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MSW Handbook

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Helen Bader
School of Social Welfare
Department of Social Work



Contents

Mission of the Department of Social Work	3
Introduction	4
Accreditation	4
Professional Expectations of Students	4
Credit for Life or Work Experience	4
Criteria for Advanced Standing	5
Grades	5
Curriculum	6
Foundation Curriculum	6
Advanced Curriculum	7
Field Instruction	11
Graduate Certificate Programs	12
Educational Tracks Leading to State Certification in Wisconsin	14
Registration and Enrollment	16
Policies and Procedures	18
Student Resources	24
Appendix 1	25
Appendix 2	29
Appendix 3	32

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 and Criminology. The School's mission is to improve lives and strengthen 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 the MSW curriculum being anchored in core courses for all MSW students that build knowledge and skills in crucial advanced social work competencies related to social work practice with individuals, families, groups, organizations and communities, as well as knowledge and skills in the areas of social welfare policy, social justice, and evaluation of practice and programs. Beyond the curriculum core, students may build a pathway of emphasis for their MSW Degree in areas related to child and family well-being, behavioral and mental health, gerontology, physical health, school social work, clinical social work, trauma-informed care, and substance abuse counseling. Alternately students can build a pathway with varied electives of their choice to broaden and diversify their knowledge and skills across multiple areas of advanced social work practice.

The values of this curriculum align with the mission and goals of the UWM Social Work Department 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 advanced generalist practitioners who may additionally become prepared to develop specialized practice skills through various elective pathways, field placement training and certificate and certification programs.
- 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 to resolve special situations students may encounter. 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 <https://uwm.edu/graduateschool/academic-policies-procedures/>.

Accreditation

The Master of Social Work (MSW) Program at UWM is accredited by the Council on Social Work Education (CSWE) <https://www.cswe.org/> The educational policy and curriculum standards of the MSW Program are in accordance with the professional competencies and other requirements of CSWE.

Professional Expectations of Students

Appendix 6 contains the *Expectations for Student Performance* policies. In addition to the University and Graduate School expectations, students must conform to the National Association of Social Workers (NASW) Code of Ethics <https://www.socialworkers.org/About/Ethics>

Credit for Life or Work Experience

Per the standards of the Council on Social Work Education (CSWE), the MSW Program at UWM does not grant course credit for life experience or previous work experience.

Criteria for Advanced Standing

Advanced Standing is awarded to all new students entering the MSW Program who have earned a bachelor's degree in Social Work from a CSWE-accredited program **within 5 years** of the start of the MSW Program. Advanced Standing is also awarded to bachelor's graduates of degree programs recognized through CSWE's International Social Work Degree Recognition and Evaluation Services, where the bachelor's degree was earned **within 5 years** of beginning the MSW Program. The MSW Program also grants Advanced Standing to graduates of programs covered by a CSWE memorandum of understanding with international social work accreditors (currently only with Canada's CASWE) when the bachelor's degree from that program was awarded **within 5 years** of starting the MSW Program.

Grades

UWM graduate students must maintain a 3.0 cumulative GPA. A student whose cumulative GPA falls below 3.0 will be required to seek the Graduate School Dean's permission to continue as a student at UWM in collaboration with the MSW Program Coordinator. Graduate students whose term GPA falls below 3.0, but for whom the cumulative GPA remains above 3.0 will have an Academic Warning placed on their official University record.

Social Work graduate students must earn a grade of B or better in every semester of Field Instruction (721, 722, 821, 822 and/or 921) as well as practice methods courses (708, 709, 711, 712, 811). Grades below B in any of these courses will result in the need for the student to repeat the course.

Curriculum

Foundation Curriculum

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	604G	3 cr
Social Welfare Research Methods	662G	3 cr
Cultural Diversity and Social Work	665G	3 cr
Individual Behavior and Social Welfare	705	3 cr
Social Work Methods I	708	3 cr
Social Work Methods II	709	2 cr
Social Welfare Policy Development & Implementation	750	2 cr
Field Instruction	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 must obtain a B or better in SW 708, 709, and 721.
 - b. MSW students must 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. See MSW web page for Exemption Request Form.
3. Successfully pass a Waiver/Exemption Exam.
 - a. Exams are offered in July and September/October each year, must be taken within your first year of admission, and may not be re-taken.
 - b. Exams are available for SW 604G, SW 662G, SW 705, and SW 750.

Per the standards of the Council on Social Work Education (CSWE), we cannot grant course credit for life experience or previous work experience.

Advanced Curriculum

The MSW Advanced Curriculum is designed to prepare students for advanced-level professional social work practice. Once students have completed or satisfied through exemption the Professional Foundation requirements, they may take coursework in the Advanced Curriculum.

The Advanced Curriculum is anchored in core courses that build generalist knowledge and skills in crucial advanced social work competencies related to social work practice with individuals, families, groups, organizations, and communities, as well as knowledge and skills in the areas of social welfare policy, social justice, and evaluation of practice and programs. Beyond the curriculum taken by all MSW students, students choose electives that build a pathway of emphasis for their MSW degree in areas related to child and family well-being, behavioral and mental health, gerontology, physical health, school social work, clinical social work, trauma-informed care, and substance abuse counseling. Alternately, students can build a pathway with varied electives of their choice to broaden and diversify their knowledge and skills across multiple areas of advanced social work practice.

Student collaboration with an MSW Advisor is critical for developing a course plan that incorporates the student's elective pathway of interest. Please note some pathways that are tied to State of Wisconsin credentials such as Licensed Clinical Social Work (LCSW), Substance Abuse Counseling (SAC) or School Social Work have specialized, specific requirements, and offer less elective choice to meet the credential standards. Students should consult with an MSW Advisor to ensure their course plan includes the credential-required courses.

The minimum 34 Advanced Curriculum credit requirements are distributed as follows:

Advanced Generalist Core	12 credits
711 Direct Practice I 3 cr	
712 Advanced Practice and Leadership in Organizations and Communities 3 cr	
795 Evaluation of Social Work Practice and Programs 3 cr	
851 Social Issue and Policy Analysis 3 cr	
Field Instruction	9 credits
722 Field Instruction II 3 cr	
821 Field Instruction III 3 cr	
822 Field Instruction IV 3 cr	
Electives (selected by student)	13 credits*
	34 credits

*Some Wisconsin state credential pathways will have requirements above this credit minimum, consult with an Advisor for details.

The master's degree capstone requirement is satisfied by SOC WRK 822 (Field Instruction IV).

Advising and Course Planning

Academic Advising

The primary MSW Advisor is Matt Steigerwald steiger2@uwm.edu. Added advising support can be accessed with MSW Program Coordinator Amy Kirby kirby@uwm.edu or with a peer advisor appointed by the MSW Program. For general MSW advising inquiries or to schedule a meeting, e-mail maw-advising@uwm.edu. The inquiry, question, or meeting request will be triaged to the proper person to help.

Courses must be taken in the proper sequence and pre-requisite requirements are enforced. **Be sure to meet with an MSW Advisor to develop your course plan.** An advisor can help you understand the full scope of the MSW elective pathway options and how to select courses that best align with your career goals and interests.

Professional Development Advising

MSW Program faculty do not advise students on course sequencing and develop course plans with them, but faculty are available to all MSW students for professional development advising. Faculty are available to help students to understand the broader field of social work, gain insights into various populations, practice and research areas, and consider the student's own professional goals and skill development. Students can self-select and reach out to faculty whose areas of practice and/or research interests match the student's interests. The MSW Advisor or MSW Coordinator can help students match with or access a faculty member for professional development advising if desired. More information about faculty and staff areas of expertise can be found on these HBSSW web pages:

<https://uwm.edu/socialwelfare/people/>

<https://uwm.edu/socialwelfare/faculty-and-staff-areas-of-interest/>

Degree Credits

The MSW Program requires a minimum of 34 graduate credits for students admitted as Advanced Standing. Students may be required to complete up to 22 additional credits to fulfill the Professional Foundation, for a total of 56 credits. Course work taken as the Professional Foundation (see above) cannot be counted as part of the 34 Advanced Curriculum credits.

Full-time and Part-time Course Plans

Course plans are individualized based on the student's status as either Advanced Standing or Professional Foundation, the rotation of annual course offerings, a student's desired pace through the program, and their chosen elective pathway. Both full-time and part-time course plans can be accommodated. Students can transition between full-time and part-time in consultation with an advisor and an update to the course plan. Most MSW student course plans include Field work and/or courses in the Summer.

Plans may be developed that do not include Summer, but the overall time to degree will be extended.

The amount of time it takes to complete the MSW degree varies with the factors described above and is often an individualized outcome. The table below shows the typical, minimum amount of time to degree completion for various scenarios:

	Full-Time	Part-Time
Advanced Standing	1 year (3 semesters)	2 years (6 semesters)
Professional Foundation	2 years (5 semesters)	3.5 years (10 semesters)

Transfer of Courses into the MSW Degree

UWM Graduate School policy allows for graduate-level courses from another program or institution to be considered for transfer into graduate degree credits, within limits. For the MSW Program, such circumstances and limits include:

- No more than 12 credits can be transferred to the MSW degree
- Credits must be graduate level from an accredited institution
- Must have been taken within five years of admission to UWM program
- Must not have been used to meet previous degree or certificate requirements
- Grade must be “B” or better (B- is not acceptable).
- The credits and courses must be approved by the MSW Program as evaluated by the MSW Program Coordinator

Transfer and Exemption of courses of the MSW curriculum are two different purposes and processes. For more information and consultation on individual circumstances, contact the MSW Coordinator, Amy Kirby at kirby@uwm.edu.

Electives

Social Work courses satisfying general MSW electives are as follows:

SOC WRK 497G Study Abroad 3cr
SOC WRK 562G Child and Family Services 2cr
SOC WRK 564G Social Services for the Aging 3cr
SOC WRK 630G Families and Poverty 3cr
SOC WRK 680G Death and Dying 3cr
SOC WRK 685G Social Gerontology 3cr
SOC WRK 690G Mindfulness and Community Building 3cr
SOC WRK 753 Adult Psychopathology 3cr
SOC WRK 754 Child and Adolescent Psychopathology 2cr
SOC WRK 765 Boundaries and Ethics 3cr
SOC WRK 771 Development of the Family Over the Lifespan 3cr
SOC WRK 774 Trauma Counseling I: Theory and Research 3cr
SOC WRK 775 Trauma Counseling II: Treatment 3cr
SOC WRK 791 Current Topics: AODA 3cr
SOC WRK 791 Current Topics: LGBTQA+ 3cr
SOC WRK 791 Current Topics: Technology and Social Work Practice
SOC WRK 811 Direct Practice II: any subtopic 3cr
(Behavioral and Mental Health, Child and Family, Health, Aging)
SOC WRK 818 Treatment of Co-Occurring Disorders 3cr
SOC WRK 820 Seminar in Social Work Practice: Motivational Interviewing 2cr
SOC WRK 820 Seminar in Social Work Practice: Violent and Traumatized Families 2cr
SOC WRK 820 Seminar in Social Work Practice: Treatment of Substance
Misuse and the Family: Adult or Adolescent 2cr
SOC WRK 855 Practice Skills and Concepts for Aging and Health 3cr
SOC WRK 921 Field V (elective Field Placement) 1-4 cr
SOC WRK 999 Independent Reading 1-3 cr

- Some courses have the same number and are distinguished by subtopics (791, 811, 820); pay attention to subtopics; these course numbers may be repeated up to a certain credit limit unique to each course number. Consult an advisor for details.
- Some certificates or licensure pathways might require specialized electives not captured on this list (i.e., School Social Work).
- Graduate-level courses from a department at UWM outside of Social Work can be considered for elective credit upon approval by MSW Advisor or MSW Program Coordinator.

Field Instruction

The Field Education Program of the Department of Social Work consists of clinical faculty whose primary job is to work with students regarding their field placement experiences. These liaisons work with students to find the best fit between the educational goals of the graduate program, the student, and available agencies. We have several hundred partner agencies throughout the greater Milwaukee area, southeast Wisconsin, and in some neighboring states. While students are not allowed to find a placement independently, we are always finding and developing new agency sites and welcome student collaboration in finding and exploring field placement opportunities.

Students need to have some standard business/daytime hours available for field work. We cannot promise field placements scheduled only on weekends and evenings. Students must begin the process of seeking a field placement approximately one semester in advance of the start of a new field placement experience. A schedule of deadlines to apply for field and links to instructions and applicable requirements is found on the web pages of the [Social Work Field Program](#). Please note, we must perform a Criminal Background Check and share the results with a prospective field agency prior to the start of a placement.

Important Resources for the Social Work Field Program are:

- Field Manual: The MSW field program manual, Field application instructions, authorization forms, course expectations, and field policies are all available on the Field program website.
<http://uwm.edu/socialwelfare/social-work-field-education-program/>
- Orientation to Field: Prior to the start of each semester, new students to field are required to attend 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 can be found on the Field web page and on the Field Education Calendars.

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 through 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 must 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, please visit the Office of Applied Gerontology's website or contact Jen Kahn-Pettigrew at kahnpet2@uwm.edu.

Trauma Informed Care Certificate

The Graduate Certificate in Trauma Informed Care is an interdisciplinary 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. For additional information, please visit the Trauma-Informed Care Certificate Program website <https://uwm.edu/socialwelfare/academics/tic/> or contact Dr. Linda Britz at britzl@uwm.edu.

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 can complete all 15 credits within a single school or college. For additional information, see the Helen Bader Institute for Nonprofit Management's website at <https://uwm.edu/hbi/> or contact Dr. Douglas Ihrke, dihrke@uwm.edu.

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/>

Autism Spectrum Disorders

The Graduate Autism Spectrum Disorder Certificate program is an interdisciplinary certificate where the broad goal is to provide a foundation in the causes and characteristics of ASD, and interventions in various areas (e.g., communication, sensory needs, etc.). In addition, this certificate addresses challenges with assessment and early identification of children with ASD in diverse communities. The elective courses address areas related to addressing the unique needs of individuals on the spectrum, such as their language development needs and behavioral needs. More information is available at the program website: <https://uwm.edu/education/academics/autism-spectrum-disorders/> or contact Dr. Elizabeth Drame at erdrame@uwm.edu.

Educational Tracks Leading to State Certification in Wisconsin

State Certification and Licensure

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 <https://dsps.wi.gov/pages/Home.aspx> is the state credentialing agency for Wisconsin. Once each semester, in both Fall and Spring semesters, social work faculty will hold presentations on the ins and outs of social work certification and licensure.

Substance Abuse Counseling Certification in Wisconsin

To treat clients with a substance use disorder in Wisconsin, the most comprehensive and recognized credentials for this qualification include the following spectrum of credentials:

- Substance Abuse Counselor-in-Training (SAC-IT)
- Substance Abuse Counselor (SAC)
- Clinical Substance Abuse Counselor (CSAC)

The Wisconsin Department of Safety and Professional Services (DSPS) has approved the MSW advanced standing curriculum at UW-Milwaukee, with specific elective 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 must take specific electives. Contact MSW Program Coordinator, Amy Kirby (kirby@uwm.edu) for questions and support regarding the Substance Abuse Counseling credentials in Wisconsin.

<http://uwm.edu/socialwelfare/academics/substance-abuse-certification-sac/>

School Social Work Certification

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 will complete their MSW program with a pre-determined set of required electives and a specialized Field Placement experience for two semesters. Contact Assistant Clinical Professor Ke'Andra Hagans (klhagans@uwm.edu) early in your program so that she can begin your credentials file. You will need to complete at least 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).

<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 curriculum, program and other concerns, and learn about the field placement process. It is strongly recommended that students attend the orientation session. Students who do not attend an Orientation session will be required to view an Orientation session recording and certify (sign-off) that they are familiar with the program information contained in the session.

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 PAWS enrollment system typically will not allow you to 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 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 online around March 30 at <https://catalog.uwm.edu/course-search/>. Use this for help 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 wait 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 that 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 let you know.

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 on the Important Dates by Term web page for UWM: <https://uwm.edu/onestop/dates-and-deadlines/important-dates-by-term/>. Always double check your schedule online 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 course instructor and/or by the MSW Program Coordinator. It is your responsibility to collect the necessary forms and signatures, as well as any documentation that might be necessary, and to get the forms to the right offices. If you don’t know what to do next, be sure to ask the MSW Program Coordinator: Amy Kirby (kirby@uwm.edu). 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 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). <https://uwm.edu/deanofstudents/studentconduct/>

An instructor who suspects academic misconduct schedules a meeting with the student to discuss the issue. After 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 in 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 shows the fulfillment of general Graduate School requirements upon completion of the semester in progress, the application is sent 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 required hours for a field placement or finishing 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 course 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 Assistant Dean for Graduate Education in Mitchell 261. The Dean's signature is required for withdrawal from the University, overload approval, and appeals for late drops and late additions.

Grades

UWM graduate students must maintain a 3.0 cumulative GPA. A student whose cumulative GPA falls below 3.0 will be required to seek the Graduate School Dean's permission to continue as a student at UWM in collaboration with the MSW Program Coordinator. Graduate students whose term GPA falls below 3.0, but for whom the cumulative GPA remains above 3.0 will have an Academic Warning placed on their official University record.

Social Work graduate students must earn a grade of B or better in every semester of Field Instruction (721, 722, 821, 822 and/or 921) as well as practice methods courses (708, 709, 711, 712, 811). Grades below B in any of these courses will result in the need for the student to repeat the course.

For all other MSW courses, grade outcomes of D+, D, D-, F+, F, E, I, PI, NC, U, W and WR will not be used toward meeting graduate degree requirements and may require that the student either repeat the course and/or replace the credits with an additional course for graduation.

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 the MSW Advisor or MSW Coordinator.

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. A student has done satisfactory work in a substantial fraction (50% or more) of the course requirements prior to grading time and provides 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 students to do additional work to improve a grade.

Students 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 students do not 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 a student is enrolled or not. A PI is not computed into the grade point average. The PI symbol cannot be changed to a regular letter grade. If a student has received a PI and wants credit for the course, they must register again and complete the designated requirements. Students may not reregister for a course in which an "I" remains on the transcript.

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

Overload

A student 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.

When a graduate student would like to take an overload in a semester, a Request for Exception must be made to the Graduate School. *A student 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 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 could be denied.

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

Repeat Policy

Students are allowed to repeat a course once in which a grade of B- or lower was earned. Both attempts stay 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

Title IX/Sexual Violence. Title IX is a federal law that prohibits sex discrimination in education programs or activities, and UWM policy prohibits such conduct. This includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all educational programs and education-related areas. UWM strongly encourages its students to report any instance of sex discrimination to UWM's Title IX Coordinator (titleix@uwm.edu). Whether or not a student wishes to report an incident of sexual violence, the Title IX Coordinator can connect students to resources at UWM and/or in the community including, but not limited to, victim advocacy, medical and counseling services, and/or law enforcement. For more information, please visit:

<https://uwm.edu/titleix/>

<https://uwm.edu/titleix/get-help/confidential-advocacy-services/>

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 Credit Evaluation Form. This form can be found on the UWM Graduate School website. Please consult with the MSW Program Coordinator for further details.

We do not grant course credit for work or life experience according to Council on Social Work Education (CSWE) policies.

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 decides 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 stay 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: <https://uwm.edu/graduateschool/academic-policies-procedures/>

Student Resources

Advising – For course-planning and schedule-advising, MSW students should consult the MSW Advisor, Matt Steigerwald (steiger2@uwm.edu) or other Social Work designee through msw-advising@uwm.edu. Faculty will serve as a resource to students for advising on practice areas of faculty expertise, as well as for consultation and mentoring about professional and academic goals.

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. Non-campus jobs with community partners are often e-mailed to the MSW student body.

Recognition Ceremony – The Helen Bader School of Social Welfare celebrates our graduates with a Recognition Ceremony, typically the Saturday of graduation weekend in May and December. Attendees are presented with a school pin and their success is celebrated with refreshments, family, faculty, and staff.

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 is the professional organization for social workers. The Wisconsin chapter is 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 helps all currently enrolled students with medical and behavioral health issues. <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 receive help 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 <https://uwm.edu/writing-center/>

Appendix 1

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 practice 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 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 follow UWM's policy on Academic Integrity. Violations of Academic Integrity constitute academic misconduct, most often 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 does not 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 lead to successful completion of the program.

The types of issues that would call for 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, they have three options to address the concern at this level. The options are not presented as incremental; faculty members may choose which choice 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 necessary, 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 the 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, and 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 a possibility 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 for dismissal from the program to be considered.
2. When a student's GPA is 2.5 or less (graduate) or 1.5 (undergraduates). A GPA of 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 2

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

FACULTY REVIEW PANEL

A Faculty Review Panel made up 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 prove 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, 811, 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 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 proper 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 send 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 give 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 meet promptly to review available materials and determine whether to request other 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 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 is 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. In those cases where academic dismissal from the Graduate Social Work Program **is** recommended, the Department Chair will send 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 meet promptly to review available materials and determine whether to request other written materials and/or the presence of the student, faculty, and/or staff
2. The student may choose to give 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 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 is 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 3

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 help with 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 have:

- 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 at 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 authority 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 call for further consideration by the Committee.

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

- A. When a hearing is thought 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 first 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 each be accompanied by one person, who may advise and counsel but not otherwise take part 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 based on 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 allowed 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 is 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 meet in open session
- A member of the committee must move that the group meet 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 found 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. 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 is required to conduct all committee business. A simple majority vote is needed 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 appointed to assure that all pending committee business is handled in a prompt fashion until a chair is selected.

C. Conflicts of Interest

Individual committee members with a perceived conflict of interest in 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 take part 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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