.2
2. Completed a minimum of 9 credits in the social work core curriculum

(SW310, 320, 340, 420, 430, 431, 441, 442, 494A, 494B)

The Chapter sponsors an annual reception to honor new members and award membership certificates.

Phi Kappa Phi Honor Society

To become a member of Phi Kappa Phi you must meet the following criteria:

1. Have reached junior standing
2. Completed 60 credits in residence at MSU
3. Rank scholastically in upper 1.5% of class for juniors
4. Rank scholastically in upper 7% of class for seniors

Nominations are made automatically each spring semester based on prior fall semester record.

Phi Beta Kappa Honor Society

The following are requirements for membership in Phi Beta Kappa, the national undergraduate honorary society.

1. Senior status
2. Major or dual major in Colleges of Arts and Letters, Social Science, Natural Science, James Madison College, Lyman Briggs School, or the Department of Economics or Journalism.
3. GPA of 3.5; transfer students must have at least 30 credits at MSU.
4. Mathematics through 116 or demonstrated proficiency with sufficiently high score on the ACTs (29) or SATs.
5. A foreign language through the second year level (202) or by waiver into the third year.
6. Integrative Studies requirements should be fulfilled.
7. Program should reflect broad liberal arts' and sciences' interests. No more than 30 credits (beyond the introductory level) should be in the student's major or closely related areas.

The criteria for selecting recipients of the above awards varies, including academic performance, areas of program concentration, quality and coherence of courses, independent academic activities (such as research or a scholarly project), and outside activities such as community service.

University Resources and MSU Community Supports

We encourage students to explore the following resources available to them. Resources listed below are open for all enrolled MSU students and free of charge.

[MOSAIC: Multicultural Unity Center](#)

In January 1999, the Multicultural Center of Michigan State University opened its doors after many years of collective advocacy by the [Council of Racial Ethnic Students \(CORES\)](#). CORES successfully convinced

the MSU administration that a Multicultural Center was necessary and critical to the implementation of one of MSU's guiding principles: "Advance Diversity Within Community." Mosaic: The Multicultural Unity Center is a space for students to study, have meetings and be within a neutral environment. Mosaic represents the thousands of students at Michigan State University and we are here for YOU! The Center hosts a variety of different programs throughout the school year, from academically-oriented presentations to student group meetings to informal social receptions to which everyone is welcome to attend.

[Office of Cultural and Academic Transitions](#)

The Office of Cultural and Academic Transitions (OCAT) constructs supportive cultural, social and educational communities that actively involve students in learning. OCAT supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration and development of cultural identity. Student-to-student interaction is the key to benefiting from diversity, and OCAT strives to bring together individuals as well as groups of students from diverse racial, ethnic, international, and domestic backgrounds for meaningful interactions. In part, OCAT accomplishes this mission by building critical alliances with peoples, programs, and ideas throughout the university. Additionally, OCAT helps students to better understand themselves and others through cultural, social, and academic activities.

[Council of Racial and Ethnic Students](#)

The Council of Racial and Ethnic Students or C.O.R.E.S is comprised of four cultural communities at Michigan State University. These communities are represented by four student organizations: North American Indigenous Student Organization (NAISO), Black Student Alliance (BSA), Asian Pacific American Student Organization (APASO) and Culturas de las Razas Unidas (CRU). These communities help students to better understand themselves and others through cultural and social activities. Additionally, these communities serve as advocates for their members by staying abreast of issues that impact their respective community, and by working with University faculty, staff, and administration in addressing concerns. CORES work to promote social and cultural understanding through important cultural events including: *MSU Annual Pow Wow of Love, Native Heritage Month, Cultural Vogue/Lunar New Year, APA Heritage Month, Night Market, Brown Pride, the Black Power Rally, Black History Month, the African American Celebratory, Latin Explosion, Dia de la Mujer, Chicano History Month, and much more!* Each year, the CORES works together to put on a collaborative cultural celebration called [Spartan Remix](#)

[LGBT Resource Center](#)

The LGBT Resource Center is dedicated to leading and collaborating on university-wide initiatives that prepare students to thrive in our diverse world, and enhancing the campus climate and support services for students marginalized by their sexuality or gender.

[Student Health Services](#)

Student Health Services is a health and wellness resource for the MSU student community, providing medical care and health education services for students during their enrollment at MSU at [Olin Health Center](#) and [Neighborhood Clinics](#) on campus. The first three medical office visits of each school year are subsidized by the University for enrolled MSU students; there are fees for services such as laboratory tests, prescriptions, X-rays, physical therapy, surgical procedures, and medical supplies. In addition, Student Health Services provides services on a fee-for-service basis to adult family members of MSU and MSU Law students.

[Resource Center for Persons with Disabilities](#)

Staff specialists are available to respond to students with mobility, visual, hearing, alternative learner concerns, and other disabilities to enable their involvement in University activities. Other resources are available to students with special needs.

[Counseling and Psychiatry Services \(CAPS\)](#)

Counseling and Psychiatry Services are available to registered MSU students. Counseling services are [confidential](#). Students should feel free to contact the Counseling Center for personal concerns and crises. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. Any student registered for one or more credits is eligible for an initial consultation. Many services are subsidized by general university funds; other services have nominal costs.

[Neighborhood Student Success Collaborative](#)

The mission of the Neighborhood Student Success Collaborative (NSSC) is to help undergraduate students achieve their academic goals, navigate the institution, and engage with other students, faculty and staff at Michigan State University. The Neighborhoods provide services through its five Neighborhood Engagement Centers, Neighborhood Advising team, Dow STEM Scholars Program, and the Collaborative Learning Center. Resources provide in the neighborhoods are organized into five key developmental areas: academic, health and wellness, intercultural, purpose/career, and residential.

[Neighborhood Engagement Centers](#)

The Engagement Centers are unique spaces located in each neighborhood and serve as the main access points to important resources such as faculty, classes, tutors, neighborhood advisors, health practitioners, and other consultants that can help you navigate through your college career. Go there to:

- See an Academic Advisor
- Get questions answered
- Find assistance with math coursework, writing papers, and other academic subjects
- Sign up for recreation and fitness programs
- Make an appointment with the health clinic
- Learn about upcoming events in and around your neighborhood
- Participate in intercultural dialogues
- Attend Class
- Explore majors and careers
- Socialize with friends

[The Writing Center](#)

The Writing Center at MSU operates with a broad vision of collaboration in the MSU community; peer-to-peer consultations with students, faculty, and the community allow us to expand ideas of literacy and composing beyond traditional models and geographic boundaries. With this vision for both the academy and the global community in mind, The Writing Center is committed to

- Working with and developing multiple literacies
- Encouraging and facilitating collaboration

- Supporting interdisciplinary methods of thinking, writing, and researching
- Promoting diverse understandings of writing and the disciplines in which they are situated
- Utilizing new technologies in pedagogically responsible ways

[Center for Service-Learning and Civic Engagement](#)

The MSU Center for Service-Learning and Civic Engagement helps to connect students to beyond-the-classroom learning opportunities that are active, service-focused, community-based, mutually beneficial, and integrated with students' academic programs. The Center for Service-Learning is available to assist social work students in setting up volunteer experiences for their diversity projects.

[Career Services Network](#)

Career Services at the Student Services Building specializes in the early stages of [career exploration](#), [student employment](#), [internships](#) or other [service learning and civic engagement](#). Individual [career advising](#) is available for students from any major or college. On campus interviews with employers from the health, human services, and public sector areas are held here.

[International Studies & Programs: Office for Education Abroad](#)

The Office for Education Abroad is committed to engaging the campus community in a collective partnership to provide valuable, high-quality and academically-sound education abroad and exchanges programming that expands opportunities for where, when and how students learn. Their mission is to ensure that all students at Michigan State University, irrespective of demographic background, academic discipline, or financial need, actively engage in international study that advances global learning and disciplinary scholarship. The Office of Study Abroad administers over 275 programs taking place in more than 60 countries around the world. Each year, close to 3,000 students are transformed by their educational experiences outside of the United States. MSU's study abroad program offers students the opportunity to earn credit in an international setting; students can take classes, conduct research, get involved in community engagement, or participate in internships all over the world while earning credit necessary for graduation

University Policy on Relationship Violence & Sexual Misconduct

http://www.hr.msu.edu/documents/uwidepolproc/RVSM_Policy.htm

University Policy on Religious Observance

<https://reg.msu.edu/ROInfo/Notices/ReligiousPolicy.aspx>

University Policy on Grief Absence <https://reg.msu.edu/ROInfo/Notices/GriefAbsence.aspx>

Academic Programs <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=110>

College of Social Science Student Resources

Students in the social work major at all levels are encouraged to use the resources and support of the College of Social Science.

[Social Science Undergraduates Student Resources](#)

- [Scholarships, Awards and Funded Research Opportunities](#)

- [Career Services](#)
- [Dean's Student Advisory Council](#)
- [Social Science Ambassadors](#)
- [Social Science Scholars Program](#)
- [Student Handbook](#)
- [Student Organizations](#)
- [Office of Student Affairs and Services](#)
- [Future Students](#)
- [Experiential Learning](#)
- [Office of Student Affairs and Services](#)
- [Academic Advisors in the College of Social Science](#)
- [Contact Student Affairs](#)
- [Career Services](#)
- [Help Rooms](#)
- [STAR \(Success Training for Academic Recovery\)](#)

Appendix A: School of Social Work Confidentiality Policy

7.1. Sensitive to the issues of confidentiality and rights of privacy, the School has specific policies concerning the privacy rights of clients and students. None of these policies, however, is intended in any manner to supersede the NASW Code of Ethics or University rules and regulations concerning privacy and confidentiality.

7.2. Clients

7.2.1. A complete client-student relationship is based upon the presumed consent of the client. In achieving the educational goal of the practicum, it is therefore assumed that these interactions will be shared with the Practicum Instructor. The School encourages the students to advise every client of these educational requirements.

7.2.2. All material related to fulfilling course requirements must be disguised to the extent necessary to protect client confidentiality and anonymity.

7.2.3. Whenever a student uses data about clients or about the practicum setting which has been collected by the practicum agency, the student must obtain permission to do so from appropriate agency personnel.

7.2.4. No client is to be taped, either on audio or videotape, without written permission of the client. In the case of a minor under eighteen years of age, the written consent of the parent and/or guardian must be obtained. In addition, written consent of the minor client should be obtained whenever possible, and in no case will the rights of the minor client be violated. These permission authorization forms will be filed in the appropriate agencies. Prior to any audio or video taping, the student must discuss with the Practicum Instructor the reason for such recording and be granted authorization for the recording.

7.2.5. Audio or videotaping is to be used only for the direct individual educational instruction of the student or for service to the client unless more detail is provided to the client in a written consent form. Such additional uses of the recording may be for educational purposes in classroom settings, in grievance proceedings, etc. However, the use of audio or videotapes with clients in classroom settings is generally discouraged.

7.2.6. No student shall be required by a classroom instructor to produce an audio or video taping of clients. The use of taped material shall, under all circumstances, be merely an optional mode of meeting course requirements.

7.2.7. In rare cases where a tape shall be preserved for ongoing educational purposes, written consent must be given by all the

participating persons, i.e., student, client(s) and agency. A specific faculty member must be responsible for the safekeeping of such tapes. The faculty member in question shall be so identified and a statement to this effect placed on file in the Director's office. The tapes in turn shall be kept locked with limited access. Any other faculty member (or other individual identified and approved by the Director) who wishes to use a specific tape shall submit in writing the reason for such use, sign the tape out if approval is given, and return the tape at a specified time.

7.2.8. The educational nature of the practicum requires that all consultation inside or outside of the practicum agency concerning clients occur with notification of the Practicum Instructor and Faculty Liaison.

7.2.9. The University Committee on Research Involving Human Subjects (UCRIHS) provides guidelines concerning various types of projects in which human subjects are included at Section 7.6 of these Bylaws. Students, faculty and field agency staff are expected to observe these guidelines.

7.3. Students

7.3.1. All material submitted as a part of the application process for admission into the Undergraduate or Master's Programs of the School of Social Work shall remain confidential, privy only to the Undergraduate Program Director, the Director of the School of Social Work, and the designated faculty members reviewing the application materials.

7.3.2. Upon matriculation, all application material other than official transcripts will be removed from the student's academic file and placed in a separate file accessible only to the School's Director and the Undergraduate Director, or "as appropriate". The latter file will be destroyed after successful completion of student's academic program.

7.3.3. No evaluative work submitted by a student in the fulfillment of any course shall be released by the responsible faculty person to any other student or any other person not employed by the School of Social Work without the written consent of the student submitting the work.

7.3.4. Inasmuch as the University's Code of Teaching Responsibility expects that graded examinations and papers will be provided to the student for inspection and discussion, all faculty members will be responsible for the return of such materials. If students want papers of other coursework returned to them after the end of the term, they must provide a self-addressed envelope with sufficient postage. In order to maintain confidentiality and protect the rights of privacy of the students involved, leaving papers in the front office or the mailboxes is prohibited. Furthermore, the responsibility of returning such confidential materials should not be placed upon the secretarial staff.

7.3.5. No one other than the School's Director or the Undergraduate Program Director (as appropriate) or the student's faculty advisor may

serve as an official reference for a student when the student's records must be consulted without first receiving a completed and signed FERPA form (available from the academic advisor) or a similar written request from the student.

**Appendix B: Request for Readmission to Upper Level Program
SCHOOL OF SOCIAL WORK/ REQUEST FOR READMISSION to Upper
Level Social Work Major**

Name:	PID:
Program:	Semester:

Directions:

- 1. Thoughtfully and carefully answer the questions below.**
- 2. Attach any supporting documentation to indicate your readiness to return to the program.**
- 3. Contact the Program Coordinator to arrange a Professional Readiness Review (PRR).**
- 4. Submit this form and any documentation to the Program Coordinator one week prior to the PRR via e mail or hard copy.**

1. State the reason(s) that you were away from the School of Social Work. Please include if you were recessed or dismissed and why.
2. How have your circumstances changed to support a successful return to the School of Social Work?
3. What have you done in your time away from the School to demonstrate your professional readiness for social work education?
4. What specific changes, skills or additional supports are you currently employing to support your return to the School and your professional readiness for Social Work? Please refer specifically to the marks of professional readiness listed in the Student Handbook under Professional Readiness Review.
5. Do you have any documentation to support your return to Social Work? This may include but is not limited to: courses at another academic institution, continuing education, physical or mental health -documentation, letters of support, etc., that you would like to have considered in the decision for readmission?
6. Is there any other information you would like the committee to be aware of regarding your request for readmission?

Appendix C: Four Year Academic Plan – BASW



SOCIAL WORK (BASW) ACADEMIC PROGRAM PLAN GUIDE

Sample Four-Year Plan for Students with MTH 101/102 Placement Score without Taking Summer Semester Courses with a start date of fall 2017 or later

FALL SEMESTER YEAR 1

SW 200*	3crs.
WRA 101	4crs.
MTH 101/102	3crs.
CEP 260/261	3crs.
MMG141 or HNF150*	<u>3crs</u>
	16

SPRING SEMESTER YEAR 1

SOC 100*	4crs.
PSY 101*	4crs.
MTH 102/101	3crs.
ISS 200 level	<u>4crs.</u>
	15

FALL SEMESTER YEAR 2

Minor or Elective	3cr
ISB (204)	3crs.
ISB LAB	2crs.
PLS 100/140*	3crs.
IAH 201 - 209	<u>4crs.</u>
	15

SPRING SEMESTER YEAR 2 **

IAH 211 +	4crs.
DIVERSITY	3crs.
EC 201/202	3crs.
PSY 200 Level*	3crs.
Minor or Elective	<u>3crs.</u>
	16

FALL SEMESTER YEAR 3

SW 310	3crs.
SW 320	3crs.
ISP (203 A or B)	3crs.
Minor or Elective	3crs
Minor or Elective	<u>3crs.</u>
	15

SPRING SEMESTER YEAR 3

SW 340	3crs.
ISS 300 level	4crs.
Minor or Elective	3crs.
Minor or Elective	3crs.
Minor or Elective	<u>3crs.</u>
	16

FALL SEMESTER YEAR 4

SW 420	3crs.
SW 430	4crs.
SW 440	3crs.
SW 494A	<u>5crs.</u>
	15

SPRING SEMESTER YEAR 5

SW 431	3crs.
SW 441	3crs.
SW 494B	5crs.
Minor or Elective	<u>3crs.</u>
	14

This is a suggested plan. Students are responsible for being aware of all academic requirements, policies and changes. Visit the Academic Programs Catalog <http://www.reg.msu.edu/AcademicPrograms/> for current requirements. The BASW Degree is 120 Credits.

We suggest using the Human Behavior and Social Service minor to meet the College of Social Science requirements.

* Prerequisite course for admission to the SW program

**This is the semester during which you will apply for admission to the Upper Level Social Work Program. Please see your advisor regularly for course planning. Appointments at msu.campus.eab.com



Appendix D: Academic Programs Catalog

Academic Programs Catalog

Academic Programs is the listing of academic programs, policies and related information. [Course Descriptions](#) is the course listing. Together, they comprise the Michigan State University catalog.

Updates to Academic Programs occur after approval of the Report of the [University Committee on Curriculum \(UCC\)](#) to Faculty Senate each September, October, November, January, February, March, and April with the September report always reflecting April actions. This site includes updates from the **September 12, 2017** report.

Students must consult their advisors to learn which specific requirements apply to their degree programs.

As part of the BASW program at Michigan State University Students are subject to all rights and responsibilities, policies and procedures outlined in the [Academic Programs Undergraduate Education, Office of the Registrar](#).

It is the responsibility of the student to stay apprised of all policies and procedures outlined below

- [Admission](#)
 - [Student Computer Policy](#)
 - [Undergraduate Admission to the University](#)
 - [Admission Application Deadlines](#)
 - [Application Procedure for High School Seniors](#)
 - [Application Procedure for Transfer Students](#)
 - [Freshman Admission](#)
 - [Examinations](#)
 - [High School Requirements](#)
 - [Advanced Payments and Deposits](#)
 - [Office of Supportive Services](#)
 - [Opportunities for High-Achieving Students](#)
 - [Advanced Placement Program](#)
 - [College-Level Examination Program](#)
 - [Defense Activity for Non-Traditional Education Support - Subject Standardized Tests](#)
 - [International Baccalaureate Program](#)
 - [Opportunities for High-Achieving High School Students](#)
 - [Dual Enrollment by High School Students](#)
 - [Transfer Student Admission](#)
 - [Credits](#)
 - [Integrative Studies, Mathematics, and Writing Requirements](#)
 - [Evaluation of Credits for Transfer Students for Michigan State University Integrative Studies, Mathematics, and Tier I Writing Courses](#)
 - [Reverse Transfer](#)

- [International Student Admission](#)
 - [Opportunities for High-Achieving International Students](#)
 - [English Language Proficiency Requirement](#)
 - [Minimum Requirement for Regular Admission](#)
 - [Minimum Scores for Provisional Admission](#)
 - [Required English Language Center Attendance](#)
 - [International Student Accident and Health Insurance](#)
 - [Orientation](#)
- [Readmission Procedure](#)
- [Transfer Credit Beyond Sophomore Standing](#)
- [Academic Orientation and Transitions](#)
 - [Academic Orientation and Transitions Process](#)
 - [Academic Placement Tests](#)
 - [First-Year Writing](#)
 - [Mathematics](#)
 - [Foreign Language](#)
 - [Remedial-Developmental-Preparatory Courses](#)
- [Living and Learning](#)
 - [Housing Information](#)
 - [Neighborhood Communities](#)
 - [Student Rights and Responsibilities](#)
- [Neighborhood Student Success Collaborative](#)
 - [Enrollment in the Neighborhood Student Success Collaborative](#)
 - [Student Success](#)
 - [Collaborative Learning Center](#)
- [Academic Advisement](#)
 - [Degree Navigator](#)
 - [Admission to a Degree-Granting College](#)
- [Enrollment](#)
 - [Enrollment](#)
 - [Classification of Students](#)
 - [Registration](#)
 - [Period Covered by Registration](#)
 - [Semester Credit Load](#)
 - [Full-Time Students](#)
 - [Selecting a Major](#)
 - [Changing a Major](#)
 - [Selecting a Minor](#)
 - [Guest Status at Another Institution](#)
- [Academic Opportunities](#)
 - [Entrepreneurship and Innovation Experiences Option](#)
 - [Reserve Officers' Training Corps Army or Air Force](#)
 - [Prelaw Study](#)
 - [Education Abroad](#)
 - [Co-Sponsored Education Abroad Programs](#)
 - [Undergraduate Learning Assistants](#)
- [Academic Standing](#)
 - [Academic Standing of Undergraduate Students](#)

- [Introduction](#)
 - [Good Standing](#)
 - [Probation](#)
 - [Final Probation](#)
 - [Warning for Repeats](#)
 - [Warning for Lack of Satisfactory Progress in the Major](#)
 - [Recess](#)
 - [Dismissal](#)
- [Readmission after Academic Recess](#)
 - [After Academic Recess](#)
 - [After Academic Dismissal](#)
- [Graduation Requirements](#)
 - [Graduation Requirements for a Bachelor's Degree](#)
 - [Mathematics Requirement \(Effective Fall 2017\)](#)
 - [Writing Requirement](#)
 - [Integrative Studies](#)
 - [Requirements for the Integrative Studies Program](#)
 - [Dual Enrollment](#)
 - [Undergraduate and Graduate](#)
 - [Additional Major](#)
 - [Time Limit for Completing a Bachelor's Degree](#)
 - [Requirements for a Second Bachelor's Degree](#)
- [Scholastic Honors](#)
 - [Dean's List](#)
 - [College Honors Awards](#)
 - [Awards and Prizes](#)
 - [Graduation Honors](#)
 - [Graduation with Honor](#)
 - [Board of Trustees Awards](#)
 - [Academic Apparel at Commencement](#)
- [Financial Aid for Undergraduates](#)
 - [Federal Aid and Satisfactory Progress Toward the Bachelor's Degree](#)
 - [Federal Aid and Required GPA](#)
 - [Federal Financial Aid Probation and Denial](#)
 - [Academic Impacts on Pell Grant](#)
 - [Student Loans](#)
 - [University Short-Term Loan Program](#)
 - [Federal Perkins Student Loan Program](#)
 - [Federal Subsidized Stafford \(Direct\) Loan](#)
 - [Federal Unsubsidized Stafford \(Direct\) Loan](#)
 - [Federal PLUS Loan](#)
 - [Student Employment](#)
 - [Other State and Federal Programs of Financial Assistance](#)