



SCHOOL OF  
SOCIAL  
WORK

# MSW Student Manual

2017-2020

Revised August, 2017

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**MICHIGAN STATE UNIVERSITY  
SCHOOL OF SOCIAL WORK  
MSW STUDENT MANUAL**

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## Program Overview

Social workers have a profound impact in a range of settings and work with a variety of people on many different social issues. At the macro level social workers advocate for social change in agencies, systems, and communities as well as at regional, national, and international levels. Macro social workers fill a variety of roles such as agency administrators, policy analysts, and grant writers. Clinical social workers advocate for change at the individual level, with families, or in small groups and work in mental health, geriatrics, schools, private practice and many other settings.

The Masters 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 highly skilled 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.

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 masters degree program. We look forward to getting to know you and working with you as you progress through your academic program.

## Our Mission

We are dedicated to educating students for competent, responsive, and ethical social work practice. Our teaching, research, and outreach seek to promote positive change and social justice for diverse communities, organizations, groups, families, and individuals.

## Values

Enduring beliefs shared across our School community form the foundation of all of our work in the MSU School of Social Work. We display these values through all aspects of our program and our interactions inside and outside of the University, with the understanding that the quality of relationships across these dimensions is central to all that we do. We emphasize:

**EXCELLENCE:** We are committed to excellence in teaching, research, and outreach.

**COLLABORATION:** We advance our work through respectful and responsive collaborative relationships inside and outside of the University.

**SOCIAL JUSTICE:** We are committed to social justice and positive social change in an ever-changing world.

**INCLUSION:** We promote diversity, equity, and inclusion with regard to our programs and partnerships.

LEADERSHIP: We encourage high standards of professionalism and achievement by our faculty, students, and graduates.

ACCESS: We foster and support access to our educational programs, research findings, and faculty resources for service and outreach.

## 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 the Graduate Student Advisory Committee (GradSAC), Students for Multi-Ethnic Community Action (SMCA), the Student Organization for Latino/a Social Workers (OLASW), the Triangle Coalition, Phi Alpha, the Council of Graduate Students (COGS), and others (<https://socialwork.msu.edu/Programs/MSW/Student-Resources>). 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.

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

## Program Components

The School of Social Work MSW program is available to students through six different options that employ an identical curriculum. Students apply to the option that best fits their needs. These options embody MSU's land grant mission which emphasizes access to education to residents across the state and include:

*East Lansing* – on the main MSU campus, East Lansing students have access to traditional face-to-face classes full-time, part-time, or as an advanced standing student;

*Flint* – a full-time or part-time option with evening classes held on the Mott Community Campus for students who are already working in the social work field;

*Oakland* – a full-time or part-time Advanced Standing option for students with a Bachelor's Degree in Social Work with classes held on the campus of Oakland University;

*Mid-Michigan* – a full-time or part-time Advanced Standing option for students with a Bachelor's Degree in Social Work with classes held at the Mott Community College Northern Tier campus in Clio;

Statewide Blended – a part-time option or a part-time Advanced Standing option that blends face-to-face instruction, videoconferencing and online learning; and

Weekend Program – a part-time option that combines online learning with one weekend each month on the East Lansing Campus during the Fall and Spring semesters.

Across these options there are two plans of study. Students enrolled in a **REGULAR MSW PROGRAM** can select part-time or full-time enrollment status. The part-time option requires completion of the MSW program on a three-year plan of study, while full-time students complete the program in two academic years. Both regular program options between in the Fall semester in East Lansing, Flint, and the Weekend program and in Summer for the Statewide Blended.

The **ADVANCED STANDING MSW PROGRAM** is open to applicants who have graduated from a Council on Social Work Education accredited social work baccalaureate program within the last six years. The full-time advanced standing option allows for completion of requirements within one calendar year and the part-time program allows for two calendar years. Both advanced standing options start in the second half of the Summer semester and end in the Spring semester.

Within each of these programs, students select a specialized area of practice in either Clinical Practice (micro) or Organization and Community Leadership (macro). The clinical area prepares students to practice advanced skills in a variety of settings that focus on individuals, families, and small groups. The Organization and community leadership area prepares students to practice with advanced skills in policy making, community organizing, program planning, program implementation, and program evaluation.

Students must have sufficient flexibility in their personal and professional lives to commit to taking classes (with course loads usually exceeding the University's minimum credits for full- and part-time statuses) and being in field placement (with schedules of at least 16 hours per week each semester). The School of Social Work cannot grant academic credit for life or previous work experience in lieu of any course or field education and can only accept students who have completed a Bachelor of Arts or a Bachelor of Science degree (Bachelor of Applied Science degrees are not accepted).

### Curriculum Overview

The MSW curriculum has two major sections: generalist foundation and advanced skills, both with field placements. Following is a description of these sections, as well as an overview of courses. For more detailed course descriptions, please visit <https://reg.msu.edu/Courses/Search.aspx>.

Students must complete a total of 57 credit hours in the regular program – 27 credits for generalist foundation courses, 8 credits for advanced core, 16 credits in the specialized area of practice, and 6 elective credits. Advanced standing students take 38 credits – 16 credits for advanced core courses, 16 credits in a specialized area of practice and 6 elective credits. To count towards the MSW, elective courses must be taken while the student is enrolled as a graduate student and must be taken at a 400 level or above.

### *Generalist Foundation*

The generalist foundation is comprised of courses that provide the grounding for all professional social work practice, regardless of setting, specialization or professional role. There are three content areas and six curriculum sequence areas that are integrated into our foundation courses.

The three content areas are: 1) Values and Ethics, 2) Diversity, and 3) Populations-at-Risk and Social and Economic Justice.

The six curriculum sequences are: 1) Human Behavior and the Social Environment, 2) Social Welfare Policy and Services, 3) Foundation and Clinical Practice, 4) Organization and Community Leadership, 5) Research, and 6) Field Education.

Core courses include:

- Introduction to Professional Social Work Practice (one day seminar for students without a BSW)
- SW 810 Theories of Groups, Organizations, and Communities in Social Work (3 credits)
- SW 811 Social Work Perspectives in Human Development (3 credits)
- SW 812B Integration of Theory, Policy, and Evaluation in Social Work (2 credits, Advanced Standing only)
- SW 820 Social Welfare Policy and Services (3 credits)
- SW 829 Social Work Research Methods I (2 credits)
- SW 830 Social Work Research Methods II (2 credits)
- SW 840 Generalist Social Work Practice Methods I (3 credits)
- SW 841 Generalist Social Work Practice Methods II (3 credits)
- SW 842B Advanced Generalist Social Work Practice Methods (2 credits, Advanced Standing only)
- SW 894A Social Work Field Instruction: Graduate Generalist Practice I (4 credits)
- SW 894B Social Work Field Instruction: Graduate Generalist Practice II (4 credits)

Total Credit Hours for Required Core Courses for the MSW Program: 27

### *Advanced Core*

Building on the foundation knowledge and skills acquired in the generalist core these courses are advanced-level courses designed to prepare students for professional social work practice in either Clinical Social Work (micro-level interventions) or Organization and Community Leadership (macro-level interventions).

Advanced courses required across specialized areas of practice:

- SW 832 Applied Social Work Research: Survey and Field Design (2 credits)
- SW 845 Administration Skills for Social Work Practice (3 credits)
- SW 822 Topics in Policy Practice and Advocacy (3 credits)

Total Credit Hours for Advanced Base Courses: 8

Advanced courses in the Clinical area of practice include:



- SW 843 Clinical Assessment and Diagnosis (2 credits)
- SW 850 Clinical Social Work Advanced Practice I (3 credits)
- SW 851 Clinical Social Work Advanced Practice II (3 credits)
- SW 894D Social Work Field Instruction: Clinical Practice I (4 credits)
- SW 894E Social Work Field Instruction: Clinical Practice II (4 credits)

Total Credits for the Clinical area of practice: 16

Courses in the Organization and Community Leadership area of practice include:

- SW 844 Essential Theories in Organizations and Communities Social Work Practice (2 credits)
- SW 865 Social Work Leadership in Organizations and Communities I (3 credits)
- SW 866 Social Work Leadership in Organizations and Communities II (3 credits)
- SW 894G Social Work Field Instruction: Organization and Community Leadership I (4 credits)
- SW 894I Social Work Field Instruction: Organization and Community Leadership II (4 credits)

Total Credits for Organization and Community Leadership Concentration: 16

See Appendix A for detailed outlines of the course plan for each of the MSW Program options.

### *Field Education*

Within the MSW Program, students complete four semesters of field education for a total of 960 field hours. Advanced Standing students complete three semesters for a total of 600 field hours. To achieve these hours, students participate in field for sixteen hours per week each semester. Students need to be available at least one day a week during the normal workday (8 a.m. - 5 p.m., Monday through Friday). All students must receive one hour per week of supervision by an MSW level field instructor. Students also attend an integrative field seminar each semester. Advanced Standing students attend 5 hours during the summer semester. All students attend 10 hours for Fall and 10 hours for the Spring semesters. These hours count toward the total field hours for the semester. Seminars are organized and facilitated by LMSW field liaisons who are employees of the School and are responsible for enriching, monitoring and evaluating the placement experiences of their assigned students.

For further information concerning Field Education requirements, including details about successful performance in field placements, please consult the [Field Education Manual](#).

### *Other Learning Opportunities*

#### **Certificate Programs**

The School offers Certificate Programs to further prepare students for practice in specific fields. Although requirements vary across programs, to achieve a certificate students typically must complete specific courses focused on the area of specialty and a specialized field placement. The School of Social Work Certificates include:

- Addictions Studies

- Chance at Childhood Program in Child and Family Advocacy
- Child Welfare
- Clinical Social Work with Families
- Social Work with Combat Veterans
- Evidence Based Trauma Treatment
- Levande Program in Gerontology
- School Social Work
- Social Work in Healthcare

Students apply for certificate programs once they have been accepted into the MSW Program and numbers may be limited due to field education or course size constraints.

More information about the Certificate Programs can be found at <http://socialwork.msu.edu/Programs/MSW/Certificate-Programs>

#### Advocacy Scholars Program

The School of Social Work offers an Advocacy Scholars Program for students interested in specialized training in policy advocacy. Students complete a field placement in an agency with an advocacy focus, receive mentoring around career development in policy advocacy, take focused advanced coursework in social activism and policy advocacy skills, and interact with leaders in the field working in a variety of social programs and government positions.

Students apply for the Advocacy Scholars Program once they have been accepted into the MSW program. More information can be found at <https://socialwork.msu.edu/Programs/MSW/Advocacy-Scholars-Program>.

#### Dual Degree Options

The School of Social Work offers two dual degree options.

##### Master of Social Work and Juris Doctor (MSW/JD)

This option may be of interest to students interested in combining social work with law. Students must apply separately to the School of Social Work MSW Program and the [MSU College of Law JD Program](#), and be accepted into both programs. The plan of study involves a full-time commitment for 4 years and students must be able to attend face-to-face classes in East Lansing.

##### Master of Social Work and Master of Public Health

This option may be of interest to students interested in combining social work with public health. Students must apply separately to the School of Social Work MSW Program and the [MSU College of Human Medicine MPH Program](#), and be accepted into both programs. The plan of study varies by individual student. The MPH program is fully available online.

## Admission process and requirements

The application process to the MSW Program is fully online. Students can begin their application September 1 of each year. The final deadline for submission is January 10. Complete details on the admission process are available here: <https://socialwork.msu.edu/Programs/MSW/Admissions/Apply>

For the REGULAR MSW PROGRAM students must:

- have a Bachelor of Arts (BA) or a Bachelor of Science (BS) from a recognized institution (a Bachelor of Applied Science degree is not accepted);
- have a grade point average of at least 3.0 (on a 4-point scale) during undergraduate study or in 14 or more credits of graduate study (the grade point average in the last 60 credits or their equivalents of undergraduate courses is primarily considered);
- demonstrate evidence of personal qualities considered important for the practice of social work; and
- have completed prior academic work that reflects a liberal arts perspective (at least 19 semester credits in humanities, social sciences, and natural sciences).

For the ADVANCED STANDING MSW PROGRAM students must:

- have a Bachelor of Social Work degree that is a) granted within the last six years, b) conferred before the MSW Program summer semester begins, and c) granted from a program accredited by the Council on Social Work Education;
- have a grade point average of at least 3.25 (on a 4-point scale) during undergraduate study (the grade point average in the last 60 credits or their equivalents of undergraduate courses is primarily considered); and
- demonstrate evidence of personal qualities considered important for the practice of social work.

Some MSW Program options may have additional requirements. Additional information is available here: <https://socialwork.msu.edu/Programs/MSW/Program-Options>

## International Students and English Proficiency Examination

All international applicants are required to submit TOEFL scores, which will be sent to us via ETS. The Michigan State University code is 1465. For regular admission, MSU requires a minimum average score of 80, with no sub-score below 19 for reading, listening, and speaking, or below 22 for writing (on the Internet-based test). If you score below these minimum levels on any of the sub-scores, you may still be admitted, but your admission will be provisional. Provisional admission means that you will be required to take the MSU English Language Test upon arrival at MSU; based on the results of this test, you may be required to take English language courses at the start of your MSW program as well as fulfilling all of the requirements for the MSW program. In some cases this may disrupt your regular MSW program courses. If you have any concerns or questions about the English language requirements, please contact the advisor for the program to which you are applying for guidance. Additional information for international applicants can be found here:

<http://socialwork.msu.edu/Programs/MSW/Admissions/International-Admissions>

## Departmental Policies: Academic Performance

Social Work students must maintain acceptable academic standing in coursework and successful performance in their [field placement and liaison group](#). Graduate Advisors are available in each program to discuss course selection, certificate programs, School and MSU policies and procedures, as well as concerns about course work, and issues affecting academic performance and professional development. Advising in a professional school is an important activity that not only clarifies how to complete academic program requirements but also provides students with a forum to discuss a variety of professional topics such as career opportunities and career goals and aspirations. All of our Graduate Advisors are themselves Masters-educated social workers and can help you work through any issues related to content in this section of the manual.

### Grading

Grading in each course is based on evaluation by the instructor of a student's academic performance. Students are informed of all course requirements and grading criteria at the beginning of each course. Grading criteria for each course are included in the course syllabus. Students should consult with the course instructor if questions arise about grading.

### Grade requirements

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

- an **overall GPA below 3.0** in more than two consecutive semesters of three or more credits each;
- **grades below 3.0 in more than two courses** of three or more credits or more than three courses of two credits each (i.e., **an accumulation of more than 6 credits below a 3.0**);
- **a grade below 3.0 in field education or practice methods courses**; or
- **a grade below 3.0 in any course** for Advanced Standing students.

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 graduate office staff 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.

#### *Repeating a Course*

The University policy is that a graduate student who received a grade of 2.0 or above in a course may not repeat the course on a credit basis *except* with the approval of the College.

The School of Social Work's policy is that a maximum of six credit hours can be repeated with the exception of courses designated as "Special Topics" which cannot be repeated. Whenever a course is repeated on a credit basis, the last grade and credits earned replace the previous grade in computing grade-point averages; however, all entries remain a part of the student's permanent academic record.

Any course repeated due to failure or unacceptable grades (below a 2.0) must be taken in the normal sequence of course offering (e.g. a course offered in the Spring semester cannot be taken in the Fall semester). A student will be given only one opportunity to repeat a course.

## 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.

Graduate students are expected to write a significant number of academic papers at a greater level of complexity than in undergraduate education. 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](#).

### Academic Standing and Student Review (ASSR)

An ASSR is initiated by faculty or graduate advisors on behalf of a student whose academic problems are threatening her/his status as a student in the School. An ASSR is initiated in a number of circumstances including, but not limited to:

- when a student’s GPA falls below a 3.0,
- when a student earns a grade below 3.0 in field education and/or a practice course,
- when a student earns a second grade below a 3.0,
- when an advanced standing student earns any grade below a 3.0,
- when there are allegations of academic dishonesty or unethical conduct made by any student or faculty member.

If the grade of concern originates in field placement, a Field Review will be held prior to the ASSR ([see Field Manual for more information](#)).

#### *The ASSR Process*

The MSW Programs Director determines that an ASSR should be called, based on information provided by faculty, Graduate Advisors, Program Coordinators, or Field Office staff. The MSW Program Director or designee will schedule and Chair the ASSR meeting. The Program Coordinator, Graduate Advisor will attend. The classroom instructor may attend as well. The faculty liaison and the Director of Field Instruction will also attend if the situation involves field education.

The student is expected to attend and can bring a support person who must be someone from the University community, i.e. a faculty member or another student. The support person will not have an active role in this proceeding, and is not allowed to participate verbally. If the student refuses to attend the ASSR, the meeting will still be held.

The meeting is not intended to be adversarial, but is an opportunity to review what happened and discuss options. After exploring the situation the participants will make a recommendation(s). Recommendations may range from regular interaction moving forward with the Graduate Advisor to retaking the course to dismissal from the program. The recommendation will be formulated in a written letter sent to the student via postal service and email.

Should the student disagree with the recommendation(s), they can present written information to the Director of the School who will either uphold or overturn the recommendation(s) based on the information presented and the process used to make the determination.

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

### Non-Academic Review (NAR)

Social work students must demonstrate that they possess the qualities necessary to become social work practitioners in addition to successfully completing their academic work. Although rare, there are times when academic or field education faculty members believe that a particular student does not demonstrate these qualities. In that event, a non-academic review will be called to discuss relevant behaviors and make a determination about the student's standing in the program.

Reasons for Non-Academic Review may include, but are not limited to:

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

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

A non-academic review meeting will be called by the MSW Programs Director. The meeting will be attended by the student, MSW Programs Director, Program Coordinator, Graduate Advisor and other faculty invited by the MSW Programs Director. The student may bring a support person who must be



someone from the University community, i.e. a faculty member or another student. The support person will not have an active role in this proceeding, and is not allowed to participate verbally. If the student refuses to attend the NAR, the meeting will still be held.

The student will be asked to speak about the concerns and to provide any evidence that would dispute the information that was provided to the MSW Programs Director. The MSW Programs Director will make a determination about whether the student should be removed from candidacy and dismissed from the MSW program, or if other action should be taken. Should the student disagree with the determination, they can present information to the Director of the School who will either uphold or overturn the determination based on the information presented and the process used to make the determination.

### Informal Administrative Review

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

## Other Departmental Policies

### Registration

Students should consult with their Graduate Advisor if they have questions about program requirements and registration. The School guarantees a seat for all required courses, but cannot guarantee that each student will get into the specific preferred section. For this reason, students should enroll as soon as possible and are encouraged to enroll for Spring Semester classes when they enroll for the Fall Semester.

Registration and course enrollment processes are a University function, managed by the Office of the Registrar. The Office of the Registrar sends students notification of their enrollment times for classes. Questions about enrollment restrictions should first be directed to the [Office of the Registrar](#).

### Overrides

There is no guarantee that an override will be granted when the section is at its maximum capacity. Instructors make these decisions because the number of students in their sections has a strong impact on the class dynamics and the faculty member's resources.

### Independent Study Courses

Independent study courses will only be approved when students have academic interests that cannot be pursued within the context of established courses. An Independent Study must be proposed in writing by the student, accepted for supervision by a faculty member, and approved by the student's Graduate Academic Advisor and the MSW Programs Director at the beginning of the semester. The student must complete the [Independent Study Form](#) with the supervising faculty member and submit it to the

graduate office. Independent study for the MSW degree, can only be done to fulfill elective credits. Once approved students will register for SW 890.

### Course Auditing

The School of Social Work uses the [University's policy pertaining to a Class Visitor](#). Students must negotiate this status with the instructor of record for the course, including attendance, assignments and other course requirements. It is the responsibility of the student, not the School of Social Work, to contact the Registrar's Office to enroll as a Class Visitor.

### Transfer Credits

A student who has completed graduate social work courses at other schools of social work accredited by the Council on Social Work Education can request to have credit for these courses evaluated by the School for transfer and application toward the two-year MSW degree requirements once they are admitted to the program. Transfer credits are not accepted into the Advanced Standing Program. A maximum of 26 credits can be transferred. Credits that have already been used to satisfy the requirements of another degree cannot be transferred. The Graduate Advisor, Program Coordinator, and MSW Programs Director in consultation with other appropriate faculty will evaluate all requests for transfer credit whether for incoming transfer students or students currently enrolled in the MSW program who take courses at other universities. Non-social work graduate courses from other departments at MSU or from other universities can be considered for transfer credit as electives.

Transfer credit will only be given for courses in which the student has received a grade of 3.0 or higher. The only exception to this policy is when courses are taken through the MSU College of Law. For those courses, transfer credit will be given when the students received a grade of 2.0 or higher. The School of Social Work cannot grant academic credit for life experience or previous work experience in lieu of any course or field instruction.

### Waiver of Courses Because of Prior Course Work

If graduate students feel they have completed courses elsewhere that could be deemed equivalent to required courses in their graduate program, they should submit course outlines/syllabi and official transcripts showing grades received. These must be presented to the Graduate Advisor, Program Coordinator, and MSW Programs Director in consultation with other appropriate faculty who will review for equivalency and credit. Courses that have already been used to satisfy the requirements of another degree cannot be transferred.

### Residency Requirements

The School of Social Work, the College of Social Science, and the University have residency requirements for graduation as follows:

Students enrolled on a full-time basis in the MSW Program must complete University residency requirements by completing a minimum of six credits for two consecutive semesters. Part-time students complete the residency requirement in the year advanced practice methods and fieldwork courses are

completed. Advanced Standing MSW students are required to complete all the requirements for the program in twelve continuous months from the time of entry into the program.

Our Statewide Blended and Weekend programs have additional residency requirements that must be met in order to be eligible to enroll in the program. For Statewide Blended, students must live more than 50 miles from the East Lansing, Flint, and Mid-Michigan campuses. For both the Statewide Blended and Weekend programs, if students live out of state, they must live within 50 miles of the Michigan border.

### Concurrent Enrollment in Field Instruction and Practice Methods Courses

Students registering for field education courses MUST be enrolled concurrently in the following practice methods courses. These courses are open only to students admitted to the MSW programs.

Advanced Standing: SW842B & SW893B (Summer)

Regular Program First Placement –Generalist: SW840 & SW894A (Fall), SW841 & SW894B (Spring)

Regular Program Second Placement – Clinical: SW850 & SW894D (Fall), SW851 & SW894E (Spring)

Regular Program Second Placement – OCL: SW863 & SW894G (Fall), SW864 & SW894I (Spring)

For further information about field education requirements, consult the [Field Education Manual](#).

### Time Limit for Completion of Degree Program

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

### 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.

#### 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.

No drops or withdrawals stop the clock for time to degree.

## Readmission to the Program

Students whose enrollment is interrupted for three or more consecutive terms (including Summer) or whose last enrollment ended with withdrawal or dismissal must submit an [application for readmission](#) available through the Registrar's office. The MSW Programs Director, in consultation with the Program Coordinator and Graduate Advisor, will determine whether or not the student will be readmitted. Students dismissed from the program due to academic dishonesty or professional misconduct or who would not be able to meet the time to degree requirement will not be readmitted.

## 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 Graduate Advisor, the Program Coordinator, the MSW Programs Director 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.

## Certification for Graduation

Graduate Office staff review the student's academic record to determine whether the courses necessary for the program have been completed or will be completed the next semester and that the student's grade point average is sufficient to graduate. Certification is based on the assumption that the student will earn a minimum of 3.0 in all outstanding classes and that all Incomplete (I) or Deferred (DF) grades will be cleared. If the student does not meet the program or degree requirements, certification will be rescinded and a degree will not be conferred.

## Student Grievance Procedures

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

Students are encouraged to start with informal resolution through discussion with instructors and administrators within the School of Social Work. If this does not resolve the situation or the student strongly believes, and has evidence to substantiate, unfair treatment or treatment that diminishes the student's rights, the student can begin more formal grievance procedures.

For academic grievances related to grades or allegations of academic dishonesty, students may request a hearing to resolve a dispute. The student is encouraged to consult with the [University Ombudsperson](#) at any stage of this process. Detailed procedures are outlined in the [Graduate Rights and Responsibilities \(GSRR\) Article 5](#). Hearings should be held at the lowest possible administrative level which means most often within the School of Social Work. The student may send a written request for a hearing to the Director of the School which includes:

- The student's name, PID, and local contact information
- A detailed explanation of the reason for the request including the name of the individual the student believes violated their rights and the date of the alleged violation
- The name of the MSU instructor, student or staff member, if any, who will assist the student throughout the hearing process
- The names of witnesses, if any, who will speak on the student's behalf at the hearing, if the hearing board grants the request for a hearing
- How the student has sought to rectify the situation.

The letter should be submitted before the middle of the semester following the initial dispute. Upon receipt of the request, the Director of the School should forward a copy to the chair of the hearing board who will send the request to the hearing board members within 5 class days.

The hearing board may accept the request in full or part and schedule a hearing, reject the request and provide an appropriate explanation, or invite all parties to meet with the board for an informal discussion of the issues which may or may not lead to a formal hearing at a later date. If the hearing board rejects the request or either party does not accept the hearing board's decision, an appeal may be submitted to the College.

## University Resources

We encourage students to explore the following resources available to them.

The Writing Center <http://writing.msu.edu/>

Learning Resources Center <http://lrc.msu.edu/>

Center for Service Learning and Civil Engagement <https://servicelearning.msu.edu/>

Career Services and Placement <http://csp.msu.edu>

College of Social Science Field Career Services Consultant [http://socialscience.msu.edu/career\\_services](http://socialscience.msu.edu/career_services)

Resource Center for Persons with Disabilities <http://rcpd.msu.edu>

Counseling Center <http://counseling.msu.edu>

Student Health Services <http://olin.msu.edu>

University Policy on Relationship Violence & Sexual Misconduct  
[http://www.hr.msu.edu/documents/uwidepolproc/RVSM\\_Policy.htm](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>

School of Social Work scholarships <http://socialwork.msu.edu/Students/Scholarship-Information>

Information on social work licensure <http://www.socialworklicensure.org/articles/social-work-license-requirements.html>

# Appendix A: Course Tracks

## East Lansing Regular Program: 2-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (13 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)
- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 1 (14 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)
- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Fall Semester Year 2 (12 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)
- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 2 (12 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## East Lansing Regular Program: 2-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (13 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)
- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 1 (15 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)
- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Fall Semester Year 2 (11 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 844 (2 cr) [Essential Theories in Organizations and Communities SW Practice](#)
- SW 865 (3 cr) [SW Leadership in Organizations and Communities I](#)
- SW 894G (4 cr) [SW Field Education: Organization and Community Practice I](#)

Spring Semester Year 2 (12 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 866 (3 cr) [SW Leadership in Organizations and Communities II](#)
- SW 894I (4 cr) [SW Field Education: Organization and Community Practice II](#)



## East Lansing Regular Program: 3-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (5 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)

Fall Semester Year 2 (9 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (11 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Fall Semester Year 3 (10 credits + electives)

- SW 845 (3 cr) [Administrative Skills for SW Practice](#)
- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 3 (10 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## East Lansing Regular Program: 3-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (8 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#) (also available Spring Semester Year 2)

Fall Semester Year 2 (9 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (9 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Fall Semester Year 3 (9 credits + electives)

- SW 844 (2 cr) [Essential Theories in Organizations and Communities SW Practice](#)
- SW 865 (3 cr) [SW Leadership in Organizations and Communities I](#)
- SW 894G (4 cr) [SW Field Education: Organization and Community Practice I](#)

Spring Semester Year 3 (10 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 866 (3 cr) [SW Leadership in Organizations and Communities II](#)
- SW 894I (4 cr) [SW Field Education: Organization and Community Practice II](#)

## Flint Regular Program: 2-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (13 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)
- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 1 (14 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)
- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 1 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Fall Semester Year 2 (9 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 2 (10 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## Flint Regular Program: 2-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (13 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)
- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 1 (12 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)
- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 1 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Fall Semester Year 2 (11 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 844 (2 cr) [Essential Theories in Organizations and Communities SW Practice](#)
- SW 865 (3 cr) [SW Leadership in Organizations and Communities I](#)
- SW 894G (4 cr) [SW Field Education: Organization and Community Practice I](#)

Spring Semester Year 2 (10 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 866 (3 cr) [SW Leadership in Organizations and Communities II](#)
- SW 894I (4 cr) [SW Field Education: Organization and Community Practice II](#)

## Flint Regular Program: 3-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (5 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)

Summer Semester Year 1 (3 credits + electives)

- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Fall Semester Year 2 (7 credits + electives)

- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (9 credits + electives)

- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 2 (2 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)

Fall Semester Year 3 (9 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 3 (10 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## Flint Regular Program: 3-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (5 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)

Summer Semester Year 1 (3 credits + electives)

- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Fall Semester Year 2 (9 credits + electives)

- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 844 (2 cr) [Essential Theories in Organizations and Communities SW Practice](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 2 (2 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)

Fall Semester Year 3 (9 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 865 (3 cr) [SW Leadership in Organizations and Communities I](#)
- SW 894G (4 cr) [SW Field Education: Organization and Community Practice I](#)

Spring Semester Year 3 (10 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 866 (3 cr) [SW Leadership in Organizations and Communities II](#)
- SW 894I (4 cr) [SW Field Education: Organization and Community Practice II](#)

## Statewide Blended Regular Program: 3-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Semester Year 1 (2 credits + electives)

- SW 829 (2 cr) [SW Research Methods I](#)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (3 credits + electives)

SW 811 (3 cr) [SW Perspectives in Human Development](#)

Summer Semester Year 2 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Fall Semester Year 2 (9 credits + electives)

- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 3 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)

Fall Semester Year 3 (7 credits + electives)

- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 3 (7 credits + electives)

- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## Statewide Blended Regular Program: 3-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Semester Year 1 (2 credits + electives)

- SW 829 (2 cr) [SW Research Methods I](#)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (3 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)

Summer Semester Year 2 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Fall Semester Year 2 (9 credits + electives)

- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 844 (2 cr) [Organization & Community Theories SW Practice](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 3 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)

Fall Semester Year 3 (7 credits + electives)

- SW 865 (3 cr) [SW Leadership in Orgs & Comm I](#)
- SW 894G (4 cr) [Field Education Org & Comm Practice I](#)



Spring Semester Year 3 (7 credits + electives)

- SW 866 (3 cr) [SW Leadership in Orgs & Comm II](#)
- SW 894I (4 cr) [Field Education Org & Comm Practice II](#)

## Weekend Regular Program: 3-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (8 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Summer Semester Year 1 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 830 (2 cr) [SW Research Methods II](#)

Fall Semester Year 2 (7 credits + electives)

- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 2 (4 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)

Fall Semester Year 3 (7 credits + electives)

- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 3 (7 credits + electives)

- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## Weekend Regular Program: 3-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Fall Semester Year 1 (6 credits + electives)

- SW 810 (3 cr) [Theories of Groups, Organizations, and Communities in SW](#)
- SW 820 (3 cr) [Social Welfare Policy and Services](#)

Spring Semester Year 1 (8 credits + electives)

- SW 811 (3 cr) [SW Perspectives in Human Development](#)
- SW 829 (2 cr) [SW Research Methods I](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Summer Semester Year 1 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 830 (2 cr) [SW Research Methods II](#)

Fall Semester Year 2 (7 credits + electives)

- SW 840 (3 cr) [Generalist SW Practice Methods I](#)
- SW 894A (4 cr) [SW Field Education: Generalist Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 841 (3 cr) [Generalist SW Practice Methods II](#)
- SW 894B (4 cr) [SW Field Education: Generalist Practice II](#)

Summer Semester Year 2 (4 credits + electives)

- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 844 (2 cr) [Essential Theories in Organizations and Communities SW Practice](#)

Fall Semester Year 3 (7 credits + electives)

- SW 865 (3 cr) [SW Leadership in Organizations and Communities I](#)
- SW 894G (4 cr) [SW Field Education: Organization and Community Practice I](#)

Spring Semester Year 3 (7 credits + electives)

- SW 866 (3 cr) [SW Leadership in Organizations and Communities II](#)
- SW 894I (4 cr) [SW Field Education: Organization and Community Practice II](#)

## East Lansing, Oakland, and Mid-Michigan (Saginaw) Advanced Standing Program: 1-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Session A/B (2 credits + electives)

- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)

Summer Session B (6 credits + electives)

- SW 812B (2 cr) [Integration of Theory, Policy, and Evaluation in SW](#)
- SW 842B (2 cr) [Advanced Generalist SW Practice Methods](#)
- SW 893B (2 cr) [SW Field Education: Advanced Generalist Practice](#)

Fall Semester (12 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)
- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester (12 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## East Lansing, Oakland, and Mid-Michigan (Saginaw) Advanced Standing Program: 1-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Session A (2 credits + electives)

- SW 844 (2 cr) [Essential Theories in Organizations and Communities SW Practice](#) (also available Fall Semester)

Summer Session B (6 credits + electives)

- SW 812B (2 cr) [Integration of Theory, Policy, and Evaluation in SW](#)
- SW 842B (2 cr) [Advanced Generalist SW Practice Methods](#)
- SW 893B (2 cr) [SW Field Education: Advanced Generalist Practice](#)

Fall Semester (12 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)
- SW 865 (3 cr) [SW Leadership in Organizations and Communities I](#)
- SW 894G (4 cr) [SW Field Education: Organization and Community Practice I](#)

Spring Semester (12 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)
- SW 866 (3 cr) [SW Leadership in Organizations and Communities II](#)
- SW 894I (4 cr) [SW Field Education: Organization and Community Practice II](#)

## East Lansing, Oakland, and Mid-Michigan (Saginaw) Advanced Standing Program: 2-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Session B Year 1 (2 credits + electives)

- SW 812B (2 cr) [Integration of Theory, Policy, and Evaluation in SW](#)

Fall Semester Year 1 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Spring Semester Year 1 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)

Summer Session A Year 2 (2 credits + electives)

- SW 843 (2 cr) [Clinical Assessment and Diagnosis](#)

Summer Session B Year 2 (4 credits + electives)

- SW 842B (2 cr) [Advanced Generalist SW Practice Methods](#)
- SW 893B (2 cr) [SW Field Education: Advanced Generalist Practice](#)

Fall Semester Year 2 (7 credits + electives)

- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## East Lansing, Oakland, and Mid-Michigan (Saginaw) Advanced Standing Program: 2-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Session B Year 1 (2 credits + electives)

- SW 812B (2 cr) [Integration of Theory, Policy, and Evaluation in SW](#)

Fall Semester Year 1 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Spring Semester Year 1 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)

Summer Session B Year 2 (4 credits + electives)

- SW 842B (2 cr) [Advanced Generalist SW Practice Methods](#)
- SW 893B (2 cr) [SW Field Education: Advanced Generalist Practice](#)

Fall Semester Year 2 (9 credits + electives)

- SW 844 (2 cr) [Essential Theories in Organizations and Communities SW Practice](#)
- SW 865 (3 cr) [SW Leadership in Organizations and Communities I](#)
- SW 894G (4 cr) [SW Field Education: Organization and Community Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 866 (3 cr) [SW Leadership in Organizations and Communities II](#)
- SW 894I (4 cr) [SW Field Education: Organization and Community Practice II](#)

# Statewide Blended Advanced Standing Program: 2-Year Clinical Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Semester Year 1 (2 credits + electives)

- SW 812B (2 cr) [Integration of Theory, Policy, and Evaluation in SW](#)

Fall Semester Year 1 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Spring Semester Year 1 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)

Summer Semester Year 2 (6 credits + electives)

- SW 843 (Session A) (2 cr) [Clinical Assessment and Diagnosis \(online\)](#)
- SW 842B (Session B) (2 cr) [Advanced Generalist SW Practice Methods](#)
- SW 893B (Session B) (2 cr) [SW Field Education: Advanced Generalist Practice](#)

Fall Semester Year 2 (7 credits + electives)

- SW 850 (3 cr) [Clinical SW Practice I](#)
- SW 894D (4 cr) [SW Field Education: Clinical Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 851 (3 cr) [Clinical SW Practice II](#)
- SW 894E (4 cr) [SW Field Education: Clinical Practice II](#)

## Statewide Blended Advanced Standing Program: 2-Year OCL Track

(Students in this track must take a minimum of 6 elective credits prior to graduation, in addition to the courses listed below)

Summer Semester Year 1 (2 credits + electives)

- SW 812B (2 cr) [Integration of Theory, Policy, and Evaluation in SW](#)

Fall Semester Year 1 (5 credits + electives)

- SW 830 (2 cr) [SW Research Methods II](#)
- SW 845 (3 cr) [Administrative Skills for SW Practice](#)

Spring Semester Year 1 (5 credits + electives)

- SW 822 (3 cr) [Topics in Policy Practice and Advocacy](#)
- SW 832 (2 cr) [Evaluating SW Programs and Practice](#)

Summer Semester Year 2 (6 credits + electives)

- SW 844 (Session A) (2 cr) [Organization and Community Theories SW Practice \(online\)](#)
- SW 842B (Session B) (2 cr) [Advanced Generalist SW Practice Methods](#)
- SW 893B (Session B) (2 cr) [SW Field Education: Advanced Generalist Practice](#)

Fall Semester Year 2 (7 credits + electives)

- SW 865 (3 cr) [SW Leadership in Orgs & Comm I](#)
- SW 894G (4 cr) [Field Education Org & Comm Practice I](#)

Spring Semester Year 2 (7 credits + electives)

- SW 866 (3 cr) [SW Leadership in Orgs & Comm II](#)
- SW 894I (4 cr) [Field Education Org & Comm Practice II](#)