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MSW Handbook

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Helen Bader
School of Social Welfare
Department of Social Work



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Welcome!

Helen Bader School of Social Welfare

The Department of Social Work is one of two departments in the Helen Bader School of Social Welfare, along with Criminal Justice. The School's mission is about improving lives and strengthening communities through research, education and community partnerships. Our vision is to be an engaged community of scholars recognized for excellence, innovation and the development of outstanding professionals in criminal justice and social work.

Department of Social Work

The Department of Social Work offers degree programs at the Bachelor, Masters, and Doctoral level and we are accredited by the Council of Social Work Education (CSWE).

Mission of the Department of Social Work

The mission of the UWM MSW Program is to prepare advanced social work practitioners who can promote positive change through social work practice, advocacy, education, research, and leadership. This is accomplished through training in one of five areas of specialization: child and family welfare, gerontology, physical health, behavioral and mental health, and community and organizational leadership. The values of this program align with the mission of the UWM Social Work Department.

Goals:

The goals of this MSW program are to prepare:

- Highly skilled advanced practitioners to work in a variety of ecological levels, including with individuals, families, groups, organizations, communities, and governments;
- Ethical practitioners guided by the principles and values of the social work profession, including dignity and worth of the person, and importance of human relationships;
- Culturally competent social workers who promote and advocate for social justice and human rights;
- Social workers who engage in critical thinking and actively apply research evidence to practice, policy, advocacy, education, and leadership;
- Social workers who conduct practice and program evaluation to advance knowledge and practice;
- Competent practitioners who specialize in one of five concentration areas: children and family, gerontology, physical health, mental and behavioral health, and community and organizational leadership;

- Social workers who address human service needs in the state of Wisconsin and the region.

Introduction

This MSW Graduate Student Handbook provides information about the Department, the MSW curriculum and University policies that affect all students. The Handbook describes students' roles and responsibilities, how students can participate in the academic affairs of the School, and how special situations students encounter should be resolved. Students should also become familiar with other documents that contain information about the University and the Graduate School. You should also consult the Graduate School Student Handbook for more information about Graduate School policies. These will be found online at <http://www.graduateschool.uwm.edu/students/policies>.

Professional Expectations of Students

Appendix 6 contains the policies, "Expectations for Student Performance." As a professional school, in addition to the University and Graduate School expectations, students must conform to the National Association of Social Workers (NASW), Code of Ethics <http://www.socialworkers.org>

Curriculum

Professional Foundation

Courses in the Professional Foundation are required of all students who do not have a Bachelor's degree in Social Work (BSW) from an accredited social work program, granted within 5 years of beginning the MSW Program.

Social Systems and Social Work	SW 604	3 cr
Social Welfare Research Methods	SW 662	3 cr
Cultural Diversity and Social Work	SW 665	3 cr
Individual Behavior and Social Welfare	SW 705	3 cr
Social Work Methods I	SW 708	3 cr
Social Work Methods II	SW 709	2 cr
Social Welfare Policy Development & Implementation	SW 750	2 cr
Field Instruction	SW 721	3 cr
total		22 credits

Students may complete the Foundation requirements in one of the following ways:

1. Successfully complete the course.

- a. MSW students are required to obtain a B or better in SW 708, 709, and 721.
 - b. MSW students are required to maintain a B average to remain in the program.
2. Request exemption for the course based on previous, comparable coursework
 - a. Students who have taken comparable content within the past five years may request an exemption from a foundation course.
 - b. Submit an exemption form within your first semester along with the course syllabus to the MSW Program Coordinator, Amy Kirby.
3. Successfully pass a Waiver/Exemption Exam.
 - a. Exams are offered in the summer semester and early fall of each year. Exam dates will be posted on the MSW website. Exams must be taken within your first year of admission and may not be re-taken.
 - b. Exams are available for SW 604, SW 662, SW 705, and SW 750.

Students may also be exempt from Field Instruction, SW 721, with:

1. Completion of an undergraduate degree in social work from an accredited social work program, within the past five years, and with a B or better average in field.
2. Satisfactory full-time employment in a social work position (following completion of a bachelor's degree) for at least two years, with supervision provided by an MSW.
3. Completion of a BSW degree and full-time employment (as a social worker) for no less than two years within five years prior to admission.

Field exemption forms are available at the MSW Field Program website.

We do not grant course credit for life experience or previous work experience.

Advanced Curriculum

The MSW curriculum is designed to prepare students for advanced-level professional practice. Students take courses specific to their area of concentration in policy, human behavior, and practice; coursework in research; along with a course sequence in the field and electives. Once students have completed the Professional Foundation requirements, they may take coursework in the Advanced Curriculum.

Students need to choose an **Area of Concentration**

Children and Families

Physical Health

Behavioral Health & Mental Health

Gerontology

Community and Organizational Leadership

It is important to select an area of concentration at the beginning of the MSW Program to ensure selection of the appropriate coursework and field placement. Faculty advisors can be helpful in assisting with this decision process. Brief descriptions are presented below:

Areas of Concentration

Physical Health

The health concentration is designed to prepare students for advanced and clinical practice in a variety of health care settings. Students in the health concentration are prepared to address the multifaceted world of health care through coursework designed to expose them to issues of chronic health, health care delivery, health policy, and the social determinates of health across the life course. Health concentration students are trained in case management and assessment skills, and the role of social work in multidisciplinary health care teams. Students develop a solid understanding of how access to health systems, policies, and programs impact health. Students who graduate with a concentration in health are prepared for practice in a variety of settings from hospitals and primary care clinics, to community health settings and long terms care.

Behavioral Health and Mental Health

The behavioral health and mental health concentration is designed to prepare students for advanced social work practice involving the delivery of mental health and addictions services to individuals, families, small groups, and the community. Students are exposed to issues, approaches, and technologies for application in prevention, treatment, administration, and policy. These are related to risks and problems with: alcohol and other drugs, mental health and mental illness, intimate partner violence, community violence, and other behavioral health concerns across the lifespan. Coursework provides students with knowledge, values, and skills to prepare them for professional practice in a variety of private and public settings related to mental health, addictions, and substance abuse.

Gerontology

The concentration in gerontology is designed to aid students in understanding the complexity of the aging process from the perspective of the individual, family, society and social policy. The concentration will cover the physical, psychological and social processes of aging including family roles and responsibilities, cultural diversity, social support networks and the use of health and social services. Major developmental issues during the second half of life will be presented and interventions to facilitate adaptation to developmental change will be described. Course work will enable students to: understand late-life mental disorders; develop assessment skills; formulate, implement and evaluate treatment plans; and become aware of issues related to age and ageism as they influence social work practice.

Children and Families

The social work profession has a long history of commitment to ensuring the well-being of children. Furthermore, professionals recognize the family system as being significant in the lives of children. The family system, in its various forms, represents a significant social institution, essential to communities and to society as a whole. This concentration focuses on the study of family systems, child and family welfare, and interventions to enhance the lives of children and families. Students in this concentration develop the advanced practice knowledge and skills necessary to provide services to children and families in a wide variety of settings.

Community and Organizational Leadership

Often described as “macro” practice, this concentration is for students who are interested in social change with organizations and communities. Social work within this concentration is about creating social and policy change, strengthening community and organizational systems, developing leadership skills, and addressing social injustices. Students will prepare for roles in leadership and administration, program development, planning, policy, and community practice.

Double Concentration

Students who are interested in gaining knowledge and skills relevant to both Macro Practice techniques and a second “direct practice” concentration may choose a “Double Concentration” sequence. This combination of macro and a second concentration may require up to an additional semester of coursework. Four semesters of Field Placement are required with two semesters of Direct Practice concentration experience and two semesters of Community and Organizational Leadership field placement. Students who have interests that range from direct social work practice to more leadership social work roles will benefit from this option.

Course Planning

What follows is a list of the requirements for the MSW degree. There are also sample course plans in Appendices 1-5 of this handbook.

Courses must be taken in the proper sequence and pre-requisite requirements are enforced. Be sure to meet with your faculty advisor to develop your course plan.

MSW program requirements

Foundation Curriculum

(required for students without a BSW from the past 5 years)

		Exemption Exam?*	Previous coursework?
Human Behavior	604, 705	✓	Students may be exempted from Foundation coursework based on classes taken within the past 5 years. Submit syllabi + exemption form to MSW Program Coordinator in first semester.
Policy	750	✓	
Practice	708, 709	NA	
Research	662	✓	
Diversity	665	NA	
Field	721	NA	

*offered July and October of first year.

Credits and Courses

The MSW program requires a minimum of 34 graduate credits for students admitted to the Advanced Curriculum. Students may be required to complete up to 22 credits to fulfill the Professional Foundation. Course work taken as the Professional Foundation (see below) cannot be counted as part of the 34 Advanced Curriculum credits. The minimum 34 Advanced Curriculum credit requirements are distributed as follows:

11 credits of Field Instruction (722/821/822)

8 credits of Social Work Practice Methods (711, 811*, and additional practice course) or (713, 915, and additional practice course)

4 credits of Social Work Research (793/794)

2 credits of Advanced Social Policy (851)

3 credits of Human Behavior* (one of 685, 753, or 771, depending on area of concentration)

6 credits of electives

* Requires sections to be selected from within the specialized concentration area

The capstone requirement is satisfied by Soc Wrk 822 (Field Instruction IV).

Practice Courses:

Required:

- 1.) 711 or 713
- 2.) 811 (in area of concentration) or 915/813
- 3.) 3rd practice course

3rd Practice Course options:

820 Advanced Seminar (choose a subtopic):

- Interventions for Substance Abuse + SBIRT
- Treatment of Substance Misuse and the Family
- Advanced Practice with the Elderly
- Working with Traumatized Individuals and Families

811 from a different area of concentration than the one you are in

818 Treatment of Co-Occurring Disorders

775 Trauma Counseling II (practice)

713 Community Practice (only if you are a Direct Practice student)

711 Direct Practice I (only if you are a Macro Practice student)

Electives (pay attention to pre-requisites)

562 Family and Children's Services

564 Aging Services

630 Families and Poverty

650 Social Work and the Law

680 Death and Dying

753 Adult Psychopathology (elective if not taken as a requirement of concentration area)

754 Psychopathology of Childhood and Adolescence

765 Boundaries and Ethics

774 Trauma I (theory) or 775 Trauma II (practice)

791 (variable content, choose a subtopic; can take multiple subtopics as electives)

AODA

School Social Work Practice

Exploring Institutional Racism: School Social Work

Community Building and Mindfulness

771 Family Development over the Lifespan (if not taken as a requirement of concentration area)

685 Social Gerontology (if not taken as a requirement of concentration area)

Also count as electives:

- Any practice course listed above that is not already required given your concentration and methods areas
- 3rd credit of 851 (only required for 2 cr, but if take for 3, the "extra" 1 credit counts towards elective)
- 921 (extra semester of field placement than required)
- Other graduate level course work from outside of the social work department if approved by faculty advisor

Field Instruction

The Field Program of the Department of Social Work consists of clinical faculty whose primary job is to work with students in field. These liaisons work with students to identify the best fit between the educational goals of the department, the student, and available agencies. We have several hundred partner agencies throughout the greater Milwaukee area, southeast Wisconsin, and neighboring states. While students are not allowed to locate a placement independently, we are always in the process of locating and developing new agency sites.

Students do need to have some daytime hours available for field work. We cannot promise field placements scheduled only on weekends and evenings.

There are deadlines for the Field Application, prior to working with a liaison about a field placement. Additionally, we are required to perform a Criminal Background Check prior to the start of a placement

Resources for the Field Programs are:

- Field Manual: available online at the Field Programs website, MSW field program. The website and the manual include the field application, authorization forms, course expectations, and field policies.
- Field Programs website: <http://uwm.edu/socialwelfare/social-work-field-education-program/>
- Orientation to Field: a presentation by members of the field faculty about starting the placement, working with your field instructor, and the course expectations for students in the field program. Dates for these presentations are announced via email and on the Field Education Calendars.

Concurrent requirements

Students are required to take a practice method course with their field placement. Specifically:

- 709 should be taken with 721 (note that 708 has to be taken prior to 709 and 721)
- 711 requires concurrent enrollment with 722
- 811 or 820 should be concurrent with 821

Students in Community and Organizational Leadership or a Double Concentration need to work with their faculty advisor to ensure the appropriate sequencing of field and practice methods coursework.

Graduate Certificate Programs

The Department offers several certificate options for students who are interested in developing a particular area of expertise. Some of these certificates are offered with other programs and departments on campus.

Certificate in Applied Gerontology

The goal of the Graduate Certificate in Applied Gerontology is to help students gain a multidisciplinary understanding of aging and improve their professional and personal success in working with and relating to older adults. The program deepens the knowledge of MSW students with a concentration in gerontology and increases gerontological knowledge for those pursuing other concentrations. Students who complete the certificate increase their marketability by having additional knowledge to address the unprecedented growth in the number and proportion of older adults over the next 30 years. Students are required to complete a total of 18 credits in core and elective courses related to the study of aging, nine of which may be used to meet requirements of the MSW program. For additional information see the Center for Aging and Translational Research website or contact Lori Becker at beckerla@uwm.edu or 414-229-7316.

Non-Profit Management

In collaboration with the UWM College of Letters and Science and the School of Business Administration, the School offers MSW students the opportunity to complete a graduate certificate in non-profit management. The 15-credit certificate requires completion of two required courses, two “constrained choice” courses and one elective course. No student may complete all 15 credits within a single school or college. For additional information see the Helen Bader Institute for Nonprofit Management’s website at www.helenbaderinstitute.uwm.edu or contact Douglas Ihrke, dihrke@uwm.edu, or 414-229-4732.

Women’s and Gender Studies

The Graduate Certificate Program in Women's and Gender Studies is designed for students enrolled in a graduate program in any field who wish to complement their training with an additional specialization in Women's Studies. The Certificate will provide a foundation in feminist theory and greater awareness of the operation of gender as an identity category in social, institutional, and personal contexts. It is a 15 credit program and is taken concurrently with social work graduate course work. More information is available at the Women’s and Gender Studies website: <http://uwm.edu/womens-gender-studies/graduate/certificate/>

Trauma Informed Care Certificate

The Graduate Certificate in Trauma Informed Care is an inter-disciplinary certificate for graduate students in several helping professions at UWM: social work, counseling and counseling psychology, nursing, and occupational therapy. The primary aim of the program is to train graduate students from these disciplines in the principles and strategies of trauma-informed practice. Intimate knowledge of the various levels of trauma-informed care will enable graduates of the certificate program to implement trauma-informed policy, supervision, and intervention within professional settings. The Social Work Trauma-Informed Certificate coordinator is Dr. Linda Britz at britzl@uwm.edu.

Educational Tracks Leading to State Certification in Wisconsin

State Certification and Licensure

In order to identify yourself as a Social Worker in Wisconsin, state law requires that you complete the requirements for either being certified or licensed with one of the following credentials:

- Certified Social Worker (CSW)
- Certified Advanced Practice Social Worker (CAPSW)
- Certified Independent Social Worker (CISW)
- Licensed Clinical Social Worker (LCSW)

The Wisconsin Department of Safety and Professional Services is the state credentialing agency for Wisconsin. Their website is: <https://dsps.wi.gov/pages/Home.aspx>. Once a semester in both the Fall and Spring semesters social work faculty will hold presentations regarding the ins and outs of social work certification and licensure.

Substance Abuse Certification in Wisconsin

In order to treat clients with a substance abuse disorder in Wisconsin, state law requires that you complete the requirements for being certified with one of the following credentials.

- Substance Abuse Counselor-in-Training (SAC-IT)
- Substance Abuse Counselor (SAC)
- Clinical Substance Abuse Counselor (CSAC)
- Substance Abuse Specialty Authorization (for Certified or Licensed Social Workers)

The Wisconsin Department of Safety and Professional Services has approved the MSW advanced standing curriculum at UW-Milwaukee, with specific course requirements, as satisfying the pre-certification educational requirements for substance abuse counselors. Students who want to be certified as substance abuse counselors in the state of Wisconsin take the Behavioral and Mental Health

concentration with specific electives. <http://uwm.edu/socialwelfare/academics/substance-abuse-certification-sac/>

School Social Work Certification

In order to provide social work services in a Wisconsin public school system, individuals must be licensed by the Department of Public Instruction (DPI). The Department of Social Work in the Helen Bader School of Social Welfare is an approved program for endorsing students for School Social Work licensure in Wisconsin. Students who wish to seek school social worker licensure choose Children and Families as their area of concentration, and have a set of required electives. Contact Assistant Clinical Professor Tim Schwaller (schwall2@uwm.edu) early in your program so that he can begin a credentials file for you. You will need to complete two semesters of field placement in an elementary, middle or secondary school setting under the supervision of a certified school social worker (done in a fall -spring sequence) and additionally two semesters of field placement in an agency whose major responsibility is to serve children and youth. <http://uwm.edu/socialwelfare/academics/school-social-work/>

Registration and Enrollment

Orientation

The Department of Social Work holds orientation sessions for new students during the late spring. Notification of the time and date will be e-mailed to new students and posted on the applicable social work department web pages. Orientation gives new students an opportunity to become acquainted with the services of the School, ask questions about the program and other concerns, and learn about the field placement process.

Full-time and Part-time

Full-time enrollment consists of 8 or more credits during fall/spring semesters; part-time registration is anything under 8 credits.

You may register for up to 12 credits without overload approval (see the section of the Graduate Handbook titled “Overload approval.”) The system will not allow you register for more than 12 credits without prior approval.

Registration - PAWS

Registration is done online through a campus system known as PAWS. You should already know your campus ID number and epanther ID. If you don't know your campus ID, it will be included in the admission letter you receive from the Graduate School. You access PAWS with your epanther ID.

Beginning in April you should check your PAWS account on a regular basis to find your “registration appointment” time. This is the first time you will be allowed to go into PAWS and actually sign up for classes. You can register any time after this date and time, but not before. You will NOT receive this information via regular mail, so be sure to check your PAWS account on a regular basis.

The official Fall Schedule of Classes will be available on line about March 30 at <http://www4.uwm.edu/schedule/>. Use this to assist you as you register for classes. It is important that you register as soon as possible, either at your assigned appointment time or shortly thereafter. A delay in registration may mean that you will not be able to get the classes you want at the time you want them.

Closed Classes

If your class is closed or full, you will be able to put yourself on a waiting list through PAWS. Do not contact your course instructor! A process will run every night moving students from the wait list into any classes that have available space. Students are placed into classes in the order their names appear

on the list. If you are enrolled in the class from the wait list, you will receive an e-mail message to notify you.

Drop/Add

Most add/drop transactions done prior to the beginning of classes are done on-line and will not require department or instructor signatures. Deadline dates for adding/dropping/withdrawing are listed in the Schedule of Classes and in other places on the UWM web pages. Always double check your schedule on-line the day after you make a change to be certain it went through. You are responsible for the accuracy of your own class schedule.

To make any changes to your schedule after a published deadline, you must file an appeal through the Graduate School in Mitchell 261. Appeal forms (“Request for Exception” forms) are available on-line and the appeal must be supported, in writing, by your faculty advisor, course instructor and/or by the MSW Program Coordinator. It is your responsibility to acquire the necessary forms and signatures as well as any documentation that might be necessary, and to get the forms to the appropriate offices. If you don’t know what to do next, be sure to ask. And remember, this is an appeal and a favorable decision is not guaranteed.

Independent Study

You do not register for independent study on PAWS. You will need to submit a completed add form to the Registrar’s Office in Mellencamp 274. You must have the instructor’s approval on an add form to register for an Independent Reading or Independent Research. Be sure to look up the required section and class ID numbers in the on-line Timetable.

You must have a completed “Application for Independent Study” form signed by the instructor and the MSW Program Coordinator. This form provides a brief description of the work you will do for the independent reading as agreed to by you and the instructor. Only full-time teaching faculty can supervise independent readings. Field liaisons and part-time instructors cannot supervise independent readings.

Policies and Procedures

Academic Appeals Procedure

"A graduate student who receives an adverse decision in an academic matter (e.g., grades, scholastic standing, etc.) may appeal the decision to the appropriate authority within the department, school, or college in which that decision was made." For further information on academic appeals, please refer to the Graduate School Bulletin, and see enclosed Graduate Appeals & Grievance Procedures.

Academic Misconduct

An instructor who intends to accuse a student of academic misconduct (cheating, plagiarism, or otherwise misrepresenting work as one's own) should adhere to the procedures specified in Chapter UWS 14 and the UWM implementation provisions (Faculty Document 1686).

http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm

An instructor who suspects academic misconduct first schedules a meeting with the student to discuss the issue. Subsequent to the meeting, if the instructor feels that academic misconduct has occurred, the instructor may impose sanctions such as failing the assignment, repeating the task, a lowered grade for the assignment, or repeating the course. Sanctions are subject to an appeals process. The Helen Bader School of Social Welfare's "Investigating Officer" functions to review allegations and procedures and make recommendations.

Application for Graduation

The applicant for a Master's Degree must file an application, on PAWS, no later than the end of the second week of instruction of the semester or summer in which the degree is to be granted. If the review of the applicant's record indicates the fulfillment of general Graduate School requirements upon completion of the semester in progress, the application is forwarded to the department for consideration.

Graduating students will be notified of any deficiencies by the Department. If students do not graduate as expected, they must complete another application.

A student must be enrolled for at least 1 graduate credit during the semester of expected graduation. If a student completed all required academic work and is finishing up required hours for a field placement, or finishing up work on an Incomplete from a prior semester, the student would enroll in course 888, "Candidate for Degree." Enrollment in 888 is allowed only if the student is enrolled in no other courses that semester. The credits do not apply to the graduate degree or affect the cumulative grade point average. Credit is not granted for the course, but the student is assessed the equivalent of one credit in fees. The only grade that can be assigned in an 888 course is "S."

Dean's Action

When Dean's approval is required, the "Dean" refers to the Dean of the Graduate School. See the Director of Student Services in Mitchell 261. Dean's signature is required for withdrawal from the University, overload approval, and appeals for late drops and late adds.

Grades

Grades or course status outcomes of D+, D, D-, F+, F, E, I, PI, NC, U, W and WR may not be used toward meeting degree requirements. The P course status designation must be converted to a grade upon the completion of the course requirements.

In addition, social work students are expected to maintain a B average in field and methods courses.

Graduate Credits Outside SW Degree Applicability

The student who takes graduate credits in other departments at UWM while enrolled in the Helen Bader School of Social Welfare Graduate Program must have the credits approved by his or her faculty advisor. Upon recommendation of the advisor, the request is submitted to the MSW Program Coordinator for approval.

If counted toward a conferred graduate degree, credits cannot also be counted toward another graduate degree at UWM. This includes both degree programs from other institutions and from UWM.

Incomplete Policy

An "I" (Incomplete) is assigned by the instructor if the student is unable to finish all the course requirements for the course during the original semester of enrollment. A grade of Incomplete is not automatic and is appropriate only when the following conditions are present:

- A. You have done satisfactory work in a substantial fraction (50% or more) of the course requirements prior to grading time and provide the instructor with evidence of potential success in completing the remaining work.
- B. **Extraordinary** circumstances, **not related to performance in the class**, such as illness or family emergency have prevented you from finishing the course requirements on time.

An Incomplete will not be given to enable you to do additional work to improve a grade.

You are responsible for seeing that the Incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a letter grade (**including an F**) or to a PI (Permanent Incomplete) if you fail to meet the deadline for completion.

Permanent Incomplete. If the instructor does not change the Incomplete to a regular letter grade within one year from assigning the incomplete grade, the Incomplete will lapse to a Permanent Incomplete (PI), whether or not you are enrolled. (A PI is not computed into the grade point average.) The PI symbol cannot be subsequently changed to a regular letter grade. If you have received a PI and want credit for the course, you must register again and complete the designated requirements. **You may not reregister for a course in which an I remains on the transcript.**

You may graduate with a PI provided all degree requirements have been met. All Incompletes (I) must be removed or changed to a PI before you may graduate. You may graduate with PI's on your record, but not with I's.

Overload

You may not register for more than 12 credits in a semester or 9 credits in the eight-week summer session or a total of 12 credits in all sessions between the conclusion of Semester II and the beginning of Semester I. Audit, sport/recreation, and colloquium seminar credits are not counted when determining a graduate student's credit load. Undergraduate credits are counted when determining a graduate student's credit load.

If you are taking undergraduate certification coursework, are making up deficiencies, or have exceptional circumstances resulting in special hardship, you must request an exception from the Graduate School for permission to carry more than the maximum credit load. Only individual student requests are reviewed. Requests for "blanket" approvals for groups of students are not considered.

You must have a cumulative GPA of 3.0 and no outstanding incompletes to be considered for overload approval. Each request must be accompanied by recommendations from the major professor and the MSW Program Coordinator explaining the reasons and justification for the exception.

Your exception request must be submitted to Graduate Student Services, Mitchell 261, before the enrollment period of the semester in question; otherwise, your request will be denied.

If you enroll for more than the maximum credit load without permission, courses will be dropped by the Graduate School to reduce your course load to the maximum allowed.

Repeat Policy

You are allowed to repeat a course once in which a grade of B- or lower was earned. Both attempts remain on your permanent record and both grades are calculated in the graduate grade point average. Only one attempt may be counted toward meeting degree requirements.

Sexual Harassment

Sexual harassment will not be tolerated at the University of Wisconsin-Milwaukee. UWM Faculty Document #1605 clearly states the University's policy on sexual harassment, the procedures to be followed in case of alleged harassment, and a discussion of the implementation and evaluation of the policy. Information is available: <http://www4.uwm.edu/sexualharassment/>

If you feel you are being sexually harassed, contact the Affirmative Action/Equal Opportunity Office, the Dean or Chair of the Social Work Department, or the UWM Sexual Harassment Grievance Committee.

Transfer of Graduate Credit

Graduate coursework taken prior to a student's admission to a UWM master's program and off-campus graduate credit earned after admission **may** be considered for transfer toward the master's degree.

Requirements for transfer include: graduate level work from an accredited institution; coursework must have been taken within 5 years of your first enrolled semester in a degree program; coursework cannot have been used to meet previous degree requirements; a grade of B or better must be earned (B- is not acceptable); coursework must be approved by the Social Work Program. Continuing Education Units (CEU's) are not eligible for transfer.

A student must have a copy of his/her transcript sent directly to the Graduate School and must complete a Transfer of Off-Campus Credit Form, available from the Graduate School, Mitchell 261.

We do not grant course credit for work or life experience.

Withdrawal Policy

Withdrawal is the formal termination of a student's complete registration in all courses for the semester. To simply stop attending classes does not constitute a withdrawal. Withdrawals are not accepted by telephone. You must fill out a withdrawal form or send a letter by certified mail to give notice to the Graduate School of the withdrawal. The postmark date or the date the withdrawal form is received by the Graduate School becomes the effective date. This date determines the amount of fee/tuition that will be assessed. Check the Schedule of Classes for withdrawal deadlines and to determine the effect of withdrawal on your fees.

You may withdraw after the deadline only for reasons other than academic difficulty. You must first file an exception request with Graduate Student Services. If you request withdrawal for medical reasons, you must supply documentation from a physician.

All withdrawals will be noted on your academic record (transcript). Withdrawals after the fourth week of classes remain on your academic record with the course number and title followed by a W symbol.

Please also refer to the Graduate School's Academic Policies and Procedures at:

<http://www.graduateschool.uwm.edu/students/policies>

Student Resources

School and Department

Employment, jobs – Flyers advertising campus positions are often posted throughout Enderis Hall. Some jobs and employment opportunities are posted on the bulletin boards on the 10th floor, to the right off the elevator. However, we encourage employers to use the Career Development Center website for employment opportunities.

Pinning Ceremony – The Helen Bader School of Social Welfare celebrates our graduates with a “pinning” ceremony, the Saturday of graduation in May and December. Attendees are presented with a School pin and their success is celebrated with cake, family, faculty and staff.

Alpha Delta Mu – This is the Honor Society for Social Work students. We sponsor a banquet once each Spring semester to honor and induct students who have met a specific level of academic success in the programs.

Student Social Work Association – This student-led organization sponsors events and projects related to professional development and community service.

NASW – The National Association of Social Work offers student membership rates and represents the professional organization for social workers. The Wisconsin chapter is located in Madison.

University

Career Development Center (CDC) – This is the campus site for information about all types of employment along with resources related to the job-hunting process. <http://cdc.uwm.edu/>

Norris Health Center – The student health center provides assistance for medical and behavioral health issues to all currently enrolled students. <http://www4.uwm.edu/norris>

Accessibility Resource Center – Any UWM student with a disability that restricts one or more of life's major activities may benefit from ARC services. Students are eligible for service through ARC if they are enrolled in the University and can provide documentation of their disability. <http://uwm.edu/arc/>

Writing Center – The UWM Writing Center is available to all writers on campus, with resources and tutoring about writing. <http://www4.uwm.edu/writingcenter/>

Representation on Committees:

Faculty at the Helen Bader School of Social Welfare encourage students to be represented on selected committees of the School and allows voting rights for the students. Through the University of Wisconsin

– Milwaukee, students have representation on the following committees: Social Work Department Faculty, Curriculum Committees, Alpha Delta Mu, and HBSSW Appeals and Grievance.

Appendix 1

Gerontology Concentration RequirementsFoundation Curriculum(required for students **without** a Bachelor's in Social Work (BSW), or with BSW earned over 5 years ago)

		Exemption Exam?*	Previous coursework?
Human Behavior	604, 705	✓	Students may be exempted from Foundation coursework based on classes taken within the past 5 years. Submit syllabi + exemption form to the Dept Chair in first semester.
Policy	750	✓	
Practice	708, 709	NA	
Research	662	✓	
Diversity	665	NA	
Field	721	NA	

*offered July and October of first year.

Advanced Curriculum – Gerontology concentration (34 credits)(for students with a BSW within the past 5 years or after completion of above foundation coursework)

	Direct Practice	Double Concentration
Human Behavior	685	685
Research	793, 794	793, 794
Policy	851	851
Practice (min 8 cr)	711, 811 (aging) + 3rd practice course	711, 811 (aging) + 713, 915 or 813
Electives	6 cr	0-2 cr
Field	722, 821, 822	722, 821, 822 (maybe 921)

Gerontology- Foundation + Advanced Curriculum*Possible part-time schedule:*

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
705 662	750 665	604 708
<u>Fall Yr 2</u>	<u>Spring</u>	<u>Summer</u>
709 721	711 722	793 or 794 Elective
<u>Fall Yr 3</u>	<u>Spring</u>	<u>Summer</u>
685 821	811 aging 851 822	793 or 794
<u>Fall Yr 4</u>		
Elective 3 rd Practice		

Possible full-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
750 662 705 708	665 709 721 604	794 or 793 711 722
<u>Fall Yr 2</u>	<u>Spring</u>	<u>Summer</u>
685 821 Elective	811 – aging 851 822	3 rd practice Elective 793 or 794

Gerontology- Advanced Curriculum Only

Possible part-time schedule

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
685 793 or 794	851 Elective	Elective 793 or 794
711 722	811- aging 821	3 rd practice Elective

Possible full-time schedule

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
711 722 685	811 aging 821 851	822 Elective 793 or 794
793 or 794 3 rd Practice Elective		

Quickest possible full-time schedule

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
711 722 685 793 or 794	811 aging 821 851 Elective	822 Elective 793 or 794 3 rd Practice

Gerontology – Double Concentration – Foundation + Advanced Curriculum

Possible part-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
705 662	750 665	604 708
709 721	711 722	793 or 794 Elect 2 cr
713 821	915 or 813 822	
685 793 or 794	811 aging 851 (2 cr)	

Possible full-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
750 662 705 708	665 709 721 604	794 or 793 711 722 Elect 2 cr
685 821 713 793 or 794	811 – aging 851 – 2 cr 915 or 813 822	

Gerontology – Double Concentration – Advanced Curriculum Only*Possible part-time schedule*

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
713 722	915 or 813 821	822 711
<u>Fall</u> 685 921	<u>Spring</u> 851 aging 811 aging	<u>Summer</u> 793 794

Possible full-time schedule (quickest)

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
713 722 685	915 or 813 821 851 aging	711 822 793 or 794
<u>Fall</u> 811 aging 921 793 or 794 Elective		

Appendix 2

Child and Family Concentration Requirements

Foundation Curriculum

(required for students *without* a Bachelor’s in Social Work (BSW), or with BSW earned over 5 years ago)

		Exemption Exam?*	Previous coursework?
Human Behavior	604, 705	✓	Students may be exempted from Foundation coursework based on classes taken within the past 5 years. Submit syllabi + exemption form to the Dept Chair in first semester.
Policy	750	✓	
Practice	708, 709	NA	
Research	662	✓	
Diversity	665	NA	
Field	721	NA	

*offered July and October of first year.

Advanced Curriculum – Children and Families concentration (34 credits)

(for students with a BSW within the past 5 years or after completion of above foundation coursework)

	Direct Practice	Double Concentration
Human Behavior	771 or 753	771 or 753
Research	793, 794	793, 794
Policy	851	851
Practice (min 8 cr)	711, 811 (ch/fam) + 3rd practice course	711, 811 (ch/fam) + 713, 915 or 813
Electives	6 cr	0-2 cr
Field	722, 821, 822	722, 821, 822 (maybe 921)

Child and Family – Foundation + Advanced Curriculum

Possible part-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
705 662	750 665	604 708
<u>Fall Yr 2</u> 709 721	<u>Spring</u> 711 722	<u>Summer</u> 793 or 794 Elective
<u>Fall Yr 3</u> 771 or 753 821	<u>Spring</u> 811 fam 822 851	<u>Summer</u> 793 or 794
<u>Fall Yr 4</u> Elective 3 rd Practice		

Possible full-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
750 662 705 708	665 709 721 604	794 or 793 711 722
<u>Fall Yr 2</u> 771 or 753 821 811 fam	<u>Spring</u> Elective 851 822	<u>Summer</u> 3 rd Practice Elective 793 or 794

Child and Family – Advanced Curriculum Only

Possible part-time schedule

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
793 or 794 771 or 753	851 Elective	793 or 794 Elective
<u>Fall</u> 711 722	<u>Spring</u> 811 Fam 821	<u>Summer</u> 3 rd Practice 822

Possible full-time schedule

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
711 722 771 or 753	811 fam 821 851	822 Elective 793 or 794
<u>Fall</u> 793 or 794 3 rd Practice Elective		

Quickest possible full-time schedule

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
711 722 771 or 753 793 or 794	811 fam 821 851 Elective	822 Elective 793 or 794 3 rd Practice

Child and Family – Double Concentration – Foundation + Advanced Curriculum

Possible part-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
705 662	750 665	604 708
<u>Fall Yr 2</u> 709 721	<u>Spring</u> 711 722	<u>Summer</u> 793 or 794 Elect 2 cr
<u>Fall Yr 3</u> 713 821	<u>Spring</u> 915 or 813 822	
<u>Fall Yr 4</u> 771 or 753 793 or 794	<u>Spring</u> 811 fam 851	

Possible full-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
750 662 705 708	665 709 721 604	794 or 793 711 722 Elect 2 cr
<u>Fall Yr 2</u> 771 or 753 821 713 793 or 794	<u>Spring</u> 811 – fam 851 915 or 813 822	

Child and Family – Double Concentration – Advanced Curriculum Only*Possible part-time schedule:*

<u>Fall</u> 711 722	<u>Spring</u> 821 811	<u>Summer</u> 753 or 771 793 or 794
<u>Fall</u> 713 822	<u>Spring</u> 915 or 813 921 851	<u>Summer</u> 793 or 794

Possible full-time schedule (quickest):

<u>Fall</u> 713 722 753 or 771	<u>Spring</u> 813 or 915 821 851	<u>Summer</u> 711 822 793 or 794
<u>Fall</u> 811 fam 921 793 or 794		

Appendix 3

Behavioral Health & Mental Health Concentration RequirementsFoundation Curriculum(required for students **without** a Bachelor's in Social Work (BSW), with BSW earned over 5 years ago)

		Exemption Exam?*	Previous coursework?
Human Behavior	604, 705	✓	Students may be exempted from Foundation coursework based on classes taken within the past 5 years. Submit syllabi + exemption form to Dept Chair in first semester.
Policy	750	✓	
Practice	708, 709	NA	
Research	662	✓	
Diversity	665	NA	
Field	721	NA	

*offered July and October of first year.

Advanced Curriculum – Behavioral Health & Mental Health concentration (34 credits)

(for students with a BSW within the past 5 years or after completion of above foundation coursework)

	Direct Practice	Double Concentration
Human Behavior	753	753
Research	793, 794	793, 794
Policy	851	851
Practice (min 8 cr)	711, 811 (beh) + 3 rd practice course	711, 811 (beh) + 713, 915 or 813
Electives	6 cr	0-2 cr
Field	722, 821, 822	722, 821, 822 (maybe 921)

Behavioral Health & Mental Health – Foundation + Advanced Curriculum*Possible part-time schedule:*

Fall Yr 1	Spring	Summer
705	604	750
662	665	708
Fall Yr 2	Spring	Summer
709	711	793 or 794
721	722	Elective
Fall Yr 3	Spring	Summer
753	811 beh	793 or 794
821	822	3 rd Practice
Fall Yr 4		
Elective		
851		

Possible full-time schedule:

Fall Yr 1	Spring	Summer
750	665	794 or 793
662	709	711
705	721	722
708	604	
Fall Yr 2	Spring	Summer
753	Elective	3 rd Practice
821	851	Elective
811 beh	822	793 or 794

Behavioral Health & Mental Health – Advanced Curriculum Only

Possible part-time schedule:

<u>Fall</u> 793 or 794 753	<u>Spring</u> 851 Elective	<u>Summer</u> 793 or 794 Elective
<u>Fall</u> 711 722	<u>Spring</u> 811 beh 821	<u>Summer</u> 3 rd Practice 822

Possible full-time schedule:

<u>Fall</u> 711 722 753	<u>Spring</u> 811 beh 821 851	<u>Summer</u> 822 Elective 793 or 794
<u>Fall</u> 793 or 794 Practice Elective		

Quickest possible full-time schedule:

<u>Fall</u> 711 722 753 793 or 794	<u>Spring</u> 811 beh 821 851 Elective	<u>Summer</u> 822 Elective 793 or 794 3 rd Practice
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Behavioral Health & Mental Health – Double Concentration – Foundation + Advanced Curriculum

Possible part-time schedule:

<u>Fall Yr 1</u> 705 662	<u>Spring</u> 750 665	<u>Summer</u> 604 708
<u>Fall Yr 2</u> 709 721	<u>Spring</u> 711 722	<u>Summer</u> 753 Elect 2 cr
<u>Fall Yr 3</u> 713 821	<u>Spring</u> 915 or 813 822	<u>Summer</u> 811 beh 793 or 794
<u>Fall Yr 4</u> 793 or 794 851		

Possible full-time schedule:

<u>Fall Yr 1</u> 750 662 705 708	<u>Spring</u> 665 709 721 604	<u>Summer</u> 794 or 793 711 722 Elect 2 cr
<u>Fall Yr 2</u> 753 821 713 793 or 794	<u>Spring</u> 811 beh 851 915 or 813 822	

Behavioral Health & Mental Health – Double Concentration – Advanced Curriculum Only*Possible part-time schedule:*

<u>Fall</u> 753 851	<u>Spring</u> 711 722	<u>Summer</u> 821 811 beh
<u>Fall</u> 713 822	<u>Spring</u> 915 or 813 921	<u>Summer</u> 793 794

Possible full-time schedule (quickest):

<u>Fall</u> 713 722 753	<u>Spring</u> 915 or 813 821 851	<u>Summer</u> 711 822 793 or 794
<u>Fall</u> 811 beh 921 793 or 794		

Appendix 4

Physical Health Concentration RequirementsFoundation Curriculum(required for students **without** a Bachelor's in Social Work (BSW), or with BSW earned over 5 years ago)

		Exemption Exam?*	Previous coursework?
Human Behavior	604, 705	✓	Students may be exempted from Foundation coursework based on classes taken within the past 5 years. Submit syllabi + exemption form to the Dept Chair in first semester.
Policy	750	✓	
Practice	708, 709	NA	
Research	662	✓	
Diversity	665	NA	
Field	721	NA	

*offered July and October of first year.

Advanced Curriculum – Physical Health concentration (34 credits)(for students with a BSW within the past 5 years or after completion of above foundation coursework)

	Direct Practice	Double Concentration
Human Behavior	753 or 771 or 685	753 or 771 or 685
Research	793, 794	793, 794
Policy	851	851
Practice (min 8 cr)	711, 811 (health) + 3rd practice course	711, 811 (health) + 713, 915 or 813
Electives	6 cr	0-2 cr
Field	722, 821, 822	722, 821, 822 (maybe 921)

Health – Foundation + Advanced Curriculum*Possible part-time schedule:*

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
705 662	750 665	604 708
<u>Fall Yr 2</u> 709 721	<u>Spring</u> 711 722	<u>Summer</u> 793 or 794 Elective
<u>Fall Yr 3</u> 753/771/685 821	<u>Spring</u> 811 health 822	<u>Summer</u> 793 or 794 3 rd Practice
<u>Fall Yr 4</u> Elective 851		

Possible full-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
750 662 705 708	665 709 721 604	794 or 793 711 722
<u>Fall Yr 2</u> 753/771/685 821 Elective	<u>Spring</u> 811 health 822 822	<u>Summer</u> 3 rd Practice Elective 793 or 794

Health – Advanced Curriculum Only

Possible part-time schedule:

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
793 or 794 753/771/685	851 Elective	Elective 793 or 794
711 722	811 Health 821	3 rd Practice 822

Possible full-time schedule:

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
711 722 753/771/685	811 health 821 851	822 Elective 793 or 794
793 or 794 3 rd Practice Elective		

Quickest possible full-time schedule:

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
711 722 753/771/685 793 or 794	811 health 821 851 Elective	822 Elective 793 or 794 3 rd Practice

Health – Double Concentration – Foundation + Advanced Curriculum

Possible part-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
705 662	750 665	604 708
709 721	711 722	793 or 794 Elect 2 cr
713 821	813 822 811 health	793 or 794 753/771 851

Possible full-time schedule:

<u>Fall Yr 1</u>	<u>Spring</u>	<u>Summer</u>
750 662 705 708	665 709 721 604	794 or 793 711 722 Elect 2 cr
753/771/685 821 713 793 or 794	811 health 851 813 822	

Health – Double Concentration – Advanced Curriculum Only

Possible part-time schedule

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
753/771/685 851	711 722	821 793 or 794
713 822	915 or 813 921 811 health	793 or 794

Possible full-time schedule (quickest):

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
713 722 753/771/685	915 or 813 821 811 health	711 822 793 or 794
851 921 793 or 794		

Appendix 5

Community & Organizational Leadership Concentration RequirementsFoundation Curriculum(required for students **without** a Bachelor's in Social Work (BSW), or with BSW earned over 5 years ago)

		Exemption Exam?*	Previous coursework?
Human Behavior	604, 705	✓	Students may be exempted from Foundation coursework based on classes taken within the past 5 years. Submit syllabi + exemption form to the Dept Chair in first semester.
Policy	750	✓	
Practice	708, 709	NA	
Research	662	✓	
Diversity	665	NA	
Field	721	NA	

*offered July and October of first year.

Advanced Curriculum – Community & Organizational Leadership concentration (34 credits)

(for students with a BSW within the past 5 years or after completion of above foundation coursework)

	Community/Organizational Leadership
Human Behavior	753 or 771 or 685
Research	793, 794
Policy	851
Practice (min 8 cr)	713, 915 or 813 + 3 rd practice course
Electives	6 cr
Field	722, 821, 822

Community & Organizational Leadership – Foundation + Advanced Curriculum*Possible part-time schedule:*

Fall Yr 1	Spring	Summer
705 662	750 665	604 708
Fall Yr 2 709 721	Spring Elective 851	Summer 793 or 794 Elective
Fall Yr 3 713 722	Spring 915 or 813 821	Summer 822 793 or 794
Fall Yr 4 753/771/685 3 rd Practice		

Possible full-time schedule:

Fall Yr 1	Spring	Summer
750 662 705 708	665 709 721 604	794 or 793 Elective 851
Fall Yr 2 753/771/685 713 722	Spring Elective 915 or 813 821	Summer 3 rd Practice 822 793 or 794

Community & Organizational Leadership – Advanced Curriculum Only*Possible part-time schedule:*

<u>Fall</u> 793 or 794 753/771/685	<u>Spring</u> 851 Elective	<u>Summer</u> Elective 793 or 794
<u>Fall</u> 713 722	<u>Spring</u> 915 or 813 821	<u>Summer</u> 3 rd Practice 822

Possible full-time schedule:

<u>Fall</u> 713 722 753/771/685	<u>Spring</u> 915 or 813 821 851	<u>Summer</u> 822 Elective 793 or 794
<u>Fall</u> 793 or 794 3 rd Practice Elective		

Quickest possible full-time schedule:

<u>Fall</u> 713 722 753/771/685 793 or 794	<u>Spring</u> 915 or 813 821 851 Elective	<u>Summer</u> 822 Elective 793 or 794 3 rd Practice
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Appendix 6

Expectations for Student Performance

Students in the Social Work Programs are expected to maintain the standards established by the Department of Social Work, the University, and the Social Work profession. These standards reference Academic and Non-academic performance along with expectations around Academic Integrity.

I. Academic Performance

Students in the Department of Social Work are expected to successfully complete all required courses and maintain a minimum GPA of 2.0 for undergraduate students and a 3.0 for graduate students.

Students must achieve no less than a B in field and methods courses.

II. Non-academic Performance

Because social work is a professional degree, meeting standards for Academic Performance is necessary but not sufficient to ensure continuation in our social work programs. Students are additionally expected to demonstrate professional behavior that reflects adherence to professional standards around conduct and the values/ethics of the profession.

III. Academic Integrity

Students in the Department of Social Work are expected to comply with UWM's policy on Academic Integrity. Violations of Academic Integrity constitute academic misconduct, most frequently plagiarism and cheating. Sanctions may include, but are not limited to, failure on an assignment, failure in a course, and/or dismissal from the program.

Performance Review

Any student who fails to meet the expectations of the social work program will be subject to review. In general, the intent of such a review is to identify possible corrective actions that would facilitate successful completion of the program.

The types of issues that would warrant a request for a student review by a faculty member could include, but are not limited to:

- Conduct that is not congruent with the values and ethics of the social work profession.
- Failure to adhere to UWM policies, agency policies, or professional standards
- Failure to communicate effectively, both verbally and in written form
- Inadequate academic performance
- Unprofessional interactions or relationships with faculty, staff, students, peers, and field agency staff and clients.
- Consistent pattern of unprofessional behavior.

- Behavior that interferes with the functioning of others in academic and professional settings.

Review Process

The review process presented is not necessarily sequential; the faculty member may choose a level for review that is appropriate to the behavior or issue of concern.

Level 1 Review

Level 1 review: meeting with faculty and student

When a faculty member becomes concerned about a student, she/he has a couple of options to address the concern at this level. The options are not presented as incremental; faculty member may choose which option seems most appropriate to the situation.

- 1) Option 1: meet with the student, discuss the behavior of concern, and discuss solutions. No follow-up needed if this is sufficient to resolve the concern.
- 2) Option 2: meet with the student, discuss the behavior of concern, and discuss solutions. Follow-up with an email to the student summarizing the conversation and the expectations. If warranted, copy the Department Chair on the email.
- 3) Option 3: meet with the student, discuss the behavior of concern, and complete a contract that details the resolution agreed upon, signed by the student and faculty member. Indicate on contract whether Department Chair will be receiving a copy of the contract.

Level 2 Review

Level 2 review: meeting with student, Department Chair, relevant faculty

At this level, the Department Chair is included in meetings with the student; also, meetings and outcomes are documented. Level 2 is initiated:

- 1) By the Department Chair after receiving two or more formal or informal contracts related to a student. The Department Chair will meet with the student and the relevant faculty member(s).
- 2) By the faculty member when concerns have not been resolved at Level 1. This meeting is with the faculty member, student, and Department Chair.
- 3) By either a faculty member or the Department Chair when a student is out of compliance with University Standards or policies. This meeting is with the faculty member, student, and Department Chair.

- 4) By the Department Chair after a graduate student has received two grades of C or two Incompletes in the program. This review may only be a transcript review initially but could be followed by a meeting with the student and Department Chair

Level 2 review response:

The outcome of a Level 2 review could include any or all of the following:

- 1) Probationary status with a timeline for a follow-up review
- 2) An academic and/or non-academic remediation plan with specific expectations and a timeline for completion
- 3) Recommendation for review by the Faculty Review Panel

Level 3 Review

Level 3 review: meeting with Faculty Review Panel (FRP)

At this level, a review occurs with FRP because dismissal from the program is an option for reasons of Academic Performance or Non-academic Performance. This level review can be initiated for the following types of situations:

- 1) Because the behavior is sufficiently egregious to warrant consideration of dismissal from the program.
- 2) When a student's GPA is 2.5 or less (graduate) or 1.5 (undergraduates). A GPA that is 2.5-3.0 for graduate students or 1.5-2.0 for undergraduates can be reviewed by the Department Chair.
- 3) When concerns about student behavior and performance have not been adequately resolved at previous levels.

Level 3 review response:

The outcome of a review by the Faculty Review Panel (FRP) could include any of the following:

- 1) Permit student to continue in the program without contingencies
- 2) Permit student to continue in the program with contingencies for continuation (examples: time limits; additional coursework; evidence of ability to function; a plan of academic or non-academic expectations; requirements for monitoring)
- 3) Permit student to continue in the program by suspending or waiving a department requirement
- 4) Recommend dismissal from the program

May 19, 2010

Appendix 7

HELEN BADER SCHOOL OF SOCIAL WELFARE
DEPARTMENT OF SOCIAL WORK
GRADUATE PROGRAM

FACULTY REVIEW PANEL

A Faculty Review Panel comprised of three faculty members will be appointed by the Social Work Department Chair each academic year. The Panel will be charged with reviewing 1) students recommended for dismissal and 2) applicants for re-entry to the MSW program.

STUDENT DISMISSAL POLICIES & PROCEDURES

Students may be dismissed from the graduate program for any one of the following reasons:

1. Any student whose GPA falls below the minimum 3.0 may be recommended for dismissal from the Master's Program in Social Work.
2. Students who are admitted to this program on probation and whose GPA falls below 3.0 in any given semester may be recommended for dismissal unless they can provide reasons for their substandard performance, and unless they can demonstrate their capacity to meet minimum standards of performance in the future.
3. Students whose performance in a field placement is unsatisfactory and/or who receive a grade of less than "B" in the placement may be recommended for dismissal from the program.
4. Any students whose performance in a methods course is unsatisfactory and who receive a grade of less than "B" in a methods course (SW 708, 709, 711, 713, 811, 915, 820) may be recommended for dismissal.
5. When seeking a field placement, students who are rejected for placement by three or more agencies for reasons that relate to their appropriateness or their readiness for placement may be recommended for dismissal from the program.
6. Students whose general performance is viewed as nonprofessional may be recommended for dismissal from the Graduate Social Work Program.

PROCEDURES

1. Students subject to academic dismissal are referred to the Department Chair by the faculty/staff. All issues related to field performance will be referred to the Department Chair by the Field Director. All referrals to the Department Chair should include a recommendation and appropriate documentation. Faculty/staff may request to be present at the meeting of the Faculty Review Panel.

2. Within ten days of receiving a referral for possible dismissal, the Department Chair shall review the materials to confirm that the situation is a possible dismissal. If the situation does involve one of the above policies relating to dismissal, the Department Chair will forward a referral, in writing, to the Faculty Review Panel with copies to the student and his/her faculty advisor.
3. The student may choose to submit evidence in writing of his/her ability to meet the performance standards of the program. All materials shall be submitted to the Department Chair and made available to the Review Panel prior to the scheduled meeting. The student may request to be present at the meeting of the Faculty Review Panel.
4. The Faculty Review Panel will convene in a timely manner to review available materials and determine whether to request additional written materials and/or the presence of the student, faculty, and/or staff.
5. The Panel will prepare a written report of their recommendation to the Department Chair for appropriate action.
6. The Department Chair will review the recommendations and reach a determination on the student's status in the program.
7. In those cases where the Department Chair recommends academic dismissal, the student has the option of submitting a request to be reviewed by the Appeals Committee, (which represents step two in the graduate appeals process).
8. Following an appeals review, the Appeals Committee will notify the student and the Department Chair in writing of their final decision regarding the student's academic status.
9. In those cases where academic dismissal from the Graduate Social Work Program is not recommended, the Department Chair will notify the faculty advisor and designated staff regarding responsibilities for monitoring the future performance of the student.
10. In those cases where academic dismissal from the Graduate Social Work Program is recommended, the Department Chair will forward a recommendation for dismissal to the Graduate School.

RE-ENTRY APPLICATIONS

A student who was not in good standing in the MSW program will need to have their re-application reviewed by the Panel for a recommendation regarding re-entry. The re-entry application of students in good standing is automatically accepted.

PROCEDURES

1. The Faculty Review Panel will convene in a timely manner to review available materials and determine whether to request additional written materials and/or the presence of the student, faculty, and/or staff
2. The student may choose to submit evidence in writing of his/her ability to meet the performance standards of the program. All materials shall be submitted to the Department Chair and made available to the Review Panel within 10 working days prior to the scheduled meeting.
3. The Panel will prepare a written report of their recommendation to the Department Chair for appropriate action.
4. The Department Chair will review the recommendations and reach a determination on the student's status in the program.
5. In those cases where the Department Chair denies re-entry to the MSW program, the student has the option of submitting a request to be reviewed by the Appeals Committee, (which represents step two in the graduate appeals process).
6. Following an appeals review, the Appeals Committee will notify the student, the Department Chair, and the Graduate School in writing of their final decision regarding the student's academic status.

Approved November 2, 2005

Appendix 8

**UNIVERSITY OF WISCONSIN-MILWAUKEE
HELEN BADER SCHOOL OF SOCIAL WELFARE****STUDENT GRIEVANCE AND GRADE APPEAL PROCEDURES**

FORMAL GRIEVANCE/GRADE APPEAL PROCEDURE

STEP ONE

The student appeals in writing to the faculty member or the faculty/staff body responsible for the decision within **30 working days** of the action which prompts the appeal or grievance. The faculty member or the faculty/staff body will provide a written statement of the reason for the decision. Students are encouraged to contact their faculty advisor for assistance regarding the appeals process.

STEP TWO

If the student is dissatisfied with the outcome of STEP ONE, the student may continue the appeal by submitting a written Statement of Appeal to the HBSSW Student Grievance and Grade Appeal Committee (SGGAC) within **10 working days** of the STEP ONE decision. The Statement of Appeal must contain:

- Relevant facts surrounding the appeal/grievance, such as which policies or syllabus guidelines were violated
- The solution sought or the actions that will resolve the problem to the student's satisfaction
- Any evidential and supporting documentation

The HBSSW Appeals and Grievance Committee will review the materials to determine whether presented materials are in good order. If not, the Committee may return the materials to the student. If materials are complete, the Committee may decide to 1) conduct a hearing or 2) render a decision based on the materials submitted by the student. A student may request a hearing with the Committee. Within **10 working days** of receiving the written appeal materials, the Committee will inform the student in writing of its decision regarding a hearing.

The expectation is that the Committee will not substitute its judgment for that of the faculty when the merits of a student's work are involved. The obligation of the Committee is to determine whether the student was treated fairly and not to evaluate whether the assigned grade was justified. Further, grading is often relative to the course and the overall performance of all the students enrolled in the course.

STEP THREE

If the STEP TWO decision is not acceptable to the student, he or she may:

- Graduate Students: appeal to the Associate Dean of the Graduate School within **10 working days** from the date of the decision by the Appeals and Grievance Committee. The Associate Dean will review all documents and supporting material and makes a recommendation to the Dean of the Graduate School, who makes the final decision.

- Undergraduate Students: appeal to the Dean of the Helen Bader School of Social Welfare within **10 working days** from the date of the decision by the Appeals and Grievance Committee. The Dean will review all documents and supporting material make the final decision.

HEARING PROCEDURE

A request by a student for a hearing will be screened initially by the Appeals and Grievance Committee within ten working days upon receipt of request. A request for a hearing may be rejected for any of the following reasons:

1. The complaint is outside the jurisdiction of the Appeals and Grievance Committee;
2. The issue was not made within the time limits specified and is without a reasonable argument for a time extension;
3. No remedy is available for the Committee to recommend that would address the issue
4. The substance of the appeal/grievance or the supporting evidence is not sufficient to warrant further consideration by the Committee

If a hearing is deemed necessary by the Appeals and Grievance Committee, the following procedures will apply:

- A. When a hearing is deemed necessary, the Committee chair shall immediately notify the faculty or faculty/staff body and provide a copy of the appeal. The chair shall set a hearing date taking into consideration the scheduling requirements of all parties. The chair shall notify all parties by mail of the time and place of the hearing and of the hearing procedures.
- B. In extenuating circumstances, the Committee may waive the time limits by a majority vote of the members present at the initial screening of the appeal/grievance.
- C. The faculty may submit to the chair of the Committee a written answer to the appeal at least **5 working days** prior to the hearing.
- D. The student and the faculty may choose to be present at the hearing. All parties have a right to be present at the hearing. The student and the faculty may be each accompanied by one person. That person is welcome to advice and counsel but may not otherwise participate in the hearing. It is important to remember that the appeal procedures are primarily administrative in nature and are part of the educational process as distinguished from the judicial process.
- E. If one of the parties does not appear at the hearing, the hearing shall proceed and the committee may reach a decision on the basis of the written materials submitted to or obtained by the committee before the hearing and the verbal or written materials presented at the hearing. If a party notifies the chair prior to the meeting that appearance at the meeting will be impossible, the chair may postpone the hearing and set a new hearing date, within **15 working days** of the original hearing date.
- F. The hearing will be open unless action is taken by the Appeals Committee to close the meeting in accord with Wis. Stat. 19.85.
 - a. Closed Session/Meetings

Closed meetings are defined under Wisconsin Statute s. 19.85. A closed session occurs when only members of the body are permitted to be in attendance. Section 19.85 (d) allows for a closed session when personnel matters are being considered or discussed by the committee. If the committee will be meeting in closed session, a motion must be made to move into closed session pursuant to Wisconsin Statute s. 19.85 and the motion to be considered must be stated. A roll call/ballot vote is then taken and recorded.

To go into closed session, the following steps must be taken:

- The committee must first convene in open session
- A member of the committee must move that the group convene in closed session stating the nature of the business to be considered
- The chair must reiterate the nature of the business to be considered in closed session and cite the relevant statute that provides authority for the closed session (Wisc. Stats. 19.85)
- The motion to go into closed session must be passed by majority vote of those present.
- The vote of each member on the motion to close the session must be ascertained and recorded in the meeting's minutes.
- The contents of the announcement to go into closed session must be noted in the minutes

- G. The chair of the SGGAC will have full charge of the decorum of the hearing. The student may present one witness at a time. The faculty member may present one witness at a time. Upon recognition by the chair, committee members may question witnesses. Unless a majority of the committee votes to extend the hearing, no hearing shall last more than two hours.
- H. Student and faculty shall be afforded equal time to provide information to substantiate their claims.
- I. Upon the close of the hearing, the committee, if meeting in open session, may entertain a motion to close the session for deliberation under Wis. Stat. 19.85 (1)(a) or Wis. Stat. 19.85 (1)(c), or if meeting in closed session under Wis. Stat. 19.85 (1)(f), shall excuse the parties to deliberate the issues.
- J. The decision of the committee on the appeal shall be by simple majority vote. Members of the committee shall apply fair professional and academic standards in reaching a decision.
- K. The committee may recommend the redress sought by the appellant, may reject the appeal, or may recommend a different remedy than that sought by the appellant. All decisions of the Appeals and Grievance Committee are advisory only and are not authoritative or binding.
- L. For complaints related to faculty performance, the Committee will prepare a report consisting of facts and conclusions and the applicability of professional and academic standards. The report may include a recommendation for a suggested remedy. The hearing report should be sent to:

- a. the parties involved
 - b. the Dean
 - c. the Executive Committee of the faculty member's department.
- M. Reports addressing complaints related to curriculum or course content should be sent to the Department Faculty.
- N. Appeal and Grievance materials and proceedings are considered confidential.

COMMITTEE COMPOSITION

This committee is composed of five tenured faculty members appointed by the Dean of the Helen Bader School of Social Welfare; and four students shall be appointed from each of the School's programs, criminal justice and social work, two from each program at the undergraduate and graduate levels.

Terms are overlapping, two year terms, including summers.

COMMITTEE GOVERNANCE

- A. Quorum
The presence of three faculty and two student members are required in order to conduct all committee business. A simple majority vote is required for deciding issues related to an appeal or grievance and the ultimate decision in the appeal or grievance.
- B. Chair
The Chair shall be elected by the committee from among those serving on the committee. At the end of the academic year, if the chair is not a continuing member, a convener will be designated to assure that all pending committee business is handled in a timely fashion until a chair is selected.
- C. Conflicts of Interest
Individual committee members with a perceived conflict of interest regarding a particular appeal shall not sit on the committee as it conducts business concerning that appeal. The Dean of the Helen Bader School of Social Welfare shall appoint a tenured faculty member to serve as an alternate to participate in all business concerning that appeal or grievance. The Dean shall determine that the alternate faculty member has no conflict of interest with the specific case.

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