



SCHOOL OF
**SOCIAL
WORK**

MSW Student Handbook

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John K. Mooradian, Ph.D.
Interim Director

Amanda T. Woodward, Ph.D.
MSW Program Director

Michigan State University

College of Social Science

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

Amanda T. Woodward, Ph.D.
MSW Program Director
517-432-8702
awoodwar@msu.edu

**FACE TO FACE PROGRAM OPTIONS
East Lansing, Flint, Oakland, Mid-
Michigan**

Julie K. Farman, LMSW, ACSW
Coordinator
855-652-0001
farmanju@msu.edu

Paul Dripchak, LMSW
East Lansing Advisor
517-432-0173
dripchal@msu.edu

Erin Cavanaugh, LMSW
Flint/Oakland/Mid-Michigan Advisor
Cell: 810 938-6263
Office: 855-652-0001
cavana73@msu.edu

**HYBRID PROGRAM OPTIONS
Statewide Blended, Weekend**

Tina Blaschke-Thompson, LMSW
Coordinator
517-432-2249
800-306-2249
blaschke@msu.edu

Kelly Fornwalt, LMSW
Advisor
517-432-5509
fornwalt@msu.edu

SUPPORT STAFF

Quinn Kroll
Graduate Office Assistant
517-355-7519
sawyerq@msu.edu

Amanda Cartter
Graduate Office Assistant
517-355-7519
everet25@msu.edu

**Graduate Office
MSU School of Social Work
655 Auditorium Road
239 Baker Hall
East Lansing, MI 48824
FAX: 517-353-3038
socialwork@ssc.msu.edu
<http://www.socialwork.msu.edu/>**

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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. Through integrated coursework and field experience, 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 (CSWE).

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

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

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. The school also hosts career development events, 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

General Description

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 only held on the Mott Community Campus for students who are interested in traditional face-to-face classes;

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 begin in the Fall semester in East Lansing, Flint, and the Weekend program and in Summer for Statewide Blended.

The **ADVANCED STANDING MSW PROGRAM** is open to applicants who have graduated from a CSWE accredited social work baccalaureate program within the last six years. 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 full- and part-time advanced standing students start in the second half of the Summer semester and end in the Spring semester.

Within each of these programs, students select an area of specialized 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 status) 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).

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

Master of Social Work and Master of Public Health

This option may be of interest to students who wish to combine 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.

Degree Requirements

The MSW curriculum has two major sections: generalist practice and specialized practice, 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 courses, 8 credits for advanced core courses, 16 credits in the area of specialized practice, and 6 elective credits. Advanced standing students take 38 credits – 16 credits for advanced core courses, 16 credits in an area of specialized 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

The generalist curriculum 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 Evaluating Social Work Programs and Practice (2 credits)
- SW 845 Administrative 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 Practice I (3 credits)
- SW 851 Clinical Social Work Practice II (3 credits)
- SW 894D Social Work Field Instruction: Clinical Practice I (4 credits)
- SW 894E Social Work Field Instruction: Clinical Practice II (4 credits)

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 weekdays 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](#).

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 program.

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](#).

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.

The Statewide Blended and Weekend program options 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.

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.

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.

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.

[Statewide Blended](#) and [Weekend](#) applicants have additional criteria for admission.

A limited number of applicants who do not satisfy the School of Social Work's regular admission requirements may be accepted provisionally. These students will be judged on the basis of their potential contribution to the field of social work. Students should not be enrolled on a provisional basis for more than one semester. To qualify for admission to regular status, the student must complete their first semester of course work with no grades below a 3.0.

International Students and English Proficiency Examination

All international applicants are required to submit TOEFL scores, which will be sent to the University 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:

<https://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

Students must maintain an overall GPA of 3.0 or higher and earn a 3.0 or higher in all coursework to maintain acceptable academic standing. 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.

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 generalist 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.

Review of Student Performance

Graduate students have the right to be notified in writing in a timely manner if their progress or performance is unsatisfactory or the student's status in the program is determined to be in jeopardy. (See [GSRR 2.4](#)). Graduate advisors are notified after each semester of any students with grades below a 3.0 or an overall GPA below a 3.0 and determines the appropriate next step in consultation with the Program Coordinator and the MSW Program Director.

Academic Standing and Student Review (ASSR)

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

- when a student's cumulative 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 Program 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 and Graduate Advisor will attend. The classroom instructor may attend as well. The faculty liaison and the Director of Field Education 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.

All documentation related to ASSR proceedings 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.

The student may grieve the reason for the ASSR (e.g., a grade, an allegation of academic dishonesty), the outcome of the ASSR, or both. (See Student Conduct and Conflict Resolution for more information on the grievance process).

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.

Departmental Policies: 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 an [Academic Dishonesty Report](#) through the Registrar's office.
- The student will be expected to attend an Academic Standing and Student Review within the School of Social Work. This review may result in the student being required to retake the course or being dismissed from the program.

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 assignment 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](#).

Student Conduct and Conflict Resolution

Professional and Ethical Behavior

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

Professional and ethical behavior in the University context applies not only to work with clients, but to interactions, relationships, or communications with fellow students, faculty, staff, field liaisons and instructors, and all others within the University or with whom students have contact in their role as an

MSU MSW student. This includes interactions, relationships, or communications in person or via the use of technology.

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

Sexual harassment and other forms of sexual misconduct will not be tolerated. MSU policies and procedures for handling concerns about Relationship Violence and Sexual Misconduct are available here: <https://www.hr.msu.edu/policies-procedures/university-wide/documents/RVSMPolicy.pdf>

Non-Academic Review (NAR)

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

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

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

The NAR Process

A non-academic review meeting will be called by the MSW Program Director. The meeting will be attended by the student, MSW Program Director, Program Coordinator, Graduate Advisor and other faculty invited by the MSW Program Director, including the faculty liaison and the Director of Field Education if the situation involves field education. 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 Program Director. The MSW Program 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.

Informal Administrative Review

On occasion, the MSW Program 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.

Student Grievance Procedures

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

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 violation of academic rights or allegations of academic misconduct (academic dishonesty, violations of professional standards, or falsifying admission and academic records), the first step in the process is to clearly communicate in writing to the Director of the School what they are grieving, how their academic rights have been violated, and how they propose the situation be remedied. The Director will either uphold or overturn the recommendation(s) based on the information presented and the process used to make the determination.

If the student is dissatisfied with the Director's decision, the student may request a more formal academic grievance hearing. 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 should first send a written request for a hearing to the Director of the School. This written request must 1) specify the basis for the grievance, including the alleged violation(s), 2) identify the individual against whom the grievance is filed, and 3) state the desired redress.

Generally, the written request for a hearing should be submitted before the middle of the next semester in which the student is enrolled (including Summer). Upon receipt of the request, the Director of the School should forward a copy to the Chair of the Hearing Board. Within 5 class days, the Chair of the Hearing board will 1) send the request to the respondent, 2) send the names of the Hearing Board members to both parties, 3) send the request for a hearing and the respondent's written response to the Hearing Board members, and 4) send all parties a copy of the School of Social Work Graduate Student Hearing Procedures which outlines these procedures in more detail.

Within 5 class days of being established, the Hearing Board will review the request. They may 1) accept the request, in full or part, and schedule a hearing, 2) reject the request and provide a written explanation, or 3) 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 calls for a hearing, both parties will be notified of the time, date, and place at least 5 class days before it is scheduled. 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 of Social Science.

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 enroll for the Fall and Spring Semesters at the same time.

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 Program 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.

Transfer Credits

A student who has completed graduate social work courses at other schools of social work accredited by CSWE can request to have credit for these courses evaluated by the School for transfer and application toward the 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 of graduate level work in another CSWE accredited program may be applied to the credit requirements under the regular MSW degree. Credits that have already been used to satisfy the requirements of another degree cannot be transferred. The Graduate Advisor, Program Coordinator, and MSW Program Director in consultation with other appropriate faculty will evaluate all requests for transfer credit whether for

incoming transfer students or students currently enrolled in the MSW program who take courses at other universities. 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 student 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.

Drops and Withdrawals

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

Drops

Students can drop from individual courses for any reason only up through the middle of the semester with no grade reported. Changes made through the 18th day of classes will be refunded 100% of the tuition. After the 18th day, there is no tuition refund. After the middle of the semester, students must contact the Associate Dean for Graduate Studies to request a late drop and notify their Graduate Advisor. Late drops are only allowed for documented reasons of catastrophic impact.

Withdrawals

Students can drop all courses (withdraw) through the end of the 12th week of classes. After that time, voluntary withdrawal is not permitted. Withdrawals are initiated through the Associate Dean for Graduate Studies.

Medical Withdrawal

A Medical Withdrawal can be requested for documented mental health issues or ongoing chronic illness. Students must meet with the College Director of Student Services to initiate the process. Students can only have one Medical Withdrawal.

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

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.

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 Program 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.

Students wishing to return from a Medical Withdrawal must be approved for return through the University and should meet with the College Director of Social Services to initiate that process. Once the Medical Withdrawal is approved, the student should submit the application for readmission.

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.

University Resources

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

Academic Programs Catalog

<https://reg.msu.edu/AcademicPrograms/Default.aspx>

Academic Support Services

<http://nssc.msu.edu/academic-support.php>

Anti-Discrimination Policy

<https://oie.msu.edu/policies/adp.html>

Career Services Network

<http://csp.msu.edu>

Career Services (College of Social Science)

<http://socialscience.msu.edu/about-us/overview/career-services/>

Center for Service Learning and Civil Engagement

<https://servicelearning.msu.edu/>

Counseling and Psychiatric Services

<https://caps.msu.edu/>

Financial Resources

<https://socialwork.msu.edu/Students/Financial-Resources>

Graduate Students Rights and Responsibilities

<https://grad.msu.edu/gsrr>

Policy on Grief Absence

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

Policy on Relationship Violence and Sexual Misconduct

https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html

Policy on Religious Observance

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

Resource Center for Persons with Disabilities

<http://rcpd.msu.edu>

Social work licensure

<https://socialwork.msu.edu/CE/Licensure>

Student Health Services

<http://olin.msu.edu>

The Writing Center

<http://writing.msu.edu/>

Appendix A: Course Grids

East Lansing Regular Program: 2-Year Full Time

SEMESTER	YEAR 1 COURSES	YEAR 2 COURSES	
	CLINICAL AND OCL	CLINICAL	OCL
FALL	SW 810 (3 crs) Thry Grps Organ & Commun in SW SW 820 (3 crs) Soc Wel Pol & Services SW 840 (3 crs) Generalist SW Prac Meth I SW 894A (4 crs) Fld Educ Grad Gen Prac I Intro to the SW Profession (ISWP) Pro Seminar ⁴ – One day Seminar in August. Elective ⁵	SW 830 (2 crs) SW Research Methods II SW 845 (3 crs) Admin Skills for SW Practice SW 850 (3 crs) Clin SW Pract I SW 894D (4 crs) Fld Educ Clin Prac I Elective ⁵	SW 830 (2 crs) SW Research Methods II SW 844 ² (2 crs) Org & Cmty Theories SW Prac SW 865 ⁴ (3 crs) SW Leadership in Orgs & Comm I SW 894G (4 crs) Fld Educ Org & Comm Prac I Elective ⁵
SPRING	SW 811 (3 crs) Perspectives in Human Devel SW 829 (2 crs) SW Research Methods I SW 841 (3 crs) Generalist SW Prac Meth II SW 843 ¹ (2 crs) Clin Assessment Diagnosis SW 845 ³ (3 crs) OCL Only - Admin Skills for SW Practice SW 894B (4 crs) Fld Educ Grad Gen Prac II Elective ⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 832 (2 crs) Eval SW Programs and Practice SW 851 (3 crs) Clin SW Prac II SW 894E (4 crs) Fld Educ Clin Prac II Elective ⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 832 (2 crs) Eval SW Programs and Practice SW 866 ⁴ (3 crs) Org & Comm Leadership II SW 894I (4 crs) Fld Educ Org & Comm Pract II Elective ⁵
SUMMER	Elective ⁵	Remember: check the SW school site for CURRENT COURSE OFFERINGS , <u>before</u> registering, to get the correct course and section number. The correct instructor, class time, and class location will also appear on the COURSE OFFERINGS pages prior to class start.	

¹ **SW 843** is required for the Clinical track. May be taken as an elective for the OCL track.

² **SW 844** is online and required for OCL track. May be taken as an elective for Clinical track.

³ **SW 845 OCL Only Spring Semester. (Students entering Fall 2018 only. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives for SW845).**

⁴ **Intro to the SW Profession (ISWP) Pro Seminar** – attendance is required for all part and full-time students who do not have a bachelor in social work degree from a CSWE accredited school.

⁵ **Electives** 400 level and above can be taken any semester throughout your program. **You must complete a minimum of 6 elective credits.**

East Lansing Regular Program: 3-Year Part Time

SEMESTER	YEAR 1 COURSES	YEAR 2 COURSES	YEAR 3 COURSES	
	CLINICAL AND OCL	CLINICAL AND OCL	CLINICAL	OCL
FALL	SW 810 (3 crs) Thry Grps Organ & Commun in SW SW 820 (3 crs) Soc Wel Pol & Services Intro to the SW Profession (ISWP)⁴ – One day seminar in August. Elective⁵	SW 830 (3 crs) SW Research Methods II SW 840 (3 crs) Generalist SW Prac Meth I SW 894A (4 crs) Fld Educ Grad Gen Prac I Elective⁵	SW 845 (3 crs) Admin Skills for SW Practice SW 850 (3 crs) Clin SW Pract I SW 894D (4 crs) Fld Educ Clin Prac I Elective⁵	SW 844² (2 crs) Org & Cmty Theories SW Prac SW 865⁴ (3 crs) SW Leadership in Orgs & Comm I SW 894G (4 crs) Fld Educ Org & Comm Prac I Elective⁵
SPRING	SW 811 (3 crs) Perspectives in Human Devel SW 829 (2 crs) SW Research Methods I SW 845³ (3 crs) OCL Only Admin Skills for SW Practice Elective⁵	SW 832 (2 crs) Eval SW Programs and Practice SW 841 (3 crs) Generalist SW Prac Meth II SW 843¹ (2 crs) Clinical Assessment Diagnosis SW 845³ (3 crs) OCL Only Admin Skills for SW Practice SW 894B (4 crs) Fld Educ Grad Gen Prac II Elective⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 851 (3 crs) Clin SW Pract II SW 894E (4 crs) Fld Educ Clin Prac II Elective⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 866⁴ (3 crs) SW Leadership in Orgs & Com II SW 894I (4 crs) Fld Educ Org & Comm Pract II Elective⁵
SUMMER	Elective⁵	Elective⁵	Remember: check the SW school site for CURRENT COURSE OFFERINGS , <u>before</u> registering, to get the correct course and section number. The correct instructor, class time, and class location will also appear on the COURSE OFFERINGS pages prior to class start.	

¹ **SW 843** is required for the Clinical track. May be taken as an elective for the OCL track.

² **SW 844** is online and required for OCL track. May be taken as an elective for Clinical track.

³ **SW 845 OCL Only Spring Semester.** OCL track can take this course Spring Semester 1st year or 2nd year, whichever semester best fits your schedule. **(Students entering Fall 2018 only. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives for SW845).**

⁴ **Intro to the SW Profession (ISWP) Pro Seminar** – attendance is required for all part and full-time students who do not have a bachelor in social work degree from a CSWE accredited school.

⁵ **Electives** 400 level and above can be taken any semester throughout your program. **You must complete a minimum of 6 elective credits.**

Flint Regular Program: 2-Year Full Time

SEMESTER	YEAR 1 GENERALIST COURSES	YEAR 2 COURSES	
	CLINICAL AND OCL	CLINICAL	OCL
FALL	SW 810 (3 crs) Thry Grps Organ & Commun in SW SW 820 (3 crs) Soc Wel Pol & Services SW 840 (3 crs) Gen SW Prac Meth I SW 894A (4 crs) Fld Educ Grad Gen Pract I Electives ⁵	SW 832 (2 crs) Eval SW Programs and Practice SW 850 (3 crs) Clin SW Prac I SW 894D (4 crs) Fld Educ Clin Prac I Electives ⁵	SW 832 (2 crs) Eval SW Programs and Practice SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 844 ² (2 crs) Org & Cmty Theories SW Prac SW 865 ³ (3 crs) SW Leadership in Orgs & Comm I SW 894G (4 crs) Fld Educ Org & Comm Pract I Electives ⁵
SPRING	SW 811 (3 crs) Perspectives in Human Devel SW 829 (2 crs) SW Research Methods I SW 841 (3 crs) Generalist SW Prac Meth II SW 843 (2 crs) Clinical Assessment Diagnosis SW 894B (4 crs) Fld Educ Grad Gen Pract II Electives ⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 851 (3 crs) Clin SW Pract II SW 894E (4 crs) Fld Educ Clin Prac II Electives ⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 866 ³ (3 crs) SW Leadership in Orgs & Com II SW 894I (4 crs) SW Fld Ed: Org & Comm Pract II Electives ⁵
SUMMER	SW830 (2 crs) SW Research Methods II SW 845 ⁴ (3 crs) Admin Skills for SW Practice Electives ⁵		

¹ **SW 843** is required for the Clinical Track ONLY. May be taken as an elective for OCL track.

² **SW 844** is online and required for OCL track. May be taken as an elective for Clinical track.

³ **SW 865** and **SW 866** meet in East Lansing ONLY.

⁴ **SW 845 (Students entering Fall 2018 only)**. Required for clinical students only beginning Fall 2019. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives for SW845).

⁵ **Electives** 400 level and above can be taken any semester throughout your program. **You must complete a minimum of 6 elective credits.**

() behind each course number equals the credit numbers for the course

Flint Regular Program: 3-Year Part Time

SEMESTER	YEAR 1 GENERALIST COURSES	YEAR 2 GENERALIST COURSES	YEAR 3 COURSES	
	CLINICAL AND OCL	CLINICAL AND OCL	CLINICAL	OCL
FALL	SW 810 (3 crs) Thry Grps Organ & Commun in SW SW 820 (3 crs) Soc Wel Pol & Services. Electives ⁵	SW 840 (3 crs) Gen SW Prac Meth I SW 844 ² (2 crs) Org & Cmty Theories SW Prac SW 894A (4 crs) Fld Educ Grad Gen Pract I Electives ⁵	SW 832 (2 crs) Eval SW Programs and Practice SW 850 (3 crs) Clin SW Prac I SW 894D (4 crs) Fld Educ Clin Pract I Electives ⁵	SW 832 (2 crs) Eval SW Programs and Practice SW 865 ³ (3 crs) SW Leadership in Orgs & Comm I SW 894G (4 crs) Fld Educ Org & Comm Pract I Electives ⁵
SPRING	SW 811 (3 crs) Perspectives in Human Devel SW 829 (2 crs) SW Research Methods I Electives ⁵	SW 841 (3 crs) Generalist SW Prac Meth II SW 843 ¹ (2 crs) Clinical Assessment Diagnosis SW 894B (4 crs) Fld Educ Grad Gen Pract II Electives ⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 851 (3 crs) Clin SW Pract II SW 894E (4 crs) Fld Educ Clin Pract II Electives ⁵	SW 822 (3 crs) Topics in Pol Prac & Advocacy SW 866 ³ (3 crs) SW Leadership in Orgs & Com II SW 894I (4 crs) SW Fld Ed: Org & Comm Pract II Electives ⁵
SUMMER	SW 845 ⁴ (3 crs) Admin Skills for SW Practice Electives ⁵	SW 830 (2 crs) SW Research Methods II Electives ⁵	Remember: check the SW school site for CURRENT COURSE OFFERINGS , <u>before</u> registering, to get the correct course and section number. The correct instructor, class time, and class location will also appear on the COURSE OFFERINGS pages prior to class start.	

¹ **SW 843** is required for the Clinical Track ONLY. May be taken as an elective for OCL track.

² **SW 844** is online and required for OCL track. May be taken as an elective for Clinical track.

³ **SW 865 and SW 866** meet in East Lansing, MI ONLY.

⁴ **SW 845 (Students entering Fall 2018 only)**. Required for clinical students only beginning Fall 2019. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives for SW845).

⁵ **Electives** 400 level and above can be taken any semester throughout your program. **You must complete a minimum of 6 elective credits.**

() behind each course number equals the credit numbers for the course

Statewide Blended Regular Program: 3-Year Part Time

SEMESTER	YEAR 1 COURSES	YEAR 2 COURSES		YEAR 3 COURSES	
		Clinical	OCL	Clinical	OCL
SUMMER	SW 829 (Session B) (2 crs) SW Research Methods I (online) Summer Institute	SW 830 (Full Summer) (2 crs) SW Research Methods II SW 845 (Full Summer) (3 crs) Admin Skills for SW Practice Summer Institute		SW 822 (Full Summer) (3 crs) Topics in Pol Prac & Advocacy SW 832 (Full Summer) (2 crs) Eval SW Programs and Practice Summer Institute	
FALL	SW 810 (3 crs) Thry Grps Organ & Commun in SW SW 820 (3 crs) Soc Wel Pol & Services Monthly Saturday Seminar	SW 840 (3 crs) Generalist SW Prac Meth I SW 894A (4 crs) Fld Educ Grad Gen Prac I Monthly Saturday Seminar		SW 850 (3 crs) Clin SW Prac I SW 894D (4 crs) Fld Educ Clin Prac I Monthly Saturday Seminar	SW 865 (3 cr) – SW Leadership in Orgs & Comm I SW 894G (4 cr) – Fld Educ Org & Comm Pract I Monthly Saturday Seminar
		SW 843 (2 crs) Clinical Assessment Diagnosis (online)	SW 844 (2 crs) Org & Cmty Theories SW Prac (online)		
SPRING	SW 811 (3 crs) SW Perspec in Hum Dev Monthly Saturday Seminar	SW 841 (3 crs) Gen SW Pract Meth II SW 894B (4 crs) Fld Educ Grad Gen Prac II Monthly Saturday Seminar		SW 851 (3 crs) Clin SW Prac II SW 894E (4 crs) Fld Educ Clin Prac II Monthly Saturday Seminar	SW 866 (3 cr) – SW Leadership in Orgs & Com II SW 894I (4 cr) – Fld Educ Org & Comm Pract II Monthly Saturday Seminar

Note: Students in the Statewide Blended **Regular** MSW Program must complete **six (6) credit hours of electives** in addition to all required courses. These courses may be completed during any semester. However, students are strongly encouraged to complete elective credits during summer semesters (due to increased number of elective course options) or during summer or spring semesters of Year 1 (due to decreased required course load).

SW 845 is required for all students entering Fall 2018 only. Beginning Fall 2019 SW 845 will be required for clinical students. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives.

() behind each course number equals the credit numbers for the course.

Remember: check the SW school site for CURRENT COURSE OFFERINGS, before registering, to get the correct course and section number. The correct instructor, class time, and class location will also appear on the COURSE OFFERINGS pages prior to class start.

Weekend Regular Program: 3-Year Part Time

SEMESTER	YEAR 1 COURSES	YEAR 2 COURSES	YEAR 3 COURSES	
			Clinical	OCL
SUMMER	Weekend Kick-Off (late-August)	SW 822 (3 cr) – Topics in Pol Prac & Advocacy (Online) SW 830 (2 cr) – SW Research Methods II (Online)	SW 832 (2 cr) – Applied SW Research: Survey & Field Designs (Online)	
			SW 843 (2 cr) – Clinical Assessment Diagnosis (Online)	SW 844 (2 cr) – Org & Cmty Theories SW Prac (Online)
FALL	SW 810 (3 cr) – Thry Grps Organ & Commun in SW SW 820 (3 cr) – Soc Wel Pol & Services Monthly Saturday Seminar	SW 840 (3 cr) – Generalist SW Prac Meth I SW 894A (4 cr) – Fld Educ Grad Gen Prac I Monthly Saturday Seminar	SW 850 (3 crs) – Clin SW Prac I SW 894D (4 crs) – Fld Educ Clin Prac I Monthly Saturday Seminar	SW 865 (3 cr) – SW Leadership in Orgs & Comm I SW 894G (4 cr) – Fld Educ Org & Comm Pract I Monthly Saturday Seminar
SPRING	SW 811 (3 cr) – Perspectives in Human Devel SW 845 (3 cr) – Administrative Skills for SW Practice SW 829 (2 cr) – Essen Res Tools for SW Prac (online) Monthly Saturday Seminar	SW 841 (3 cr) – Generalist SW Prac Meth II SW 894B (4 cr) – Fld Educ Grad Gen Prac II Monthly Saturday Seminar	SW 851 (3 crs) – Clin SW Prac II SW 894E (4 crs) – Fld Educ Prac II Monthly Saturday Seminar	SW 866 (3 cr) – SW Leadership in Orgs & Com II SW 894I (4 cr) – Fld Educ Org & Comm Pract II Monthly Saturday Seminar

Note: Students in the Weekend MSW Program must complete **six (6) credit hours of electives** in addition to all required courses. These courses may be completed during any semester. However, students are strongly encouraged to complete elective credits during the summer semesters due to a decreased required course load and increased number of elective course options.

() behind each course number equals the credit numbers for the course.

SW 845 is required for all students entering Fall 2018 only. Beginning Fall 2019 SW 845 will be required for clinical students. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives.

East Lansing, Oakland, and Mid-Michigan Advanced Standing Program: 1-Year Full Time

SEMESTER	CLINICAL	OCL
SUMMER A	SW 843¹ (2 crs) Clinical Assessment & Diagnosis (Summer A or B) Elective⁵	Elective⁵
SUMMER B	SW 812B (2 crs) Integration of Theory, Policy, & Evaluation in SW SW 842B (2cr) Advanced Generalist SW Practice Methods SW 843¹ (2 crs) Clinical Assessment & Diagnosis (Summer A or B) SW 893B (2 crs) SW Field Education: Advanced Generalist Practice Elective⁵	SW 812B (2 crs) Integration of Theory, Policy, & Evaluation in SW SW 842B (2cr) Advanced Generalist SW Practice Methods SW 893B (2 crs) SW Field Education: Advanced Generalist Practice Elective⁵
FALL	SW 830 (2 crs) SW Research Methods II SW 845⁴ (3 crs) Administrative Skills for SW Practice SW 850 (3 crs) Clinical SW Practice I SW 894D (4 crs) SW Field Education: Clinical Practice I Elective⁵	SW 830 (2 crs) SW Research Methods II SW 844² (2 crs) Essential Theories in Org & Comm SW Practice SW 845⁴ (3 crs) Administrative Skills for SW Practice SW 865³ (3 crs) SW Leadership in Organizations & Communities I SW 894G (4 crs) SW Field Education: Org & Comm Pract I Elective⁵
SPRING	SW 822 (3 crs) Topics in Policy Practice & Advocacy SW 832 (2 crs) Evaluating SW Programs and Practice SW 851 (3 crs) Clinical SW Practice II SW 894E (4 crs) SW Field Education: Clinical Practice I Elective⁵	SW 822 (3 crs) Topics in Policy Practice & Advocacy SW 832 (2 crs) Evaluating SW Programs and Practice SW 866³ (3 crs) SW Leadership in Organizations & Communities II SW 894I (4 crs) SW Field Education: Org & Comm Pract II Elective⁵

¹ **SW 843** is online and required for the Clinical track. May be taken as an elective for OCL track.

² **SW 844** is online and required for OCL track. May be taken as an elective for the Clinical track.

³ **SW 865 and SW 866** – meets in East Lansing ONLY.

⁴ **SW 845 is required for all students entering Fall 2018 only.** Beginning Fall 2019 SW 845 will be required for clinical students. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives.

⁵ **Electives** 400 level and above can be taken any semester throughout your program. **You must complete a minimum of 6 elective credits.** We encourage you to enroll in elective credits Summer Session A. With advisor approval, student can enroll in any discipline outside of Social Work, your level and above.

() behind each course number equals the credit numbers for the course.

Remember: check the SW school site for CURRENT COURSE OFFERINGS, before registering, to get the correct course and section number. The correct instructor, class time, and class location will also appear on the COURSE OFFERINGS pages prior to class start.

East Lansing, Oakland, and Mid-Michigan Advanced Standing Program: 2-Year Part Time

SEMESTER	YEAR 1 COURSES	YEAR 2 COURSES	
	CLINICAL AND OCL	CLINICAL	OCL
SUMMER A		SW 843 ¹ (2 crs) Clinical Assessment Diagnosis Elective ⁵	Elective ⁵
SUMMER B	SW 812B (2 crs) Int of Theory, Policy, & Eval Elective ⁵	SW 842B (2 crs) Adv Gen Practice Methods SW 843 ¹ (2 crs) Clinical Assessment Diagnosis SW 893B (2 crs) Field Educ Adv Gen Practice Elective ⁵	SW 842B (2 crs) Adv Gen Practice Methods SW 893B (2 crs) Field Educ Adv Gen Practice Elective ⁵
FALL	SW 830 (2 crs) SW Research Methods II SW 845 ⁴ (3 crs) Admin Skills for SW Practice Elective ⁵	SW 850 (3 crs) Clinical SW Practice I SW 894D (4 crs) Field Educ Clinical Practice I Elective ⁵	SW 844 ² (2 crs) Org & Cmty Theories SW Prac SW 865 ³ (3 crs) SW Leadership in Orgs & Comm I SW 894G (4 crs) Field Educ Org & Comm Pract I Elective ⁵
SPRING	SW 822 (3 crs) Topics in Policy Prac & Advocacy SW 832 (2 crs) Eval SW Programs and Practice Elective ⁵	SW 851 (3 crs) Clinical SW Practice II SW 894E (4 crs) Field Educ Clinical Practice II Elective ⁵	SW 866 ³ (3 crs) SW Leadership in Orgs & Comm II SW 894I (4 crs) Field Educ Org & Comm Pract II Elective ⁵

¹ SW 843 is online and required for the Clinical track. May be taken as an elective for OCL track.

² SW 844 is online and required for OCL track. May be taken as an elective for the Clinical track.

³ SW 865 and SW 866 meet in East Lansing ONLY.

⁴ SW 845 is required for all students entering Fall 2018 only. Beginning Fall 2019 SW 845 will be required for clinical students. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives.

⁵ Electives 400 level and above can be taken any semester throughout your program. **You must complete a minimum of 6 elective credits.** We encourage you to enroll in elective credits Summer Session A. With advisor approval, student can enroll in any discipline outside of Social Work, your level and above.

() behind each course number equals the credit numbers for the course.

Remember: check the SW school site for CURRENT COURSE OFFERINGS, before registering, to get the correct course and section number. The correct instructor, class time, and class location will also appear on the COURSE OFFERINGS pages prior to class start.

Statewide Blended Advanced Standing Program: 2-Year Part Time

SEMESTER	YEAR 1 COURSES	YEAR 2 COURSES	
		Clinical	OCL
SUMMER	Summer Institute SW 812B (Starts week of Summer Institute) (2 crs) - Int of Theory Policy Eval	SW 843 (Session B) (2 crs) Clinical Assessment Diagnosis (online)	SW 844 (Session A) (2 crs) Org & Cmty Theories SW Prac (Online)
		Summer Institute SW 842B (Session B) (2 crs) Adv Gen Practice Mth SW 893B (Session B) (2 crs) Fld Educ Adv Gen Prac Field Liaison Seminar – To be arranged with liaison (5 hours)	
FALL	SW 830 (2 crs) - SW Research Methods II (Online) SW 845 (3 crs) - Admin Skills for SW Practice (Online)	SW 850 (3 crs) Clin SW Prac I SW 894D (4 crs) Fld Educ Clin Prac I Monthly Saturday Seminar	SW 865 (3 cr) – SW Leadership in Orgs & Comm I SW 894G (4 cr) – Fld Educ Org & Comm Pract I Monthly Saturday Seminar
SPRING	SW 822 (3 crs) - Topics in Pol Prac & Advocacy (Online) SW 832 (2 crs) - Eval SW Programs and Practice (Online)	SW 851 (3 crs) Clin SW Prac II SW 894E (4 crs) Fld Educ Prac II Monthly Saturday Seminar	SW 866 (3 cr) – SW Leadership in Orgs & Com II SW 894I (4 cr) – Fld Educ Org & Comm Pract II Monthly Saturday Seminar

Note: Students in the Statewide Blended **Advanced Standing** MSW Program must complete **six (6) credit hours of electives** in addition to all required courses. These courses may be completed during any semester. However, students are strongly encouraged to complete elective credits during summer semesters due to an increased number of elective course options.

() behind each course number equals the credit numbers for the course.

Remember: check the SW school site for **CURRENT COURSE OFFERINGS**, before registering, to get the correct course and section number. The correct instructor, class time, and class location will also appear on the **COURSE OFFERINGS** pages prior to class start.

SW 845 is required for all students entering Fall 2018 only. Beginning Fall 2019 SW 845 will be required for clinical students. OCL students entering Fall 2019 will substitute 3 credits from an approved list of electives.