MASTER OF SOCIAL WORK DEGREE PROGRAM

Student/Faculty Handbook to the MSW Program

2016-2017
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INTRODUCTION

The Student/Faculty Handbook sets forth the educational policies and procedures, exclusive of policies and procedures specific to field instruction and academic degree requirements that govern the MSW program and its students.

The policies, and procedures set forth in this document are in effect for the 2016-2017 academic year and will govern most, if not all, educational experiences of students beginning study in the 2016-2017 academic year (including students beginning the Advanced Standing program in Summer 2016).

Not all policies relevant to GSSW students are included in this document. Students should also refer to the University Graduate Policies and Procedures and the Graduate School of Social Work Academic Bulletin for more information:

http://www.du.edu/media/documents/graduates/gradpolmanual.pdf

Faculty of GSSW and of the University of Denver as a whole, however, reserve the right to make those changes in curriculum, policies, and procedures that will enhance the educational experience and outcomes of students.
VISION, MISSION, AND VALUES
OF THE GRADUATE SCHOOL OF SOCIAL WORK

Our Vision
The Graduate School of Social Work aspires to be among the finest graduate schools of social work in the country, a vibrant center for intellectual development, a leader in promoting diverse communities, and an advocate for an integrated and inclusive model of social work, all within a facility that supports the best educational practices.

Our Mission
The Graduate School of Social Work is committed to excellence in teaching, scholarship, and community leadership and service. Our mission is to foster social responsibility regarding social and economic justice, quality of life and multicultural communities, based on equality for all people. As a center for the creation and dissemination of knowledge, the school provides graduate social work education in order to alleviate and prevent social problems of individuals, families and communities.

Our Values
The guiding philosophy of social work includes values that create a framework for social work education, research, and service. These include:

- Progressive ideals of equality, social and economic justice, cultural diversity, and freedom;
- Social work’s unique focus on person-in-environment as the central concept that shapes our curriculum and practice;
- Excellence in the development of social work knowledge and its dissemination to students, communities, and policy makers;
- Responsibility for promoting social change and multiculturalism in the community, and empowerment of the social work profession.

Accreditation
The Master of Social Work program at the University of Denver is accredited by the Council on Social Work Education (CSWE), a specialized accrediting body recognized by the Council on Post-Secondary Accreditation.
GOALS AND OBJECTIVES OF THE MSW PROGRAM

Based on the vision, values, and mission of the University and GSSW, and the mission of the social work profession, the goals of the MSW program are to:

- Prepare students for effective, culturally responsive, and ethical advanced clinical or community professional social work practice that enhances human interaction;
- Involve students in critical scholarly inquiry, application and development of knowledge, and consideration of values and ethics;
- Encourage students to assume leadership in promoting social and economic justice, advancing the public good, furthering multicultural understanding, and eliminating oppression.

Derived from the goals of the MSW program, the objective of the MSW program is to graduate students who are prepared to enter advanced, autonomous practice in an area of concentration. Specifically, our graduates will:

- Demonstrate ethical, culturally responsive advanced clinical or community practice that emphasizes: the strengths of individuals and communities; the importance of difference in shaping life experiences; and the role of context in service delivery;
- Analyze policy, identify and collaborate in advocating for strategies that promote social and economic justice, eliminate oppression, foster the public good, and enhance the welfare of clients;
- Demonstrate self-reflective practice that includes: examination of societal and personal bias, privilege, and values; critical evaluation of structural inequities; self-correction to align personal values with the profession’s; and demonstration of professional demeanor;
- Demonstrate career-long learning that includes a continuous process of examining published evidence, using supervision and consultation to improve practice, and communicating clearly with clients, colleagues in social work and systems;
- Make ethical decisions based on the standards of social work practice, examining personal values and ethics, exploring all sides of ethical conflicts, and weighing each side against social work codes of ethics to reach a principled decision;
- Critically evaluate and ethically apply the major theories related to human development and behavior that guide advanced clinical or community social work practice using a person-in-environment lens;
- Demonstrate that advanced clinical or community social work practice (including assessment, prevention, intervention, and evaluation) is guided by a critical review of empirical evidence, including research-based knowledge and practice-based findings;
- Demonstrate preparation for and competency in social work practice with individuals, families, groups, organizations and communities through appropriate interpersonal skills and ability for mutual engagement;
- Demonstrate competency in holistic client and client-system assessment, goal-setting, planning, intervention, and evaluation of practice.

Updated Fall 2013
### Autumn Quarter 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 5</td>
<td>Monday</td>
<td>University Closed—Labor Day</td>
</tr>
<tr>
<td>Sept 8-9</td>
<td>Thursday-Friday</td>
<td>New Student Orientation and Back to School Party</td>
</tr>
<tr>
<td>Sept 12</td>
<td>Monday</td>
<td>Autumn Quarter begins</td>
</tr>
<tr>
<td>Sept 14</td>
<td>Wednesday</td>
<td>New Student Field Orientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Concentration field begins</td>
</tr>
<tr>
<td>Sept 18</td>
<td>Sunday</td>
<td>Deadline to apply for Winter 2017 graduation</td>
</tr>
<tr>
<td>Sept 19</td>
<td>Monday</td>
<td>Foundation field begins</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Monday</td>
<td>GSSW Advising for Winter Quarter Begins</td>
</tr>
<tr>
<td>Oct 21</td>
<td>Friday</td>
<td>Last day to change courses to no credit</td>
</tr>
<tr>
<td>Oct 31</td>
<td>Monday</td>
<td>Priority Registration for Winter Quarter—PhD students</td>
</tr>
<tr>
<td>Nov 2</td>
<td>Wednesday</td>
<td>Priority Registration for Winter Quarter—MSW students</td>
</tr>
<tr>
<td>Nov 7</td>
<td>Monday</td>
<td>Last day to add or drop Fall Quarter courses (approval required)</td>
</tr>
<tr>
<td>Nov 22</td>
<td>Tuesday</td>
<td>Last day of Autumn Quarter**</td>
</tr>
<tr>
<td>Nov 29</td>
<td>Tuesday</td>
<td>Fall Quarter grades due via web from faculty at 10:00 p.m.</td>
</tr>
<tr>
<td>Nov 24-25</td>
<td>Thursday-Friday</td>
<td>University Closed—Thanksgiving Holiday</td>
</tr>
<tr>
<td>Dec 7</td>
<td>Wednesday</td>
<td>Foundation year field ends</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Friday</td>
<td>Concentration year field ends</td>
</tr>
<tr>
<td>Dec 26-30</td>
<td>Monday-Friday</td>
<td>University Closed—Winter Break</td>
</tr>
</tbody>
</table>
## Winter Quarter 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2</td>
<td>Monday</td>
<td>University Closed—New Year’s Day (observed)</td>
</tr>
<tr>
<td>Jan 3</td>
<td>Tuesday</td>
<td>Winter Quarter begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Foundation field begins (excluding online program)</td>
</tr>
<tr>
<td>Jan 4</td>
<td>Wednesday</td>
<td>Concentration field begins</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Monday</td>
<td>Deadline to apply for Spring 2017 graduation</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Monday</td>
<td>University Closed—Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Monday</td>
<td>GSSW Advising for Spring Quarter begins</td>
</tr>
<tr>
<td>Feb 8</td>
<td>Wednesday</td>
<td>Field Fair for on campus students</td>
</tr>
<tr>
<td>Feb 13</td>
<td>Monday</td>
<td>Priority Registration for Spring Quarter—PhD students</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Wednesday</td>
<td>Priority Registration for Spring Quarter—MSW students</td>
</tr>
<tr>
<td>Feb 28</td>
<td>Tuesday</td>
<td>Last day to add or drop Winter Quarter courses (approval required)</td>
</tr>
<tr>
<td>Mar 8</td>
<td>Wednesday</td>
<td>Foundation field ends *</td>
</tr>
<tr>
<td>Mar 10</td>
<td>Friday</td>
<td>Concentration field ends +</td>
</tr>
<tr>
<td>Mar 17</td>
<td>Friday</td>
<td>Last day of Winter Quarter **</td>
</tr>
<tr>
<td>Mar 22</td>
<td>Wednesday</td>
<td>Grades due via web from faculty at 10:00 p.m.</td>
</tr>
</tbody>
</table>

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* This calendar is subject to change

** University final exam dates are considered additional instructional days at GSSW. Your instructor may require attendance on these days. Please refer to class syllabi for class session dates.

+ The winter quarter includes an 11th week in the academic calendar, however, students would typically be in their internships for only 10 weeks. Therefore, it is up to negotiation between the student and the agency regarding the student’s attendance during the 11th week of the quarter.
## Spring Quarter 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 20-24</td>
<td>Monday-Friday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 27</td>
<td>Monday</td>
<td>Spring Quarter begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Foundation year field begins for all students, including online MSW students</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Wednesday</td>
<td>Concentration year field begins</td>
</tr>
<tr>
<td>Apr 2</td>
<td>Sunday</td>
<td>Deadline to apply for Summer 2017 graduation</td>
</tr>
<tr>
<td>Apr 17</td>
<td>Monday</td>
<td>Registration for Summer Session begins</td>
</tr>
<tr>
<td>May 1</td>
<td>Monday</td>
<td>GSSW Advising for Fall Quarter begins</td>
</tr>
<tr>
<td>May 10</td>
<td>Wednesday</td>
<td>Course Planning Worksheets due for on-campus students continuing 2017-18</td>
</tr>
<tr>
<td>May 15</td>
<td>Monday</td>
<td>Priority Registration for Fall Quarter 2017—PhD students</td>
</tr>
<tr>
<td>May 17</td>
<td>Wednesday</td>
<td>Priority Registration for Fall Quarter 2017—MSW students</td>
</tr>
<tr>
<td>May 22</td>
<td>Monday</td>
<td>Last day to add or drop Spring Quarter courses (approval required)</td>
</tr>
<tr>
<td>May 29</td>
<td>Monday</td>
<td>University Closed—Memorial Day</td>
</tr>
<tr>
<td>May 31</td>
<td>Wednesday</td>
<td>Foundation field ends</td>
</tr>
<tr>
<td>June 2</td>
<td>Friday</td>
<td>Concentration field ends</td>
</tr>
<tr>
<td>June 8</td>
<td>Thursday</td>
<td>Last day of Spring Quarter**</td>
</tr>
<tr>
<td>June 9</td>
<td>Friday</td>
<td>University Commencement for Graduate Students</td>
</tr>
<tr>
<td>June 14</td>
<td>Wednesday</td>
<td>Grades due via web from faculty at 10:00 p.m.</td>
</tr>
</tbody>
</table>

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** University final exam dates are considered additional instructional days at GSSW. Your instructor may require attendance on these days. Please refer to class syllabi for class session dates.
### Summer Session 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 19</td>
<td>Monday</td>
<td>DU Summer Session begins&lt;br&gt;Online MSW Courses and Foundation field begin</td>
</tr>
<tr>
<td>June 25</td>
<td>Sunday</td>
<td>Deadline to apply for Fall 2017 graduation</td>
</tr>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>University Closed—Independence Day</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>Denver Advanced Standing New Student Orientation</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>First day of classes for new Advanced Standing students for Denver students</td>
</tr>
<tr>
<td>Aug 17</td>
<td>Thursday</td>
<td>Last day of Summer Session **</td>
</tr>
<tr>
<td>Aug 18</td>
<td>Friday</td>
<td>University Commencement</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>Grades due via web from faculty at 10:00 p.m.</td>
</tr>
</tbody>
</table>

* This calendar is subject to change

** University final exam dates are considered additional instructional days at GSSW. Your instructor may require attendance on these days. Please refer to class syllabi for class session dates.
Faculty and Administration

The faculty of the Graduate School of Social Work (GSSW) has diverse skills, talents, and interests. This diversity adds to the educational process. In addition to teaching, members of the faculty serve as consultants, trainers, and participants in a variety of community agencies and projects. They also participate in University projects with faculty from other departments. Most faculty members serve students as advisors and members of educational committees.

Students in each course taught at GSSW complete anonymous evaluations of the course and the instructor each quarter. The results of the evaluations are provided to the instructor and to program administration in an effort to enhance the quality of teaching. Students are encouraged to meet with faculty members. Faculty post regular office hours. For students on the Denver campus, materials and messages may be left for faculty in the faculty/staff mailboxes in the lobby of Craig Hall and through e-mail. Online MSW students will communicate with faculty via email, through Canvas, and/or via appointment on Zoom.

Professional positions and roles of particular importance to MSW students are listed below.

Office of the Dean

Dean  Dr. Amanda Moore McBride

Executive Assistant to the Dean  Anne Enderby

Assistant Dean for Administration & Finance  Angel Garcia

Academic Affairs

Associate Dean for Academic Affairs & MSW Director  Dr. Michele Hanna

Program Coordinator  Kati Olivares

Office of the Registrar

Registrar  Sarah Sweetman

Program Coordinator—Office of the Registrar  Leá Norcross

Director of Student and Career Services  Adrienne Martinez

Development, Outreach, & Communications

Assistant Director of Alumni Engagement & Special Events  Trish Becker-Hafnor

Assistant Director of Digital Communications and Marketing  Elizabeth Weishar
Office of Admission & Financial Aid

Director of Enrollment Management  Colin Schneider
Assistant Director of Enrollment Management  Linda Daubers (Financial Aid)
Admission Counselors  Lauren Estes

Field Education

Assistant Dean for Field Education  Ann Petrila
Associate Director for Field Education  Kathy Johnson
Associate Director-Online Field Education  Michele Sienkiewicz
Field Coordinators  Brian Gonzales
                     Julianne Mitchell
Program Administrator  Nigyar Alves
Field Program Assistant  Meghan Tedder

Technology Operations

Operations Manager  Ryan Garrett
Senior Instructional Technologist  Akio Yamanaka
Technology Support Specialists  Daniel Hanna
                     Vincent Sliva

Building and Operations

Manager of Operations  Jennie Ratico
Faculty Support  Michelle Martinez

Online MSW Program

Director  Jae McQueen
Program Coordinator  Mandy Jameson

Four Corners Program (Durango, CO)

Director  Wanda Ellingson
Program Manager
Administrative Assistant  Angela Carpenter
Western Colorado Program (Glenwood Springs, CO)

Director
Rachel Forbes

Program Manager

Administrative Assistant
Jan Dean

Curriculum Coordinators

Foundation/Advanced Standing
Kate Ross

Concentrations

- Advanced Social Work Practice (Durango)  Wanda Ellingson
- Advanced Social Work Practice (Glenwood)  Rachel Forbes
- Aging  Leslie Hasche
- Child Welfare  Michele Hanna
- Children and Youth  Julie Laser-Maira
- Family Systems
- Health and Wellness  Michael Talamantes
- Mental Health  Stacey Freedenthal
- Mental Health & Trauma (Online)  Jae McQueen
- Organizational Leadership & Policy Practice  Jean East
- Sustainable Development and Global Practice  Andreas Rechkemmer

Certificates

- Animal Assisted Social Work  Philip Tedeschi
- Social Work with Latinos/as  Lorena Gaibor

Cooperative programs/Dual degrees

- Denver Family Institute  Stephen von Merz
- Undergraduate/Graduate (Denver)  Yolanda Anyon
- Undergraduate/Graduate (Durango)  Wanda Ellingson

Formal and flexible DU dual degrees

- MSW/MPH  Leslie Hasche  Michael Talamantes

For more information, please see the GSSW Staff Directory at: http://www.du.edu/socialwork/facultyandstaff/index.html

Faculty

Appointed faculty
Appointed faculty hold continuing appointments and are expected to engage in research or other scholarly endeavors, University service, and community service in addition to teaching and serving as advisors. Appointed faculty include tenure/tenure-track faculty, clinical faculty, faculty of the practice of social work, and research faculty.

Adjunct faculty
Adjunct Faculty are instructors who are actively engaged in practice in addition to their teaching. They are engaged by GSSW to teach specific courses based on their education, experience, and expertise.

For more information, please see the GSSW Faculty Directory at: http://www.du.edu/socialwork/facultyandstaff/index.html
Student Groups and Organizations

GSSW student groups and organizations are listed below. If students in the Western Colorado, Four Corners Program, or Online MSW program are interested in participating in any of the student organizations, please contact that organization directly. For more information, please visit: http://www.du.edu/socialwork/about/aboutgssw/studentOrganizations.html.

- **Graduate Student Government** (University-wide)
  Veronica Droser, GSG President
  du.gsgs@gmail.com

- **Graduate School of Social Work Student Association (GSA)**
  Jessica Trumbull & Melanie Davis, Co-Leaders
  gsswgsa@du.edu (emails will be answered within 72 hours)

  GSA serves as the official voice of the entire GSSW student body. It acts as the liaison between the student body and GSSW's faculty and administration, professional associations and the community.

  GSA provides funding for conference reimbursements up to $75/student/year on a first-come first-serve basis. The reimbursement can be applied towards a conference or training that aligns with your career goals but does not cover membership fees. Please contact the GSA Treasurer by sending an email titled "Attn Treasurer" to gsswgsa@du.edu for more information and the necessary paperwork required to submit a request.

- **Multicultural Social Justice Student Organization (MSJ)**

  MSJ seeks to promote a multicultural community and social justice issues in a forum of self-awareness, education and advocacy. Open to all students, its primary purpose is to identify, acknowledge and celebrate cultural and religious diversity.

- **Queer Equality Alliance (QEA)**

  QEA seeks to provide a safe and supportive environment for all gay, lesbian, bisexual, transgender, queer, intersexed and questioning students, staff, faculty and alumni of GSSW; heterosexual allies; and those of any additional status or orientation.

- **Phi Alpha Honor Society**

  Phi Alpha is a national social work honor society. It seeks to provide a closer bond among social work students and to promote humanitarian goals and ideals.

- **Shades of Brown Alliance (SOBA)**

  Shades of Brown Alliance (SOBA) is a student organization that strives to offer a "safe place", supportive, and encouraging environment for all individuals of color, allies, staff, faculty, and alumni of GSSW to learn, voice, escape, mature and positively confront and address the issues people of color experience as a part of the GSSW experience.
• ECO Conscious
duecoconscious@gmail.com

ECO (Environment+Conservation+Opportunity) Conscious aims to promote conservation and environmental justice within the social work profession and to demonstrate such principles in the classroom and the community.

For more information on student organization contact information and how to get involved, please visit the GSSW Student Resources Portfolio Page.

• REhD (Red Estudiantil de Hispanohablantes en DU GSSW)
Lorena Gaibor, Faculty Advisor

REhD is GSSW's Spanish conversation group comprising 30+ Intermediate to Advanced Spanish-speaking students. REhD is not a formal student organization, but rather a network of students who would like to connect in Spanish. The group is student lead. REhD provides students a place to:
REhD provides students a place to
  o Meet other Spanish-speaking students at GSSW;
  o Learn new vocabulary and brush up on current skills;
  o Promote self-care for bilingual students as they engage in field, community, and as professionals;
  o Address critical issues affecting Spanish speaking client systems and social work service delivery;
  o Have the occasional cafecito y pan dulce.

In addition to the GSSW organizations, the Colorado Chapter of the National Association of Social Workers (NASW) provides for student representation on its board of directors and encourages participation of student members in its committees. For more information, check out www.naswco.org.

Governance and Student Participation in Governance

Educational policy for the MSW Program is determined by the faculty of the whole and by standing committees comprising faculty, students, administration, and community representatives. The committees listed below have student members who are selected each year by the GSSW Graduate Student Association. Students may attend, but not vote, at business meetings of the faculty of the whole. They have equal voting rights in all other committees. Faculty reserves the right to move meetings into executive session that excludes students when deemed appropriate.

Students who are interested in serving on a committee or want more information about a committee and its responsibilities should contact a GSA representative at gsswgsa@du.edu.

• Faculty/Community of the Whole    Leslie Hasche, Chair
• Field Advisory Board          Ann Petrila, Chair
• MSW Curriculum Committee    Michele Hanna, Chair
• Advisory Council on Racial Diversity (ACoRD)  Ramona Beltran, Chair
Dissemination of Information & Facilities

Communication with university and the graduate school of social work

Contact Information
It is very important that students maintain their mailing address and phone number on PioneerWeb. Please also be sure to provide emergency contact information in the event that an emergency occurs.

DU E-Mail Accounts
According to University Policy:

The University assigned email account shall be an official means of communication with all students, faculty, and staff. Students are responsible for all information sent to them via their University assigned email account (firstname.lastname@du.edu). The University sends much of its correspondence solely through email. This includes policy announcements, emergency notices, meeting and event notifications, course syllabi and requirements, and correspondence between faculty, staff, and students. Such correspondence is mailed only to the @du.edu address.

E-mail accounts are automatically created for all students. The university contracts with Microsoft to provide email service using Office 365. For more information, please visit the UTS website. Faculty, staff and students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time-critical.

For information about your DU login or password, please contact the University Technology Services (UTS) Help Desk at (303) 871-4700.

Student Listservs
All Denver students are subscribed to the gssw-students listserv with their DU e-mail address prior to the beginning of the term. Important information including announcements, GSSW events, registration information, field information, class cancellations, etc. will be distributed to students via this listserv. Relevant listserv information will also be forwarded to students in the Four Corners, Western Colorado and the Online programs via distribution list.

All students have the option of subscribing to two additional lists: gssw-events and the GSSW Career Connections E-Newsletter. You can subscribe or unsubscribe from these optional listservs at any time.

**gssw-events:**
The gssw-events listserv will include all events that are not directly related to or endorsed by the Graduate School of Social Work (including events in other departments on campus as well as other community events). Please note that GSSW has no affiliation with events posted on this listserv; it is merely a means of providing you with information.

To subscribe to this listserv, visit [https://listserv.du.edu/mailman/options/gssw-events](https://listserv.du.edu/mailman/options/gssw-events). If you do not want to receive separate emails each time there is a posting, select the “Set Digest Mode” option to “on” in your account settings. You will receive an email asking you to confirm your subscription (make sure you confirm it or you will not be subscribed). Then you will receive a confirmation email. Please save this confirmation e-mail because it contains a link to where you can edit your options and unsubscribe. Please note that you will not receive attachments if you subscribe to “Digest Mode”.

**GSSW Career Connections E-Newsletter:**
To subscribe to this email newsletter, visit [http://alumni.du.edu/gsswcareernewsletter](http://alumni.du.edu/gsswcareernewsletter). This newsletter compiles job postings sent to GSSW from community agencies both inside and outside of Denver. It also includes job searching tips and relevant information related to social work careers. It is sent once every 14 days.
PioneerWeb

Important information including the academic calendar and other deadlines is posted on the GSSW Student Resources Page, which is accessed via the GSSW tab in PioneerWeb. Frequently used forms are also available to students on this page. Students are responsible for the information made available via PioneerWeb and should check for updates regularly. PioneerWeb also contains other University resources that students will find helpful. You can access the PioneerWeb login page at http://pioneerweb.du.edu. If you are having difficulty accessing your PioneerWeb homepage, please contact the UTS Help Desk (303-871-4700) for assistance.

Additional, relevant information that is specific to Western Colorado MSW Program students can be found in Canvas under SOWK-WestCO-2015.

Important information that is specific to Online MSW Program students can be found in Canvas under SOWK-Student Resource Center.

Craig Hall Information and Policies*

*Students in the Four Corners and Western Colorado Programs should contact their respective administrative assistants to inquire about building facilities.

Room Reservations

The various conference rooms in Craig Hall may be reserved for special purposes, meetings, and/or studying. Please contact Anne Enderby, Executive Assistant to the Dean, to reserve conference rooms at Anne.Enderby@du.edu. All academic rooms are scheduled by the Office of the Registrar. To request a classroom, please e-mail gsswregistrar@du.edu.

Student Kitchen/Lounge

The student kitchen is located on the main floor to the left of the main entrance. A refrigerator and microwaves are available for student use in the kitchen on the first floor. Please clean up after yourself and do not leave food in the refrigerator beyond one week. The refrigerator will be cleaned out on a regular basis. There is also a student seating area on the 2nd floor (above the reception area).

Student Information Area (including student mail folders)

Important information is posted on the bulletin boards in the student kitchen on the main floor and student lounge on the 2nd floor. Students will each have a green hanging file folder in the mailbox area near the student kitchen in which mail will be placed. Students should check the information area regularly when they are on campus for important messages from faculty and administration.

Faculty/Staff Mailboxes

In the interest of protecting the confidentiality of our faculty, staff, and students, our mail distribution area is secured. Students and others without keys can give their deliveries to the front desk attendant when the desk is staffed. When the desk is not staffed, deliver mail to the mail drop box located at the end of the reception counter. The staff will distribute faculty/staff mail each morning. Faculty and staff also have keys to the drop box and can retrieve items at any time if they know they are expecting something from you.
Posting of Information

Postings are restricted to designated bulletin boards. Notices may not be posted on doors, windows, or walls. GSA manages the student bulletin boards and all postings must be date-stamped by a GSA representative. Postings are checked weekly and any unapproved postings will be removed. Approved postings will remain on the bulletin boards for three weeks or until the event has passed. There are also bulletin board strips in each classroom available for posting information and these are not overseen by GSA.

Craig Hall Animal Policy for Faculty, Staff, and Students

The Graduate School of Social Work acknowledges and respects the various roles animals play in the life of our school. They may participate as educators in classrooms, hard-working assistance animals, or be in training to partner with our students as they become social work professionals. Like any other aspect of our school, we must ensure health and safety standards for both humans and other animals. While bringing animals to the building is a valuable opportunity to support the human-animal bond, the following policies are in place to promote safety and respect for the interests and needs of all participants in the GSSW community.

Approved Inclusion of Animals in Craig Hall

Personal pets are not allowed in Craig Hall, unless they qualify as one of the following categories:

1. Service and Assistance Animals: Certified service and assistance dogs, as approved and protected by the Americans with Disabilities Act (ADA) are allowed in all classes and have complete access to all university environments and events.
2. Animal-Assisted Social Work Certificate Affiliated Animals: Students, faculty, staff and special guests may only bring an animal to Craig Hall if they are involved in the Animal-Assisted Social Work (AASW) Certificate program or with the Institute for Human-Animal Connection. These animals must be capable of being non-disruptive throughout the building and in class and must meet at least one of the following criteria:
   a. The animal has passed the AKC Canine Good Citizen Test (widely available and considered a national standard of basic dog obedience, good manners and safety and serves as a minimum requirement for all dogs in the program) and/or a recognized therapy dog evaluation and the handler is able to maintain/produce proof of this certification;
   b. The animal has been specifically invited to attend an AASW class activity as part of academic, clinical and/or behavioral training;
   c. The animal accompanies a guest speaker for a class or event at Craig Hall, and is supervised by the supporting faculty member.

Visible Proof of Approval

Certified service/assistance animals generally carry a visible indicator of their role. In addition, animals that are incorporated as regular part of the AASW program will wear an AASW designator (e.g. IHAC bandana) so that others can easily recognize them as approved for access in the building. Animals that are incorporated for specific educational events should remain under the supervision of the faculty member hosting the event at all times.

Animals in Class

An attempt will be made to schedule all classes that include animals in the same classroom location(s). The instructors of these classes will ensure that all efforts are made to ensure cleanliness following the class, including alerting custodial support for a full vacuuming and wipe-down of all surfaces. All dog visitors must be in compliance with field standard health and hygiene requirements.

Supervision and Care of Animals in Craig Hall

1. Animals must be cleaned up after immediately (e.g., elimination; hair left on the floor; etc.)
2. No animals will be allowed on Craig Hall furniture.
3. All animals must be on leash or in a carrier when not in a classroom or office.
4. All animals involved in the GSSW community must have all vaccinations current and only be at GSSW if in good health.
Emotional Support Animals

Emotional Support Animals, as defined under federal guidelines, are not allowed in class unless with specific permission by the faculty member leading this class and must comply with all general guidelines.

Incidents, Injury & Liability

Incident reports should be completed on any animal-related incident and forwarded to the Office of the Dean, the Assistant Dean for Administration and Finance and the Director of the Institute for Human-Animal Connection. General liability for animal-related incidents is the responsibility of the animals’ handler/caretaker.

We thank animal owners/guardians for being considerate of the health, safety, and comfort of the entire Graduate School of Social Work community.

Technology Resources

Policies and Procedures

University Technology Services policies are available online at http://www.du.edu/uts/policies. Please read carefully the “Acceptable Use Policy for Computers and Network Systems.” GSSW’s Manager of Technology Operations is authorized to take reasonable actions to implement and enforce usage and service policies and provide for security. Violations may result in disciplinary action from the University as outlined in the Acceptable Use Policy. If you have questions regarding technology policies, please contact Ryan Garrett, Manager of Technology Operations.

Computer Access on the DU campus

Anderson Academic Commons houses the University Technology Services lab where computers are available on a first come, first served basis. The computer lab is available for late-night use and offers access to SPSS, Microsoft Office, laser printing (color and monochrome), and other specialty software. The UTS computer lab in Anderson Academic Commons also houses the UTS Helpdesk. Students may drop in for support regarding email, University accounts, and laptop services. GSSW highly recommends that students register their laptops with the UTS Helpdesk. This service is free and can aid in proper setup for use of network resources such as printing, anti-virus, and wireless access.

Craig Hall’s Margaret Page Library has a small number of desktop computers available for student use. These machines have SPSS, Atlas TI, and Microsoft Office. The Margaret Page Library also houses a UTS color laser printer that is connected to the Pioneer Card account. Students are given a limited number of prints on their account each quarter.

Network connections for student laptop/tablet use are available throughout Craig Hall. Wired network connections require an Ethernet cable, which can be purchased in the University Bookstore. Wireless network connection support is provided by UTS Helpdesk.

Copiers/Fax Machines on the DU campus

The Main Library in the Anderson Academic Commons has one self-service copier on the lower level, north-west of the Penrose Collection stacks. The copier accepts University of Denver Pioneer ID Cards or Copy Cards for payment.

If copies are made with a DU ID card, the cost of a copy is 10 cents and is deducted from your Flex account. Cash deposits to your Flex account can be made at the Value Transfer Station (VTS) located on the main level by the Research Desk in Anderson Academic Commons. These deposits can be used immediately. For other ways to deposit to Flex accounts, visit the Flex Account Deposit Information web site. All University of Denver students are encouraged to use their Pioneer ID card for making copies.
Cash copy cards can be purchased at the Value Transfer Station (VTS) for 50 cents which is deducted from the initial deposit. Value Transfer Station accepts bills only; not coins nor credit cards. Photocopies made with the copy card are 10 cents per page. These cards are reusable and additional deposits can be made.

Fax machines are available for student use at the DU Quick Copy Center (located in the DU Bookstore). Students may not use copiers or fax machines at GSSW.

Full-Service Photocopy Services on the DU campus
Visit the Quick Copy Center in the University of Denver Bookstore or call 303-871-3184 for information on full-service copying.
EDUCATIONAL POLICIES AND PROCEDURES

Academic Classification of Students

Students are classified at the time of admission as either regular or conditional status.

**Regular Status:** A student unconditionally approved for graduate study enrollment holds regular status. Regular status is required for advancement to degree candidacy.

**Conditional Status:** A student holds conditional status for up to one quarter from the time of admission if any required documents are missing at the time of admission (e.g., final transcript with degree posted). All documents must be received prior to registration for the second quarter of enrollment, or the student will not be permitted to register and/or may be terminated from the MSW program.

**Probational Status:** A student holds probational status if he or she was admitted with a grade point average of less than 2.75 on a 4.0 scale.

A student who has been admitted with probational status will have no more than one quarter to demonstrate his or her academic competence through earning a minimum GPA of 3.0 and, if registered for field internship, earning a grade of “Pass.” A student who has not met these criteria for academic competency at the end of the first quarter of study will be terminated from the program. The GSSW Registrar will notify the student in writing of termination and the right to appeal the termination. The student may not register for, or attend, any courses or internship while an appeal, if any, is pending.

Students admitted with probational status who receive one or more recorded grades of “I” (Incomplete) at the end of the first quarter of study will not be allowed to register for, or attend, additional classes until the work is completed and the instructor has changed the grade(s). If the student is registered for field internship in the first quarter in which he or she is enrolled in GSSW and receives a grade of “IP,” the Associate Director of Field Education (or put Ann’s correct title in, doesn’t matter to me) will review the reasons the grade was assigned. If the “IP” was assigned for any reason other than lack of hours, a Student Review may be held as described in the GSSW Field Manual. Students who receive an “IP” may not be allowed to register for additional hours of field instruction until the “IP” has been cleared at the discretion of the Associate Director of Field Education. Decisions concerning removal from probational status will be made after each “I” has been changed to a letter grade and/or the “IP” has been changed to a “Pass” or “No Pass.”

If a student has been allowed to remain on probational status with an “IP” in field and her/his GPA falls below 3.0 during this time period, the student will be terminated from the program.

Students admitted with conditional or probational status are informed of their entry status at the time of acceptance into the program. They must sign a contract stating they are aware of their status and the policy at the time of admission.

Registration

**Documentation required prior to registration/Holds**

Students are encouraged to check for holds prior to their assigned registration time. The following holds may apply:
**Immunizations**

Colorado State Law and University of Denver policy requires all students to receive two (2) doses of vaccine against measles, mumps, and rubella (MMR) and a review of information regarding Meningococcal disease (meningitis) prior to registration. Additionally, students living in University of Denver on campus housing (Dormitories and Apartments) must show proof of vaccination for Meningococcal disease within the past five years. If proof of immunity and acknowledgement of meningitis information (or proof of vaccination if living on campus) is not submitted to the University of Denver Health & Counseling Center, you will not be permitted to register for classes.

In the event of an MMR or meningitis outbreak on campus, those students for whom an exemption has been submitted will be withdrawn from classes by the CDPHE (Colorado Department of Public Health and Environment) until the outbreak is contained (this can take six to eight weeks). Those students who have exempted out of the requirements will not be entitled to a refund of tuition or a tuition credit for any missed time.

**Financial Responsibility statement**

All students have a “Financial Responsibility Agreement” hold put in place by the DU Bursar prior to registration. This is separate from any financial aid requirements you may have submitted. Please be sure to complete the agreement as soon as possible to allow you to complete the registration process.

**Course planning worksheet**

All on-campus students may be required to submit a course planning worksheet in the Spring Quarter of enrollment (foundation students) or upon completion of the advanced standing seminar (advanced standing students). Failure to do so by published deadlines will result in a registration hold.

**Field Survey and/or other required assessments**

Registration holds may be placed for failure to complete various program-related surveys or assessments.

**Registration Timeline**

Students in on-campus programs will register via PioneerWeb during University priority registration periods. Students in the online MSW program will be registered for classes by the GSSW Registrar’s Office according to published course plans. Registration dates for online students may vary from priority registration periods for on-campus programs.

Beginning with the second quarter of enrollment, priority registration for subsequent quarters typically occurs on Wednesday of the eighth week of the current quarter. For example, students will priority register for Winter Quarter on Wednesday of week eight in Fall Quarter. Registration times are assigned by credit hours, so students who are closest to completing degree requirements are allowed to register first. Registration times take into account credit hours earned (courses that are completed and for which the student has received a passing grade), credit hours in progress (courses for which students are currently registered), and credit received as transfer credit from other institutions.

However, due to the format of our curriculum, many students have the same number of hours earned and hours registered in any given quarter. As a result, once times are assigned by credit hours, registration groups will further be divided alphabetically according to the first letter of the student’s last name. The letter that receives the earliest time will be randomly assigned by the DU Registrar’s Office and will change each quarter to ensure that the registration process is fair.

Students who have a documented disability and/or students participating in a dual degree program may be assigned an early registration time. Please contact the GSSW Registrar’s Office for more information about early registration status.

For the best course selection, it is recommended that students register at their assigned time whenever possible. If you have an unavoidable conflict at your assigned registration time, please notify the GSSW Registrar’s Office (gsswregistrar@du.edu). Students may submit an Absentee Registration Request no later than one week prior to their assigned registration date if they are unable to register online at their assigned time.
Registration for field internship

Registration for field internship credit is completed by the GSSW Registrar’s Office upon receipt of the Field Confirmation Form. Students may not register themselves for field credit. It is the student’s responsibility to notify the GSSW Registrar of any changes in their internship that affect their registration.

Student Class Load

On-campus full-time graduate students usually take from 12 to 18 credit hours each quarter, which corresponds with the University’s flat-rate tuition*. A student load in excess of 18 credit hours will incur additional tuition, is subject to the student’s satisfactory work during the previous quarters, and requires the approval of the student’s advisor and the Associate Dean for Academic Affairs. Students may not enroll for more than 20 hours per quarter. Students taking fewer than 12 hours per quarter will be charged at the current hourly tuition rate. Each credit hour taken in excess of 18 hours will also be charged at the current hourly tuition rate.

*Billing in the Western Colorado and Four Corners programs is different and the flat-rate tuition does not apply. Students in the online program will be enrolled for 8-11 credits per quarter. Please contact the GSSW Registrar with questions.

Considerations Regarding Class Scheduling and Field Instruction

One of the unique benefits of a social work education is the opportunity to combine coursework with applied field instruction. It is important to remember our agency partners may have schedules that do not always correspond with our class schedule.

GSSW makes every effort to schedule classes in a way that affords our students as much flexibility as possible, but given the complexity of our curriculum and the varied schedules of our agencies, occasional time conflicts between coursework and field instruction are inevitable.

It is imperative that students be mindful of the needs of their field agencies when planning their class schedules. If you are having difficulty planning your course schedule given the requirements of your internship, please contact your academic advisor for guidance.

Add/Drop

Beginning at their priority registration time, students can drop 10-week courses via MyWeb through the first seven days of the first week of the quarter. Courses dropped through the first seven days of a quarter are deleted from the student’s record. Tuition will be reversed through this time period (first 10% of the term), if applicable. GSSW follows University policies and deadlines related to add/drop and tuition refunds. Students are responsible for knowing this information prior to dropping courses. Add/drop deadlines and tuition refund information is available online at www.du.edu/registrar.

Following the first week of the quarter, students may drop 10-week courses via MyWeb through week six of the quarter. A grade of “W” will be recorded for courses officially dropped during the second through the sixth week of the quarter. A grade of “W” is not calculated in the student’s GPA and is not punitive in any way. Students dropping courses after the first week of the quarter should check for refund information prior to dropping at www.du.edu/registrar or by contacting GSSW Registrar’s Office.

A grade of “W” can be assigned after the sixth week of the quarter only when the student’s withdrawal was caused by reasons beyond his or her control and when the student’s work at the time of withdrawal was passing. The instructor and the Associate Dean for Academic Affairs must approve any course dropped after the sixth week of the quarter. Students are not permitted to withdraw from courses after the eighth week of the quarter.

Students should review specific add/drop policies for summer courses at www.du.edu/registrar. Summer intensive courses may not be dropped once the course has begun.
Dropping classes in cohered programs (Four Corners, Western Colorado, or Online) will have implications for continued study and the timing of degree completion. Please notify the relevant Program Director, the Director for Student and Career Services, and/or the GSSW Registrar if you are in one of these programs and need to drop a class.

Students are required to notify instructors of their intention to drop. When dropping a required course, students are also encouraged to review published class schedules and/or consult with an advisor prior to dropping the course to ensure that they are able to meet all requirements for graduation.

**Independent Study**

Independent study is offered by GSSW as a means of individualizing the learning interests or needs of the student. The following policies and procedures govern independent study:

1. The student must initiate a request for independent study by completing a form that is obtained from the GSSW Registrar’s Office. The request must be submitted to and approved by the sponsoring faculty member, the student’s advisor, and the Associate Dean for Academic Affairs prior to the first day of the quarter in which it is to be undertaken. Independent studies may not be taken to replace a regularly offered university course.

2. The guidelines for determining the amount of credit to be earned are roughly equivalent to the guidelines for determining amount of credit to be earned for regular classes, that is, approximately 10 hours of work for each credit hour divided between faculty and student contact time, reading, and learning activities.

3. No more than six independent study credit hours may be applied toward the degree.

4. Unless special circumstances exist, no outside learning experience or work done under the direction of anyone other than an appointed faculty member at GSSW will be approved as independent study.

**Directed Study**

Under special circumstances only, a student may be allowed to register for a GSSW course as a directed study, in the event that the course is not offered during the quarter in which it must be taken. Students pursuing a course as directed study must follow the syllabus for the catalog course to the extent that the individualized study format permits. For more information about directed studies, please contact the GSSW Registrar. Directed studies require the same approvals as independent study, and may be denied at the discretion of the Associate Dean for Academic Affairs.

**Experiential courses (including courses that involve domestic/international travel)**

As part of our innovative curriculum, GSSW faculty have developed several experiential courses that allow students to observe the role of social work in different cultures and environments. Space in these courses is limited. If student interest in a particular course exceeds maximum enrollment, a lottery will be conducted by the GSSW Registrar to determine registration priority. Additionally, the instructor of the course may require an application and/or interview prior to permitting students to register.

International experience courses are part of the student’s Fall or Spring Quarter course load and tuition is billed accordingly. Most experience courses are billed a course fee at the time of registration. The course fee follows the tuition refund policy/deadlines for the quarter in which the course is registered.

Courses meet on campus during the Fall or Spring Quarter for at least three mandatory on-campus sessions before departing for travel during the Winter or Summer Interterm. Students must be in good standing to participate. Participation in an international experience course may necessitate a delayed graduation date if the course is taken in the student’s final quarter of enrollment.
Please also remember that all course involving travel are contingent upon University approval. The University determines the safety of international and domestic destinations based on worldwide risk factors. These courses may be canceled at any time if the University deems the intended destination to be unsafe for students and faculty.

**No Credit (NC)**

Courses available for no credit are at the discretion of the GSSW Registrar. Due to federal financial aid regulations, students must be registered for credit for at least 12 credit hours in order to enroll in an additional course for no credit. To register and take a course for no credit, the student must obtain the written permission of the instructor and forward this approval to the GSSW Registrar. Decisions of the GSSW Registrar are final. Tuition is charged, as appropriate, and the course appears on the student’s transcript with “NC” being recorded instead of a grade. In addition, the student and instructor must agree upon course expectations, including attendance, participation, and completion of assigned readings. An instructor may require a student who does not adhere the agreed upon expectations to withdraw from the course. “No credit” approval will not be granted until after the first class session for that quarter. A “NC” cannot be changed back to credit once registered. The “NC” approval must be granted before the end of the sixth week of the quarter.

Please note: Effective Winter Quarter 2017, due to changes in federal financial aid regulations, NC will no longer be a registration option.

**Auditing**

DU students who are registered for eight credit hours in a quarter may, with the approval of the instructor, audit a course. No tuition is charged and no record of the course is made. Approval for auditing privileges is granted only after the formal registration period, only where space is available, when there are no students waitlisted for the course, and at the discretion of the instructor in consultation with the GSSW Registrar. Auditing privileges are not available in online courses.

**Waitlists**

Waitlists are created and maintained at the discretion of the GSSW Registrar. If a waitlist exists, students are able to add themselves to the waitlist on-line upon receiving the message that the course is closed. Students for whom a course is required will be given priority on the waitlist, regardless of their initial position on that waitlist. Students will be notified of an open seat for a waitlisted class via an automated e-mail and need to respond within 24 hours. After the 24 hour window, if the notified student has not registered for the available seat, that seat will be offered to the next student on the waitlist. Please be considerate of your colleagues and drop waitlisted courses if you no longer need or want them.

**Leave of Absence/Withdrawing From the Program**

There are a variety of reasons why a student may need time away from graduate study. A student who decides to take a leave of absence or withdraw from the program should discuss the decision with his or her advisor and/or the Director of Student and Career Services. If the student does decide to take a leave or withdraw, the student must notify the GSSW Registrar in order to withdraw from enrolled courses and complete the required paperwork. This needs to occur as soon as possible, as there may be deadlines to withdraw from a course, consequences regarding transfer of credit, and/or financial implications. An instructor may deny a request to drop if the student is failing the course. A leave of absence cannot exceed three consecutive quarters or the student will be formally withdrawn and required to submit an application for readmission (see below).

If the leave of absence is for medical reasons, please see the procedures for a Medical Leave of Absence located here: [http://bulletin.du.edu/graduate/academicpoliciesandprocedures/studentwithdrawlfromtheuniversity](http://bulletin.du.edu/graduate/academicpoliciesandprocedures/studentwithdrawlfromtheuniversity).
Re-entry to the Program

Students returning from a leave of absence need to notify the GSSW Registrar of their intended return as early as possible. All degree requirements, including completion of the degree within four years of first admission, must still be met. Students not enrolled in the program for four or more consecutive quarters, including summer, must submit a readmission application to the GSSW Registrar.

When the student returns, the following steps must be taken as soon as possible after notifying the GSSW Registrar:

1. Contact the Program Coordinator for the MSW and PhD to schedule a re-entry meeting. The purpose of this meeting is to develop an education plan for degree completion and to ensure the student has appropriate supports in place for success in the program. This meeting will include the Associate Dean for Academic Affairs, the Director of Student and Career Services, the Assistant Dean for Field Education (or designee), the GSSW Registrar, and the academic advisor. The meeting must be scheduled at least 2 weeks prior to the beginning of the quarter of intended return. The student will not be permitted to register until this meeting has occurred.

2. Submit the online course planning worksheet, if applicable, indicating the student’s choice of concentration (if entering the concentration year) and the students intended course plan.

Students in coehorted programs (Four Corners, Western Colorado, or Online MSW) should be aware that needed courses may not be available in the term in which they want to return.

If the student’s absence from the program exceeds the 4 year time limit for the degree, students must re-apply to the program through the Office of Admission. If the student’s admission term was more than 5 years prior, course credit from terms previously attended may be transferred on a case-by-case basis.

If the student chooses to reapply to a program after being terminated, the time limit to complete the degree may not automatically be reset and there is no guarantee a student will be readmitted, even if s/he reapplies. For more information, please see: http://bulletin.du.edu/graduate/academicpoliciesandprocedures/readmission.

Grades and Grading

Grading Policy

Grades are based on competence. Letter grades are used as follows for all instruction other than field instruction:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent work (91-100)</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Good work – meets course expectations (91-93)</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Poor work – minimally meets course expectations (71-73)</td>
<td>2.7</td>
</tr>
<tr>
<td>B</td>
<td>(81-89)</td>
<td>3.3</td>
</tr>
<tr>
<td>B-</td>
<td>(78-80)</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>(74-77)</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>(71-73)</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>(70 and below)</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing work (70 and below)</td>
<td></td>
</tr>
</tbody>
</table>

Criteria are as follows:

A – Excellent work (91-100)
B – Good work – meets course expectations (81-90)
C – Poor work – minimally meets course expectations (71-80)
F – Failing work (70 and below)
Expectations concerning objectives, attendance, examinations, and evaluation of student performance will be stated in each course syllabus and discussed during the first class session of each course. Grades of “Pass” or “No Pass” are not given, except in field internship. No “D” grades are given as final grades.

Grades of “Pass” or “No Pass” are assigned for field internship (SOWK 4950 and SOWK 4970). These grades are not included in computing the student’s GPA. Grading criteria for field internships are set forth in the GSSW Field Manual. A grade of “No Pass” will automatically result in a formal student review or termination hearing. A grade of “No Pass” is equivalent to a failing grade in the sense that no credit is earned, however, the GPA is not affected. Please see below for information about repeating the course.

Grade Reports

Students may view their grades online via MyWeb. Grades are available via MyWeb approximately 10 days after the close of the quarter. If a hardcopy report is needed, students must submit a request in the Fall Quarter at http://www.du.edu/registrar.

Repetition of Courses/Grades of F or NP

A course in which a student has a passing grade cannot be repeated (with the exception of repeatable courses such as internship, independent study, etc). A student receiving a grade of “F” or “NP” in a required course or internship is required to repeat that course or internship hours. If the failed course is a pre-requisite to another course (including field), the student must pass the course prior to taking any courses for which that course was pre-requisite. This may result in delaying graduation due to limitations in course offerings.

When a course is repeated in which a grade of “F” or “NP” was received, the student pays the current tuition rate and the course will be counted as part of the total quarterly course load. The “F” or “NP” grade, and the new grade for the repetition of the course, will both be counted in the total grade point average, if applicable. A student may only repeat a required course or internship once, and a student who fails a required course or internship twice will be terminated from the program. A student receiving a grade of “F” in a non-required course may earn the credit hours lost by enrolling in other elective courses.

Incomplete (I)

According to University policy:

A grade of incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student only when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

It may not be used to allow a student with poor performance to retake an examination or complete additional work to enhance the quality of the student’s performance.

Incomplete grades may only be given in the following circumstances:

- The student’s work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of the required work by the due date;
- The required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student’s failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete before the end of the academic term;
- The instructor and student complete the “Application for Incomplete Grade” form (available from GSSW Registrar) before the end of the academic term.
Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization from the instructor and the GSSW Registrar. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

The following provisions for Incomplete grades apply:

- The “Application for Incomplete Grade” form may be obtained on the web at www.du.edu/registrar or from the GSSW Registrar;
- Instructors must submit a copy of this form to the GSSW Registrar when the incomplete grade is assigned;
- The instructor will also enter the deadline date for the completion of work in the grading system, as well as a default grade;
- The default grade is the grade that the student will earn if the deadline determined by the instructor passes and no additional work is submitted by the student;
- **GSSW policy requires that the papers or projects necessary to make up an incomplete be submitted to the instructor by the fourth Wednesday of the next quarter unless the instructor has stipulated a different date for completion of work. Per University policy, incompletes cannot extend beyond one academic year;**
- If the outstanding assignments are submitted by the deadline, the instructor will submit the grade change via MyWeb;
- The student will be notified that the final grade has been posted via PioneerWeb;
- An incomplete grade may not be considered passing for purposes of determining academic standing, financial aid eligibility, or other purposes;
- Notation of the original incomplete status of the grade remains on the student’s transcript along with the final grade;
- An incomplete should not be assigned when it is necessary for the student to attend additional class meetings in order to complete the course assignments. Students who receive an incomplete grade in a course must not re-register for the course in order to remove the incomplete;
- Incompletes are not assigned for field practicum.

A student with outstanding incomplete(s) must consult with his or her advisor. Students having more than one incomplete may not, at the discretion of the advisor, register for a full academic course load. The number of hours for which such a student may enroll will depend on the number of incomplete grades, the length of the incompletes, the balance of the student’s academic record, and other pertinent factors. Markers of Withdrawal, Incomplete or Failing grades on a student’s transcript may impact their satisfactory academic progress for determining federal aid eligibility. Contact the Financial Aid office for further information.

**In Progress (IP)**

Only SOWK 4950, SOWK 4970, and international experience courses may remain in progress (IP) beyond the final day of the academic term. Typically, the field internship remains in progress when a student has not completed the required number of clock hours in a given quarter, but may also occur for other reasons as set forth in the GSSW Field Manual. When an internship course remains in progress, it will be changed to either a “Pass” or a “No Pass” when the circumstances resulting in the “IP” are resolved. Unlike the case when a grade of “I” is assigned, the “IP” does not remain on the student’s record, and the student does not need to submit a form to change the grade. At the discretion of the Assistant Dean for Field Education, the Associate Directors of Field Education and/or the field coordinators of the Four Corners MSW Program or Western Colorado MSW Program, students may not be registered for subsequent terms of field until the IP is resolved. An IP in field may affect the student’s tuition refund and/or eligibility for financial aid in subsequent quarters.

**Change of Grade**

Grades turned in by instructors at the end of the quarter are final and are not subject to change by reason of revision of judgment on the part of the instructor. The instructor of a course is the only one who can change a grade for a student in that course, and only if such change is warranted due to errors in computation. Grades cannot be changed on the basis of a second trial, such as a new examination or additional work undertaken or completed after the grade report has been turned in. In the event of grade error, the faculty member must initiate a Correction of Error in Grading through the Faculty tab in PioneerWeb. The request requires the electronic approval of the GSSW Registrar and the Dean. Any correction of the grade must take place no later than the quarter following the one in which the grade was given.
Grade Appeal Process

First Level: Appeal to the Faculty Member
A student will, where possible, attempt to resolve the issue informally with the professor before filing a written grievance. Should attempts at informal resolution fail, the student may wish to file a formal grade appeal. After receiving a formal appeal, the faculty member shall assure that a written decision with express reasons is available or delivered to the student within 30 calendar days. Should the student fail to take further action within seven calendar days after receiving the faculty member's decision that decision shall stand. If the student is dissatisfied with the decision or does not receive a response from the faculty member within 30 calendar days, the appeal may proceed to the second level.

Second Level: Appeal to the Associate Dean for Academic Affairs
If the student elects to continue the appeal, the appeal goes to the Associate Dean for Academic Affairs (who will consult with the appropriate MSW program director). The Associate Dean assures that a written decision or recommendation about the appeal is available or delivered with express reasons within 30 calendar days after receiving the appeal.

If the student is dissatisfied with the decision or does not receive a response from the Associate Dean within 30 calendar days, the appeal may proceed to the third level. Should the student or faculty member fail to take action on the Associate Dean’s decision or recommendation within seven calendar days following its receipt, the accepted recommendation of the faculty member or new decision by the Associate Dean shall be final.

Third Level: Appeal to the Dean
If the student elects to continue the appeal after the Associate Dean's decision or recommendation has been received, the appeal may be taken to the dean (or the dean's designee) within seven calendar days. The dean shall ascertain within 30 calendar days whether the appeal procedures at the first and second levels have been duly followed; if they have not, the dean will require that they be followed before taking further action. The Dean shall appoint an appeals committee consisting of three faculty members chosen by the dean or the dean’s designee. The dean or designee shall serve on the appeals committee as chairperson without vote. All deliberations of the committee will be closed and confidential.

Faculty who have a prior relationship with the student (course instructor, advisor, etc.) may not serve on the appeals committee.

The appeals committee should meet as soon as possible, but no later than 30 calendar days after a written, dated request for appeal at this level has been received and the Dean has ascertained that appeal procedures at the first and second levels have been duly followed. The presence of all eligible committee members (the three faculty members and the dean or designee) shall constitute the quorum.

A written recommendation shall be furnished by the appeals committee and transmitted through the office of the dean to all affected parties and the GSSW Registrar within seven calendar days after the conclusion of the committee's deliberations. The decision of the appeals committee is final.

Transfer of Credit from another Institution
A student may transfer graduate credit earned from another accredited institution of higher education prior to enrollment in GSSW to meet MSW degree requirements at DU.

A student should request transfer of credit at the time of admission, since decisions concerning transfer of credit will affect academic planning from the time of enrollment. To being the process, students should request a Transfer of Credit Request Form from either the Office of Admission or the GSSW Registrar. The following policies and procedures apply to transfer of credit earned prior to enrollment in GSSW.
1. Transfer of credit toward the MSW degree at the University of Denver is limited to:

- A maximum of 45-quarter credit hours for two-year students or 15 credits for advanced standing, or their equivalent for courses, including field instruction, taken at another graduate school of social work accredited by CSWE, or

- A maximum of 10-quarter credit hours or their equivalent for graduate credits earned in another field that may be applicable toward either required or elective courses in GSSW’s program

2. Any credit to be transferred must meet the following requirements:

- It must have been earned as graduate credit at a regionally accredited college or university and be accepted as having direct relevance to the social work degree;

- It must have been earned within a 5-year period preceding enrollment at GSSW;

- It must carry a minimum grade of “B-” (2.7) providing the average of all graduate transfer credit from the college or university at which the B- was received is “B” (3.0) or better. The University of Denver will not accept for transfer credit any class with a grade of “Pass” or any grade that only signifies completion of a course. The only exception is for field internship that was awarded a grade of “Pass” at an accredited school of social work. Credit earned at an institution that doesn’t use letter grades must be accompanied by documentation that the grades earned are equivalent to a “B” or better on a 4.0 scale;

- It must not have been applied toward a degree earned at either another university or the University of Denver.

3. The request for transfer of credit must be initiated by completion of a Transfer of Credit Request Form (available from the Admission Office or the GSSW Registrar). Requests for transfer must be made no later than the student’s first quarter. In either case, the request must be accompanied by the following documentation:

- An official transcript showing that the requirements set forth in point #2 have been met, and

- A copy of the course syllabus.

No request will be approved without the required documentation.

4. The GSSW Registrar will review all requests, including the required documentation, and determine whether to accept transfer of credit and whether such credit is to be applied toward the satisfaction of a required course or courses or is to be considered as elective credit. In doing so, the GSSW Registrar may consult with the Associate Dean for Academic Affairs, relevant faculty, and/or admission staff. Two decisions will be made. The first is the number of hours to be accepted for transfer; the second is which courses offered by GSSW will be waived, if any, based on courses already completed.

5. Upon approval by the Associate Dean for Academic Affairs, appropriate paperwork along with the official transcript to be included in the student’s record will be submitted to the Office of Graduate Studies for final approval. Once approved by Graduate Studies, the University Registrar will post the credit to the student’s transcript. The GSSW Registrar will provide a copy of the transfer to the student and the student’s advisor. A separate form will be prepared to document courses to be waived based on the credit transferred and, again, a copy will be provided to the student and the student’s advisor.

6. Grades accepted for transfer of credit for courses taken other than at the University of Denver are not included in the computation of the grade point average (GPA) at the University of Denver.
7. Any student who transfers credit must earn a minimum of 45 credit hours at GSSW in order to earn the MSW degree from the University of Denver.

8. Students who request transfer of credit will be required to adhere to the degree requirements in effect at the time of their first enrollment. Due to differences in the way schools of social work organize and sequence required courses, transfer students may be required to take courses in the foundation curriculum and/or may be given credit for courses in the concentration curriculum. In addition, the number of transferred credit hours, when combined with the credit hours earned for required courses within the School, may result in a total exceeding the minimum required for the master’s degree at the University of Denver.

Credit for Courses Taken in other Departments at University of Denver (Cognate Courses)

With the exception of dual and cooperative degree students, students may earn a maximum of 10-quarter credit hours or their equivalent in courses taken outside GSSW after enrollment. The 10 quarter hours include (a) any graduate courses taken at another school of social work, (b) graduate courses taken in other departments at the University of Denver, and (e) graduate courses taken at another regionally accredited university.

In order to receive credit for courses taken outside the Graduate School of Social Work after enrollment other than as part of a dual or cooperative degree:

1. A student must initiate in writing, using a form obtained from the GSSW Registrar, a request for approval of outside courses, prior to actually enrolling in the course. The request must be approved first by the student’s advisor and then by the Associate Dean for Academic Affairs. Once approved, the GSSW Registrar will place documentation of the request and its approval in the student’s file with copies to the student and the student’s advisor.

2. The credits earned through outside courses (a) must be from a regionally accredited graduate level program; (b) not be “Pass” or any other grade simply signifying completion of course requirements; (c) carry a minimum grade of “B” (3.0); (d) not have been applied toward a degree earned at another university or the University of Denver; and (e) at the graduate level. If a course is taken at an institution other than the University of Denver, the student must provide the GSSW Registrar with an official transcript showing completion of the course and the grade earned.

Please note that University College and the Sturm College of Law follow different tuition and refund policies and different academic calendars than other graduate schools on campus. As a result, students taking classes from University College and the Sturm College of Law may be assessed additional tuition (classes may not apply to the DU flat rate) and students should pay close attention to course meeting dates, add/drop deadlines, and refund policies for these courses.

Course Waiver/Substitution

Request must be made in writing (forms available from the GSSW Registrar) and approved by the Associate Dean for Academic Affairs and the advisor prior to the quarter in question. Requests for a waiver or substitution of a required course for the concentration/certificate must additionally have the approval of the concentration or certificate coordinator.

Academic Standing

Academic Probation

Students are considered to be in good standing if they have a minimum 3.0 GPA and are not subject to a student or field review or completing a remediation plan of a student or field review.
Students are expected to maintain a minimum cumulative grade point average (GPA) of 3.0 at all times. If at the end of any quarter a student’s cumulative GPA is less than a 3.0, the student will be placed on academic warning and will have one quarter to raise the cumulative GPA above 3.0. If the student’s cumulative GPA is less than 3.0 for two consecutive quarters in which he or she is enrolled, the student will be placed on academic probation and the student review process will be initiated. If the student’s cumulative GPA is less than 3.0 for three consecutive quarters, the student will be terminated from the program.

The GSSW Registrar will notify students in writing at the end of any quarter in which their cumulative GPA falls below 3.0. The notification, with a copy to the student’s advisor, the Assistant Dean for Field Education, the Director of Student and Career Services, and the Associate Dean for Academic Affairs, will state:

- The cumulative GPA;
- The student’s status (academic warning or academic probation) and the possible outcomes given that status;
- That the student must contact his or her advisor to develop a plan designed to remedy the student’s academic deficits.

A student whose cumulative GPA is less than 3.0 for three consecutive terms in which he or she is enrolled will be notified in writing by the GSSW Registrar of termination from the program and the right to appeal the termination. The student may not register for, or attend, any additional classes or internship while an appeal, if any, is pending.

If the GPA falls below 3.0 as a result of fulfillment of requirements for incomplete grades from prior terms which results in two or more terms on the transcript with a GPA below 3.0, the student may not receive a warning that he/she has been placed on warning and may instead be terminated immediately at the time the grades are posted. If a student takes a leave of absence while on warning/probation, that warning/probationary status will remain in place upon the student’s return from leave.

**ACADEMIC AND PROFESSIONAL STANDARDS OF PERFORMANCE**

Criteria for Satisfactory Progress, Evaluation, and Review

The University of Denver Graduate School of Social Work (GSSW) is committed to a program of excellence; therefore, students in our program must possess and demonstrate certain personal characteristics, abilities, competencies and behaviors necessary for success in the GSSW program. Students are expected to meet the standards below in the classroom, the community, and in their field internships, with or without accommodations.

The following academic and professional expectations serve as a guide to everyday professional and ethical conduct for students at the University of Denver’s Graduate School of Social Work (GSSW). The expectations describe skills and qualities needed to be both a successful student and social worker. Students are automatically moved forward to the next quarter and should consider themselves as making satisfactory progress concerning these expectations unless they are informed otherwise. Student progress is evaluated in courses, the community and in field internship based on assignments, examinations and observations made by faculty members and internship instructors that evaluate knowledge, skills, values/ethics, and professional behaviors of students. The criteria for student satisfactory progress are outlined below.
Academic and professional standards are explicitly stated in this guide; fieldwork standards are explicitly stated in the GSSW Field Manual; and the Code of Ethics of the National Association of Social Workers (NASW) is the reference point for determining professional and ethical conduct of GSSW students. Social work students are social workers and are to be held to the same standards of behavior as graduate professionals. In addition to the NASW Code of Ethics as a reference point, the following competencies and behaviors are necessary to successfully continue in the program. Any student who does not demonstrate competencies in one or more of the following areas will be evaluated through GSSW’s Student Review Process or may be terminated from the program.

**Academic and Professional Standards of Performance - Students must**

- **Demonstrate capacity for academic success**
  - Maintain a 3.0 GPA and a “pass” (P) in field internship.
  - Successfully complete required internship hours and demonstrate positive progress on the field competencies.
  - Successfully secure a field internship with no more than three post-interview rejections by potential field agencies.

- **Demonstrate Sensory Motor Abilities**
  - Have sufficient sensory motor abilities to attend and participate in classes and field internships.
  - Be able to acquire, integrate, and apply knowledge through the use of their senses.
  - Be able to navigate transportation to attend field and classroom requirements in a timely manner.

- **Demonstrate Cognitive Skills**
  - Demonstrate the ability to acquire knowledge and understanding through thought, experience and the senses, including short- and long-term memory necessary for the integration, deconstruction, synthesis and summary of new knowledge.
  - Engage in class both verbally and in writing.

- **Demonstrate Ethical Conduct**
  - Demonstrate honesty and integrity as prescribed in the National Association of Social Workers (NASW) Code of Ethics.
  - Abide by the University of Denver Honor Code.
  - Have an understanding of and professionally apply the NASW Code of Ethics in all interactions with clients, peers, staff, regular and adjunct faculty, field instructors, and all other members of the University community. Specifically, students must demonstrate that they meet the criteria of the following two sections of the NASW Code of Ethics (Section 4.05):
    - Social Workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have professional responsibility.
    - Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments to workload, terminating practice, or taking any other steps necessary to protect clients and others.
  - Demonstrate responsibility and dependability by meeting deadlines on assignments and projects, keeping appointments, and being responsive to clients, supervisors, faculty, staff, and peers.
• **Demonstrate Empathy**
  o Demonstrate respect in their interactions with clients and client systems, fellow students, faculty, staff, agency staff and others.
  o Communicate understanding and empathy for clients and their situations.
  o Maintain appropriate professional boundaries with clients, supervisors, faculty, staff, and peers.

• **Demonstrate Integrity**
  o Demonstrate personal and professional integrity in both the academic and field internship settings.
  o Understand and practice academic honesty and fairness, and be willing and able to apply properly the rules of academic referencing and citation.
  o Demonstrate a commitment to and skill in self-care and self-evaluation of practice.
  o Adhere to the attendance policies of GSSW, their field agency and the individual class instructors.
  o Disclose any final criminal conviction or plea arrangement resulting from the commission or alleged commission of a felony or crime of moral turpitude in any jurisdiction (except ones that have been “sealed”), discipline by a state licensing board, or legal system malpractice judgments prior to admission to the program and before being placed in a field internship. Convictions for felonies and crimes of moral turpitude must be disclosed as part of the Colorado social worker license application process pursuant to Colorado Revised Statute section 24-34-110(4)(g).

• **Demonstrate Effective Interpersonal Communication Skills**
  o Demonstrate effective verbal, written and listening communication skills.
  o Demonstrate the ability to express ideas clearly, listen objectively and communicate effectively at a graduate professional level, in both academic and field internship settings.
  o Never use harmful or hateful language when communicating with clients, supervisors, staff, faculty and peers.

• **Demonstrate Self-Awareness and Reflective Thinking**
  o Be willing to engage in reflective thinking by analyzing, evaluating and making judgments about what has happened in a given situation.
  o Be able to clearly articulate beliefs, values, attitudes and feelings, and how past experiences affect thinking, behavior and interactions with others.
  o Be responsive to evaluation, testing, feedback, and criticism with appropriate modification of behavior.
  o Be willing and able to examine and change behaviors that interfere with student/client and other interpersonal relationships.
**GSSW Disability Statement**

GSSW does not discriminate on the basis of disability. It is the responsibility of the student with a disability, who believes he/she may need reasonable accommodations to meet any of the above standards, to contact the University of Denver’s Disability Services Program (DSP)\(^1\) at (303) 871-2372 (phone), \mailto{dsp@du.edu} (email), or (303) 871-2248 (fax). Early contact by admitted students with the DSP is strongly encouraged to ensure the timely provision of reasonable accommodations to both the classroom and field internship. *Academic accommodations cannot be applied retroactively to previous quarters, assignments, exams, or field experiences.*

The DSP office can provide academic accommodations to eligible students to assist them with their academic success while they are in the program. Academic accommodations include but are not limited to extended time on examinations, alternate format books and handouts, or extended time on papers. More information is available from the DSP and in the *Handbook for Students with Disabilities.*\(^2\)

**Assessment of Progress: Process and Procedure for Reported Concerns**

The following process and procedures ensure a preventive and collaborative assessment process that identifies appropriate concerns in relation to the Academic and Professional Standards of Performance early and provides both support and guidance for the student’s successful completion of the GSSW program. The process assures that each student maintains adequate progress in gaining the knowledge, skills, and professional behaviors required for graduation.

The identification, reporting, and resolution of an individual student concern in relation to the Academic and Professional Standards of Performance is necessary in order to maintain the integrity of the school’s social work program and the integrity of the social work profession. All students, faculty, and staff have an obligation to report concerns they identify. Concerns may be identified and reported in the following manners:

- A student may self-identify and self-report a concern to a faculty or staff member;
- A fellow student may observe a concern with a student on or off campus and report the concern to a faculty or staff member; or
- An advisor, faculty member, staff, field supervisor, or field liaison, or other person may observe a concern with a student on or off campus and report it to an appropriate faculty or staff member.

This is a discussion of the four-step process followed when individual student concerns are identified in relation to the Academic and Professional Standards of Performance:

- Step 1: Informal Student Concern Resolution
- Step 2: Student Review Process and Procedures
- Step 3: Termination Hearing
- Step 4: Appeal Procedures

Contact your advisor if you have any questions or need additional information about this four-step process.

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\(^1\) The DSP website is at [http://www.du.edu/studentlife/disability/dsp/index.html](http://www.du.edu/studentlife/disability/dsp/index.html) The DSP is dedicated to giving students with disabilities an equal opportunity to participate in the University’s programs, courses and activities. DSP provides accommodations at no cost to any student who has a documented disability as required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Accommodations afford students equal opportunity to participate in the University’s programs, courses, and activities.

Step 1: Informal Student Concern Resolution

If there is a concern presented to faculty or staff that a student is not meeting one the academic or professional competencies outlined above, or if a student self-identifies a concern, an appropriate faculty or staff member should meet individually with the student to discuss the matter, in consultation with the Director of Student and Career Services. If the student identifies a potential disability or asks for an accommodation, the faculty or staff member should refer the student directly to the DSP and inform the Director of Student and Career Services.

If the student identifies any personal emotional or mental health concerns, the faculty or staff member will notify with the Director of Student and Career Services who will make a referral to Pioneers CARE. The Director of Student and Career Services will consult with the Associate Dean for Academic Affairs to determine if a Pioneers CARE report should be submitted. If this is determined appropriate, the Director of Student and Career Services will file the report and notify the student. If the GSSW faculty or staff member assess there is an imminent or immediate risk that a student will harm himself/herself or others; call 911, then Campus Safety at (303) 871-3000 (See Pioneers CARE Red Folder). The Director of Student and Career Services should also be notified immediately and the Director will submit a report to Pioneers CARE. The Assistant Dean for Field Education should also be notified if a Pioneers CARE report is filed.

All informal concerns and resolutions should be documented in writing by the faculty or staff who meets with the student, with a copy sent to all parties, and the original record maintained by the Director of Student and Career Services. If academic, behavioral, or ethical problems are not resolved informally to the satisfaction of all concerned, a faculty or staff member may initiate a review under Step 2 of the student’s performance at any time.

Note: A grade of No Pass in field will result in an automatic Student Review.

Step 2: Student Review Process and Procedures

Pursuant to the Student Review process, GSSW formally notifies a student in writing that he or she may not be performing successfully in relation to one or more of the academic and professional standards of performance. The Student Review evaluates the student’s performance, determines whether the student needs to remediate any concerns, and establishes a remediation plan.

1. Notification Process. Whenever a faculty or staff member has a concern regarding a student’s ability to meet the Academic and Professional Standards outlined above, and an informal resolution is not possible, the faculty or staff member shall immediately notify the Director of Student and Career Services and the Associate Dean for Academic Affairs in writing via email or in person. The Associate Dean for Academic Affairs will then notify the student in writing within 10 business days that a Student Review has been scheduled. The student’s advisor, the GSSW Registrar, and the Assistant Dean for Field Education will also be included in this notification.

   a. The notification may be distributed electronically per University Policy:
      Proof that communication has been sent to a student’s official DU email address is proof that it has been received.

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b. Within 10 business days of student notification, the Associate Dean for Academic Affairs will convene a Student Review Committee to meet with the student. This Committee includes the student’s advisor, if possible, the Director of Student and Career Services, the Assistant Dean for Field Education, additional field team members (as appropriate), and other involved faculty to examine and understand the concern and develop a plan to address and remediate the concern. A GSSW staff member may also be present as a note taker, but will not be an active participant in the meeting.

c. The student may invite one support person to be present during the meeting.
   i. By doing so, the student understands that this support person will have access to those aspects of the student’s educational record (protected by the Family Educational Rights and Privacy Act) that are presented as part of the meeting. If the student intends to bring a support person to the Review Committee, the student must complete and submit a “Release of Confidential Student Record Information” form to the GSSW Registrar at least 48 hours prior to the meeting.
   ii. This is not a judicial proceeding, and therefore attorneys are not permitted to attend.
   iii. The support person cannot be a current student in any GSSW program.

d. The Associate Dean for Academic Affairs will chair the meeting.

e. In the case of a Field Student Review, the Field Office will be responsible for providing a summary of events leading up to the initiation of the Student Review.

f. The note taker, typically the Program Coordinator for the Associate Dean of Academic Affairs, will record notes from the meeting.

g. All members present will be given the opportunity to share their perspective related to the concern.

h. If during the review hearing, a student discloses for the first time an issue that needs to be reported to Pioneers Care, the Director of Student and Career Services will submit the report and notify the student of the report filing.

i. If there is a perceived safety risk to campus personnel, Campus Safety will be notified by the Associate Dean of Academic Affairs or a designee.

j. If the student does not attend the Review Committee meeting, the meeting will continue without the student and a decision will be made in the student’s absence with the information available at that time. Non-attendance is not grounds for appeal.

k. Directly following the meeting, the student and the student’s support person, if any, will be excused, and the remaining participants will deliberate potential remediation plans.

l. Outcomes for remediation plans may include, but are not limited to, the following: no action needed, writing of a reflection paper, delayed field placement, or termination from the program. Based on the unique and particular circumstances of each Student Review, the Review Committee has the discretion to determine whatever outcome is most appropriate in the Committee’s judgment.

2. Remediation Plan. Based on the deliberation, the Associate Dean for Academic Affairs will compose a communication to the student within 10 business days* of the Student Review Committee meeting (unless extenuating circumstances delay the process) that summarizes the meeting and presents a remediation plan or indicates that no action is needed. If a remediation plan is presented, the plan shall:
   a. Be in writing.
   b. Specify the conditions the student must meet in order to continue in the program.
   c. Specify any further actions that will be taken by GSSW faculty related to the concerns that were expressed.
   d. Specify the date by which the student must fulfill the requirements.
i. The plan must allow for a reasonable period of time for remediation, depending on the activities outlined in the plan. The remediation plan will be reviewed at the end of the quarter following the quarter in which the review took place.

ii. The student can request in writing to the Associate Dean of Academic Affairs a new timeframe to meet the conditions based on any extenuating circumstances that arise during the remediation plan.

The Associate Dean for Academic Affairs will distribute copies of the Remediation Plan to the GSSW Registrar, the student, the advisor, and, as appropriate, the Assistant Dean for Field Education and the Director of Student and Career Services. The Assistant Dean for Field Education will distribute copies to field supervisors and the field liaison, as appropriate.

If additional concerns arise before the Student Review Remediation Plan has been provided to the student, or during the remediation period, then the Student Review Committee will be re-convened to determine whether a new remediation plan should be developed or whether the concerns should be addressed in a termination hearing.

Note: If a student takes a leave of absence, for any reason, during the period of a remediation plan, the remediation plan will be reviewed and amended, if necessary, upon the student’s return.

Upon deliberation of the Student Review Committee, if it is decided that a reasonable remediation plan cannot be developed due to the nature of the concern, then the process for a Termination Hearing will be initiated (see Step 3 below).

Final Determination of the Student Review Process. On or before the date specified in the plan for completion of the remediation, the Associate Dean for Academic Affairs, in consultation with relevant faculty and staff, shall decide whether or not the student remediated the concern(s) discussed during the Student Review. If the Student Review concern(s) is/are alleviated, the Associate Dean for Academic Affairs shall notify, in writing within 10 business days, all involved parties and the GSSW Registrar that the Student Review was resolved.

3. Progress during remediation. The Associate Dean for Academic Affairs shall notify a student who has an unresolved Student Review whether she or he may progress to the next quarter on a probationary basis. A student will not be advanced to candidacy or graduated if she or he is undergoing a Student Review or has not satisfied the terms of a remediation plan.

Step 3: Termination Hearing

A Termination Hearing is a formal process whereby the Associate Dean for Academic Affairs notifies a student that she or he has not met the School’s criteria for student progress as described above and therefore is recommending dismissal from the school. A Termination Hearing concerning a student’s performance is held in the following situations:

- A faculty or staff member has knowledge of serious misconduct in violation of the National Association of Social Workers Code of Ethics;
- A student has been found responsible of a violation of the University’s Honor Code; or
- The Student Review Process and/or the required remediation plan does not lead to a satisfactory resolution of identified concerns.
The Associate Dean shall compose a written Notification of Termination Hearing and send it to the student and copied to the student’s advisor, the Office of the Dean, the Assistant Dean for Field Education, the Director of Student and Career Services, and the GSSW Registrar. The notification shall:

- Be sent within 10 business days* of:
  - the Student Review Committee’s recommendation of termination, or
  - the Associate Dean for Academic Affairs having been notified of serious misconduct in violation of NASW Code of Ethics or a violation of the University’s Honor Code

The notification will:

- Specify ways the student has not satisfied expectations related to the Academic and Professional Standards listed above.
- Summarize the process to be used by the Evaluation and Review Committee, once convened.

1. The Dean shall appoint an Evaluation and Review Committee to recommend to him or her whether or not the student should be terminated from the program. The Committee shall consist of the Associate Dean for Academic Affairs (chair, non-voting member) and three faculty members (including one faculty member representing field instruction) who have not had a faculty/student relationship with the student in the previous year. If the Associate Dean for Academic Affairs is the student’s advisor, then another person shall be appointed by the Dean to serve as chair. Also attending the meeting shall be the faculty or staff member who initiated the termination process, the student’s advisor, the Assistant Dean for Field Education, the Director of Student and Career Services, any relevant field representatives, and the student.

   a. The student may invite two people (non DU students) who have specific knowledge of the student’s behavior, which was cause for the hearing, to speak on his or her behalf.
   b. By doing so, the student understands that these people will have access to those aspects of the student’s educational record (protected by the Family Educational Rights and Privacy Act) that are presented as part of the meeting. A student who intends to invite anyone to the hearing should complete and submit a “Release of Confidential Student Record Information” form to the GSSW Registrar at least 48 hours prior to the meeting.
   c. Outside documents pertinent to the hearing may be submitted by the student to the committee.
   d. This is not a judicial proceeding and therefore attorneys will not be permitted to attend.

2. The Evaluation and Review Committee shall review information from all relevant parties. It shall meet within 10 days of being convened by the Dean to:

   a. Hear the response of the student, hear from the person(s) speaking on behalf of the student, and discuss with the student’s advisor and other relevant persons earlier attempts to resolve the problem.

3. At the conclusion of the discussion, all persons shall be asked to excuse themselves from the room except the voting members of the Evaluation and Review Committee to deliberate and determine which of the following outcomes will be recommended to the Dean:

   a. In the case of a Student Review leading to a Termination Hearing, the student has provided satisfactory evidence that the remediation plan was completed and that the student therefore should not be terminated from the program and the review shall be considered remediated; or
   b. A return to the Student Review committee for further development of a remediation plan if it finds that procedural errors were made in the original Student Review Process; or
c. The student’s conduct did not warrant the recommendation of termination and therefore the student should not be terminated from the program and should be returned to good standing; or
d. The student should be terminated from program.

4. The Evaluation and Review Committee shall notify the Associate Dean for Academic Affairs of their recommendation. The Associate Dean for Academic Affairs will then write a report that summarizes the Committee’s deliberations and decision(s) and deliver it to the Dean within five (5) business days of the meeting.

5. The Dean shall send written notification of his or her decision to the student within five business days of receiving the report of the Evaluation and Review Committee. A copy of the notification shall be sent to the Associate Dean for Academic Affairs, the Assistant Dean for Field Education, the student’s advisor, the Director of Student and Career Services, and the GSSW Registrar.

*Adherence to time frames may be adjusted due to University closures including inclement weather and holidays, and/or due to unforeseen circumstances related to the availability of key participants.

**Step 4: Procedures for Academic Grievances and Appeals**

The Academic Grievance Process for graduate studies is outlined in the Graduate Student Manual available online (http://bulletin.du.edu/graduate/academicexceptions/proceduresforacademicgrievancesforgraduates) through the Office of Graduate Studies.

**Academic Student Support Resources**

**Academic Advising**

Just prior to the student entering the program, a faculty member will be assigned by the GSSW Registrar as your academic advisor. Students are typically assigned concentration year advisors who have expertise in the student’s area of concentration. Students who are part-time or dual degree are assigned to advisors who have specific expertise in these areas. The relevant MSW Director serves at the academic advisor for all students in the off-site and online programs. Students who wish, for any reason, to have a change in advisor should contact the GSSW Registrar.

The advisor is responsible for helping the student plan her/his course schedule in concert with program requirements, field internships, and the student’s professional experience and interests. In addition, the advisor may be involved in resolving any serious concerns that may arise concerning the student’s performance in the classroom or in field.

Students can benefit greatly from becoming acquainted with their advisor and using their advisor’s knowledge, expertise and experience; and students are encouraged to meet with their advisors throughout the academic year. Advisors are expected to keep regular weekly office hours and to post these hours on their doors and/or online. Advisors are available extended hours during what is termed “academic advising week,” the two weeks prior to registration for classes for the next quarter. Students should meet with their advisor during advising week to review and revise, if necessary, their academic plan. Failure to do so may result in a hold being placed on the student’s registration.

**Students with Disabilities**

According to the Americans with Disabilities Act (ADA), a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. Short-term, non-chronic conditions are not included under this Act. Any student having a documented disability as defined by ADA guidelines has the right to reasonable accommodations, unless those accommodations impose an undue hardship on the University, alter programs, or compromise the integrity of the pursued degree. Essential components of academic course objectives or essential functions of the GSSW internship experience cannot be altered.
Students who have disabilities or a medical condition and who want to request accommodations should contact the Disability Services Program (DSP):

1999 E. Evans Ave. (4th floor of Ruffatto Hall)
(303) 871-2372 or (303) 871-2278

The Handbook for Students with Disabilities is available online at www.du.edu/studentlife/disability/dsp. The Handbook provides guidance on DU policy and procedures concerning students with disabilities. If you have questions about the process you can contact the Office of Student and Career Services for GSSW students.

It is the responsibility of the student to contact the Disability Services Program (DSP) to initiate the request for accommodations, make his/her needs known, and provide appropriate expert documentation regarding the disability before accommodations can be granted.

DU Policy Statement:
1. Students requesting accommodations must register with DSP through a disclosure process that includes providing appropriate documentation.
2. Instructors should only implement accommodations approved by DSP. Written notice of approved accommodations will be provided by DSP.

After DSP has determined and notified the student of the accommodation(s) to be afforded, the student must contact his or her instructors concerning how the accommodation(s) will be implemented. Please note that accommodations cannot be granted retroactively. Accommodations are approved and must be used in the term during which they are requested and for future terms. Faculty may grant only those accommodations approved by DSP, shown in a DSP Faculty Letter. Additional accommodations, or modifications to existing ones, may be requested at any time.

Undiagnosed or undocumented disabilities cannot be the basis for grade appeals. Students cannot petition grades received as a result of not using accommodations or following appropriate procedures to request accommodations. Documentation must be current and also meet current University guidelines, which can be obtained from DSP.

Temporary Injury/Illness – Not DSP Accommodations
DSP can provide accommodations for temporary injuries or illnesses, including, but not limited to, broken bones, ongoing illness, and concussions. Please submit a Temporary Intake to request accommodations. Students with short-term illnesses, such as cold or flu, are not covered by the ADA, and should work directly with instructors to discuss informal modifications. Instructors may request appropriate medical documentation from students. Only DSP can grant official accommodations.

The GSSW Director of Student and Career Services is the liaison with DSP.

The Writing Center
The Writing Center supports and promotes effective student writing across the University of Denver campus. In a non-evaluative collaborative setting, consultants help DU students with all kinds of writing projects: class assignments, personal writing, professional writing, and multimedia projects. The Writing Center serves any student affiliated with the University and welcomes students in all classes, at all levels of writing ability, and at any stage of the writing process.

During 45-minute collaborative consultations, consultants can help with any writing assignment or project at any stage, from brainstorming to final revisions. The Writing Center encourages the development of writers by providing a supportive environment, populated by friendly, knowledgeable peers.
To make an appointment you can call the Writing Center at (303) 871-7456 or you can request an appointment online through PioneerWeb. For more information on the services of the Writing Center and their hours, visit http://www.du.edu/writing/writingcenter. Please note: The Writing Center will conduct consultations via video conferencing for students not on the Denver campus.

Students in the offsite and online programs should contact their Program Director for more information about writing support services.

**Veteran Services Coordinator**

The Veterans Services staff is your primary point of contact for any military- or veteran-related issues, concerns, or questions you may have. They are located in the Mary Reed Building, Room 024 or you can find more information on the web at www.du.edu/veterans.

**Director of Student and Career Services**

The Director of Student and Career Services provides a wide range of student support services. Services include, but are not limited to, providing students with a listening ear, assisting students to develop time management strategies, providing referrals to community counseling resources, assisting students with writing and/or transition to graduate school concerns, providing career advice and career workshops, and supporting the Graduate Student Association and other student organizations. Please note, that the Director of Student and Career Services is not a confidential resource, however is able to talk privately with you about any stressors impacting your time on campus and at GSSW.

**Student Rights and Responsibilities**

**Academic Integrity and Ethical Conduct**

Students are expected to adhere to the NASW Code of Ethics, GSSW’s Academic and Professional Standards of Performance, the criteria for student evaluation and review found in the MSW Handbook, and the University rules concerning academic misconduct, found in the University’s Honor Code.

The University’s definition of Academic Misconduct includes, but is not limited to:

- **Plagiarism**, including any representation of another’s work or ideas as one’s own in academic and educational submissions.
- **Cheating**, including any actual or attempted use of resources prohibited by the instructor(s) or those that a reasonable person would consider inappropriate under the circumstances for academic submissions, and/or any actual or attempted effort to assist another student in cheating.
- **Double submission**, including any submission of an academic work for more than one course without expressed permission.
- **Fabrication**, including any falsification or creation of data, research or resources to support academic submissions.

Assignments will be reviewed for plagiarism using a variety of submission tools including, but not limited to, “Turnitin.” (“Turnitin” is an originality checking and plagiarism prevention service which exists within each Canvas course container for each specific assignment.) to determine if Academic Misconduct may have occurred.
If Academic Misconduct is determined to have occurred the following academic actions may be taken by the professor:

- Failure of the assignment,
- Failure of the course,
- Referral to GSSW Associate Dean of Academic Affairs for Student Review (see MSW Handbook).

Any form of Academic Misconduct **will be** taken seriously and referred to the University’s Office of Student Conduct ([http://www.du.edu/studentlife/studentconduct/index.html](http://www.du.edu/studentlife/studentconduct/index.html)).

**Du Honor Code**

It is important to remember that the Graduate School of Social Work is a member of the larger University of Denver community. The DU Honor Code and relevant policies follow. All GSSW students are bound by the policies below and are held accountable both by GSSW and the University. The full text of the DU Honor Code can be found here: [http://www.du.edu/studentlife/studentconduct/honorcode.html](http://www.du.edu/studentlife/studentconduct/honorcode.html).

**Student Concerns Regarding Courses and/or Instructors**

If a student has a concern regarding a course or an instructor, it is the student’s responsibility to follow this specific process that demonstrates professionalism in voicing that concern:

- The student should speak directly with the instructor;
- If the concern is not alleviated by this discussion, the student should meet with his/her advisor who can act as a mediator;
- If the problem persists, the student should immediately contact the Associate Dean for Academic Affairs.

**Student Papers and Projects**

Instructors may require students to submit assignments electronically. Most faculty request that assignments be submitted via Canvas. Some instructors may require that assignments be submitted via email and/or in hardcopy. It is the student’s responsibility to maintain a record of both electronic and hardcopy assignments and to ensure that papers submitted are received by the instructor. Instructors reserve the right to submit student papers to plagiarism-checking software or on-line services.

Papers will be returned to students in one of the ways listed below unless the student specifically requests an alternative option (e.g., specifically requests that an instructor give a classmate a paper to give to the student):

- Graded and available through Canvas
- Returned as an email attachment
- Handed directly to the student in class;
- Handed directly to the student in the instructor’s office;
- Placed in the student’s mail folder in an envelope with the student’s name on the envelope;
- Placed in the student’s mail folder, folded over, and stapled or taped on three sides, with the student’s name on the outside;
- Mailed to the student in a stamped, self-addressed envelope.

Projects and papers in student mail folders will be discarded approximately 30 days following students’ graduation.
GSSW Class Attendance Policy

**Attendance is a matter of professional behavior.** Students are expected to attend all meetings of a class (seated or virtual), including completion of activities and assignments, and the scheduled hours for field instruction, for which they are registered. Instructors are expected to establish attendance requirements for their classes and may, at their discretion, use class attendance as one factor in assigning a grade for a class. Participation in official University activities, personal emergencies, and major religious observances (see below) are all valid reasons for absence. **Students who miss more than 2 class sessions (or the equivalent weekly content for online courses) may not be allowed to pass that course.** It is the responsibility of the student to check with the instructor regarding any absence from class and to make arrangements regarding the work missed. The responsibility for completing all work in the course rests with the student.

Please review your course syllabus for attendance expectations specific to each course.

Please visit [http://www.du.edu/studentlife/religiouslife/](http://www.du.edu/studentlife/religiouslife/) for more information about excused absences for religious observance. Students who miss more than two class sessions may not be allowed to pass that course. It is the responsibility of the student to check with the instructor regarding any absence from class and to make arrangements regarding the work missed. The responsibility for completing all work in the course rests with the student.

**Name and Pronoun Use in the Classroom**

Class rosters are provided to the instructor with the student’s legal name. The instructor will gladly honor your request to address you by an alternate name or gender pronoun. Please advise your instructor of your request early in the quarter so that they may make appropriate changes to language use in the classroom.

**Technology Use in the Classroom**

GSSW supports the use of technology for learning and advancing knowledge while at the same time respecting the classroom environment. In order to create and maintain an optimal learning environment, we ask that students use technology appropriately as directed by the instructor of the course. Work on laptops, cell phones, and other devices that is outside class assignments can disrupt fellow students and negatively hinder the shared learning of all participants.

GSSW courses may utilize audio and video recording, and you will be informed of the days and times when your voice and image may be recorded. By participating in recorded sessions, you consent to allow the University of Denver to reuse the recordings for educational purposes.

When using non-DU hosted services for school related work, DU cannot guarantee privacy and you are bound to the terms and agreements of any such service.

**Scholarly Language and Writing (APA)**

The GSSW faculty acknowledges the importance of non-exclusionary language in recognition of gender equity. The faculty therefore is committed to the use of non-exclusionary language in written documents and in courses. Students are urged to commit themselves to the use of non-exclusionary language in their courses and written assignments.

Formal papers must be prepared in accordance with the American Psychological Association (APA) style of reference and citation. Students should refer to either the *Publication Manual of American Psychological Association* (6th edition) or *The Concise Rules of APA Style* (also published by the APA). Handbooks specific to writing within the social work profession include *The Columbia Guide to Social Work Writing*, edited by Warren Green and Barbara Levy Simon and *Writing with Style: APA Style for Social Work* by Lenore T. Szuchman and Barbara Thomlison. Students who have questions or concerns about using APA are encouraged to contact the University Writing Center at (303) 871-7456.
DISCLOSURE OF STUDENT INFORMATION

The University of Denver complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment.” Students have a right to inspect their educational records at the University and to request amendment to those records if they believe them to be inaccurate. The FERPA law and its implementing regulations may be reviewed in the Office of the Registrar, University Hall, Garden Level. Additional information is also available at www.du.edu/privacy.

Directory Information

The law provides that “Directory Information” may be released without the consent of the student unless she/he has specifically asked that prior consent be obtained. The University of Denver designates the following student information as “Directory Information”:

- The student’s full name, address (local and home/permanent), telephone number, campus electronic mail address, digitalized I.D. photograph, date and place of birth, major field of study, full-time or part-time status, class, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, anticipated date of graduation, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Students who want their directory information withheld from public disclosure must annually submit to the Office of the Registrar a Request to Withhold Information form, available from the Office of the Registrar.

University Of Denver Disclosure Policies

Academic and administrative offices at the University with a “legitimate educational interest,” as defined by FERPA, may receive all student data, including mailing labels, regardless of any restrictions. In addition, a student’s record may be released in compliance with a court order or subpoena, and student information may be released for health or emergency reasons.

University selection committees, which sometimes include students as committee members, will select students for membership in honor societies or for other awards or recognition. Students may request that students on selection committees not view academic record information.

Graduate School of Social Work Disclosure Policy

GSSW will not provide third parties with home addresses or telephone numbers of social work students. Response to requests, either by telephone or in person, will be, “I can take your name and number and ask the student to call you.” The same policy holds true for faculty and staff, unless they have authorized disclosure of this information. Students should be aware, however, that while GSSW will not disclose home addresses or telephone numbers of students, the University may do so. Students who do not want this information disclosed must submit the Request to Withhold Information form referenced above.
Student Role in Program Assessment

In order to ensure that the MSW program continues to meet the highest standards of excellence while meeting the needs of our students as well as the community we serve, GSSW takes the student role in program assessment very seriously. Students will be required to participate in program assessment throughout their degree program by completing surveys and submitting papers for review by faculty and staff who are not assigning course grades. No identifying information is considered or retained.

Students are assessed throughout the curriculum to determine mastery of practice behaviors (foundation and advanced) related to core and advanced competencies for social work practice as outlined in the CSWE Educational Policy of 2008.

The Office of Equal Opportunity/ADA Compliance

The Office of Equal Opportunity/ADA Compliance exists to assure that the university complies with our policies on discrimination, harassment, and retaliation and to promote full compliance with all federal, state, and local discrimination laws.

The Office of Equal Opportunity/ADA Compliance can assist you with:

- Consultation concerning issues of possible discrimination, harassment or retaliation;
- Filing a formal or informal complaint of discrimination harassment and/or retaliation;
- Assistance assessing and correcting a disability access problem;
- Reasonable accommodations for participants in university programs or activities;
- Assistance with religious accommodations;
- In conjunction with the Center for Multicultural Excellence, activities to improve the climate for diversity in your department or organization.

If you think you have experienced discrimination and would like to speak to the Office of Equal Opportunity you can contact them at 2199 S. University Blvd. Denver, Colorado 80208, (303) 871-7436. For more detailed information on DU’s anti-discrimination policies, please visit: http://www.du.edu/deo/.
GRADUATION AND COMMENCEMENT

Graduation Requirements

Advancement to Candidacy

Advancement to candidacy must be accomplished no later than one quarter prior to the expected date of completion of requirements for the degree. The Associate Dean for Academic Affairs must approve any exceptions.

Following completion of the requirements of the foundation curriculum for two year students or, in the case of advanced standing students, the completion of the second quarter of study, the student is eligible for advancement to candidacy for the degree, based upon the following criteria:

- Enrollment as a regular status student;
- Minimum cumulative grade point average of 3.0;
- Two-year students: completion of foundation courses and foundation field internship
- Advanced standing students: completion of SOWK 4132, 4299, at least one course required for the concentration, one elective, and five hours of field internship with a grade of “Pass”.

Advancement to candidacy is not automatically made upon the completion of any required number of courses or hours of field. If a student fails to make satisfactory progress in the areas of academic performance, professional attitude or behavior, ethical conduct, and/or field performance, the GSSW Registrar may withhold advancement upon recommendation by the faculty.

Capstone

The Concentration Capstone is an opportunity for students to reflect on and integrate the social work competencies they have acquired during their time at GSSW. This self-directed, online course will allow students to reflect on how they have employed core social work behaviors in their social work practice. Students will document the integration of their educational experiences (classroom & field internship) and the core social work practice behaviors in three essays. An assigned faculty reader will review essays blindly. Detailed instructions, including essay questions and due dates for completion, will be provided to students in the fall quarter of their concentration year. The capstone must be completed in the student’s final quarter of enrollment at GSSW. A passing grade is required for graduation.

Degree Audit

It is the responsibility of the student to ensure that all degree requirements are met. Students are encouraged to track their progress on a regular basis using the Degree Audit in PioneerWeb. For detailed instructions on using the Degree Audit, please see: http://www.du.edu/registrar/programs/apr.html. Questions regarding the degree audit should be directed to the GSSW Registrar.

Applying to Graduate

Application for graduation must be made no later than the seventh calendar day of the quarter before that of the anticipated graduation date (e.g., students planning to graduate at the end of Spring quarter must apply by the end of the first week of Winter Quarter). Students can apply for graduation electronically under the “Student Records” link in PioneerWeb.
Once a student submits their application, the GSSW Registrar’s Office will initiate a graduation check. Any changes made to the student’s schedule or transcript following the graduation check may change the students’ eligibility for graduation. Graduation may be after the Fall, Winter, Spring, or Summer Quarter, dependent upon when the student meets the following degree requirements:

- **Residency:** Students must be enrolled at GSSW for at least three quarters and earn a minimum of 45 credit hours at GSSW;
- **Grades:** Students must maintain a grade point average of 3.0 or higher, excluding field practicum and capstone grades;
- **Credit hours:** Students in the two-year program must earn 90 quarter hours, and those in the advanced standing program must earn 60 quarter hours; both requirements must be met within four years of the date of first enrollment;
- **Required courses:** Students must complete concentration and other course requirements;
- **Field internship:** Students must satisfactorily complete field internship requirements;
- **Advancement to candidacy:** Students must advance to candidacy no later than one quarter before the expected date of program completion. Advancement is based on enrollment as a regular-status student, as well as satisfactory progress in coursework and field internship. In addition, students must exhibit satisfactory progress in the areas of professional attitude and behavior and ethical conduct. Students for whom there is a student review pending will not be advanced until the satisfactory resolution of that concern;
- **Capstone:** Students must complete and receive a grade of Pass for the concentration capstone within established deadlines;
- **Application for graduation:** Students must apply for graduation no later than the seventh business day of the quarter preceding that of intended graduation.

*Note:* Students who receive a grade of incomplete or an in progress in internship in their final quarter of enrollment automatically defer the certification of their degree to the following quarter.

Please note that, although degrees can be certified in any academic quarter, formal commencement ceremonies are only held following Spring (June) and Summer quarters (August). Students who complete degree requirements in the Fall or Winter quarter will be eligible to participate in commencement exercises the following Spring.

Students who fail to achieve a minimum cumulative GPA of 3.0 when degree certification is verified will be notified by the GSSW Registrar and will be allowed to register for no more than 6 credit hours of additional coursework at GSSW in order to raise the GPA to 3.0. If the cumulative GPA remains at less than 3.0 at the end of the next quarter in which the student is enrolled, the student will be terminated from the program. The GSSW Registrar will notify the student in writing of the termination and the right to appeal the termination. If the student chooses to appeal, he/she will not be allowed to register for additional classes until a decision is granted.

*Graduation candidates must fulfill all degree requirements including course assignments and field hours no later than the last day of the term in which they intend to graduate. Faculty cannot extend deadlines for submission of coursework past the last day of the term.*

*The final responsibility for completing all graduation requirements lies with the student. Students should review their online transcript and Degree Audit each quarter to ensure progress towards completion of degree requirements.*

A delay of graduation fee of $20 may be assessed for graduation candidates who do not graduate at the end of the academic term for which they applied. Students whose graduation term is delayed must submit a new application for graduation to be considered for the subsequent term.
Participation in Commencement Ceremonies

Commencement ceremonies at the University of Denver are held in June and August each year. GSSW students must complete all degree requirements before participation in commencement ceremonies.

In the following circumstances, students may request an exception to this policy:

- The student has five or fewer credits of “In Progress” in SOWK 4970 that will be completed by the end of the quarter, including summer session, following the commencement ceremony, or
- The student has registered for a block placement in SOWK 4970 and is within 200 clock hours (equal to five credits) of satisfactorily completing field, or
- The student has registered for an international experience course which will remain in progress until travel occurs after the end of the academic term.

Students must submit a request for an exception to the Office of Graduate Studies: http://www.du.edu/media/documents/graduates/walking.pdf.

Students should note that participation in commencement ceremonies does not, in and of itself, indicate completion of degree requirements. The diploma will be conferred only after the GSSW Registrar certifies that all requirements for the degree have been completed.

Preparation for Post-Graduation

Preparation for Licensure

The Graduate School of Social Work and the University of Denver provide resources to students to assist them in the licensure and job search process.

- All job postings that are received by GSSW will be compiled and sent out in the Career Services E-Newsletter. To join this mailing list please refer to instructions on page 16 of this Guide;
- GSSW offers a variety of post-graduate continuing education offerings, including licensure preparation courses.

Licensure is governed by state law, and the requirements differ from state to state. For information about requirements in Colorado, visit the website for the Colorado Department of Regulatory Agencies.

The Colorado Chapter of NASW also has helpful information on licensure for social workers: http://www.naswco.org/.

For information about licensing requirements and procedures in other States, visit www.aswb.org, the website for the Association of Social Work Boards.

All licensure applications needing signatures or requests for letters verifying graduation should be submitted to the GSSW Registrar.

Please note: Students are strongly encouraged to save syllabi from all courses completed; these are often required by licensing boards in states other than Colorado, as well as by many prospective employers.

Provisional Special Services License for Colorado School Social Workers

Persons who are school social workers in Colorado must hold a Provisional Special Services License for School Social Work in Colorado, awarded by the Colorado Department of Education. For information about the license, students should contact the GSSW Registrar or visit www.cde.state.co.us/index_license.htm, the website for the Colorado Department of Education.
Completion of either SOWK 4715—School Social Work Interventions Strategies or SOWK 4712—Law of Family & Child at the University of Denver Graduate School of Social Work is required in addition to completion of the MSW degree requirements. GSSW strongly recommends that students take both courses, if possible. It is additionally recommended (but not required) that students complete the Families Systems, Children and Youth, or Child Welfare concentrations, take clinical elective courses pertaining to children, youth and families (such as SOWK 4500—Mental Health Interventions with Children, SOWK 4315—Building Resilience: Healthy Development in Childhood & Adolescence), and do their field internship in school social work.

Additionally, the State of Colorado requires documentation of at least 900 supervised hours of internship as follows:

Applicant must have successfully completed a supervised practicum of 900-clock hours, in the field of social work, which shall have been completed in a school, social service agency, mental health clinic or facility, and/or hospital setting, with

- at least one field experience of which shall have been completed with school age children/students,
- and which should enable the social worker to synthesize and apply a broad range of relevant knowledge and skills, and include opportunities to analyze, intervene, and evaluate, in ways that are highly differentiated, discriminating, and self-critical, and to refine his/her communication skills differentially, with a variety of client populations, colleagues, and members of the community.

Students interested in school social work in states other than Colorado are encouraged to familiarize themselves with the requirements specific to that state to ensure that requirements are met in their choice of courses and internship.
GUIDELINES ON MSW STUDENTS PERFORMING PRIVATE INDEPENDENT PRACTICE OF PSYCHOTHERAPY OR COUNSELING CONCURRENT WITH THEIR GRADUATE EDUCATION

Policy

GSSW strongly discourages masters-level students from engaging in private independent practice of psychotherapy concurrent with their graduate education. Students who choose to practice psychotherapy with private clients during their graduate education assume sole responsibility for the care and treatment of these clients. GSSW, its faculty and staff, and the University of Denver assume no responsibility for the care and treatment of students’ private practice clients. This policy statement and guidelines are not meant to prohibit or restrict students from agency employment in social work, mental health, or related human service organizations during their graduate education.

Definition of Terms

As used here, “private independent practice” refers to the delivery of psychotherapeutic services by a mental health practitioner on a fee-for-service basis, independent of a GSSW-approved agency structure, whether practiced as a sole endeavor or group enterprise, business partnership, or as an owner or employee of a professional service corporation. This includes private work done under the contract, auspices, and/or supervision of a psychotherapist or clinical social worker (whether licensed or unlicensed) in private practice.

Guidelines

For those MSW students who choose to see “private practice clients” while enrolled in GSSW, the following guidelines shall apply*:

1. The Colorado State Board of Social Work Examiners regulates the practice of social work, including prevention, assessment, diagnosis, and intervention with individual, family, group, organizational, and societal problems. In addition, the Colorado State Board of Registered Psychotherapists regulates the practice of psychotherapy by registered therapists. Students in private practice are expected to conform to all applicable Colorado laws and regulations [see C.R.S. 12-43-101 et seq.] and regulations of the Colorado State Board of Social Work Examiners and the Colorado State Board of Registered Psychotherapists. This includes registering in the Colorado database directory of registered psychotherapists, taking a jurisprudence examination or workshop, using a mandatory disclosure form with clients, and practicing only within their competency and training and within generally accepted standards of care. In addition, students are expected to practice according to the NASW Code of Ethics and the clinical standards determined by the social work profession.

*Students residing outside of Colorado are responsible for knowing and abiding by the relevant laws and regulations in their state. If students need assistance locating said laws, please contact your program Director.

Note: The titles “social worker,” “registered social worker,” “licensed social worker,” “licensed clinical social worker,” and “licensed independent social worker,” and their abbreviations “RSW,” “LSW,” “LISW,” and “LCSW,” are legally restricted to only those persons who have successfully passed the state’s licensing or registration process. The practice of psychotherapy by social workers is restricted to persons holding an LCSW or an LSW who are being supervised by a LCSW.

2. The name of the University of Denver Graduate School of Social Work may not be stated in conjunction with “MSW candidate,” “social work candidate,” or “social work intern” for the purposes of representing a student’s competence or qualifications to engage in private practice, in advertising, or recruiting private practice clients.
3. Students are prohibited from using private practice clients to fulfill any GSSW academic course or field education assignment. Students’ private practice may not be used as a work site for field placement setting. GSSW faculty, staff, and field instructors will not supervise, either voluntarily or on a fee-for-service basis, students’ clinical work with private practice clients. Students are prohibited from transferring or referring clients seen in a field placement agency or setting to their own private practice.

4. In the event that a student receives a sustained violation of professional and ethical standards, legal violation, or judgment of professional misconduct or negligence which has occurred in the context of private psychotherapy practice, she or he shall notify the Associate Dean for Academic Affairs within five (5) working days of the determination that the complaint has merit. In the event the Associate Dean for Academic Affairs is absent or unavailable, the student shall notify his or her academic advisor and/or the Dean.

5. As defined here, a sustained violation is an allegation or complaint which has been duly investigated and been determined to have merit by a court of law, state regulatory body, agency or organization, or a professional association’s ethics committee or peer review committee. Evidence that a violation has been sustained includes termination of employment by an agency for unprofessional and/or unethical behavior, malpractice suit, ethical sanctions imposed by a professional association (e.g., NASW) for unprofessional and/or unethical behavior, any judgment or disciplinary action taken by the State Board of Social Work Examiners or the State Board of Registered Psychotherapists, and conviction for violation of Colorado laws regarding the practice of mental health.
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