



msw

Online  
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 (HBSSW), 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.

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 Online Graduate Student Handbook provides information about the Social Work Department, the MSW Online Program 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/students/academic-policies-and-procedures/>.

## Accreditation

The Master of Social Work (MSW) Online 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.

## Academic and Professional Expectations of Students

### **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 3.0 for graduate students.

Students must achieve no less than a B in field and practice methods courses. See Grades section of this Handbook, page 8.

## II. Non-academic Performance

Because social work is a professional program, meeting standards for Academic Performance is necessary but not sufficient to ensure continuation in our social work programs. In addition to the University and Graduate School expectations, students must demonstrate behavior and values consistent with the profession and conform to the National Association of Social Workers (NASW) Code of Ethics

<https://www.socialworkers.org/About/Ethics>

## 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, and are 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.

Appendix 1 of this Handbook contains the full *Expectations for Student Performance* policies and procedures.

### Student Formal Grievance and Appeal

Students who are unsatisfied with grades or other academic actions by Department faculty or staff have the right to follow the Grievance and Appeal policies and procedures as found in Appendix 2 of this Handbook.

### Student Dismissal

Students can be recommended for dismissal or termination from the degree program for violation of academic or non-academic performance expectations as referenced above.

Appendix 3 of this Handbook contains the full policies and procedures surrounding dismissal of a student from the degree program.

## Student Rights and Responsibilities

Students at UWM have certain rights and responsibilities that are outlined, protected and enforced by the UWM Dean of Student's Office. Students are encouraged to contact the Dean of Students Office with any questions or concerns that pertain to their experience of these rights and responsibilities at UWM

(<https://uwm.edu/deanofstudents/about/>):

- The Right to fair treatment.
- The Right to privacy.
- The Right to be notified of options.
- The Right to an advisor.
- The Right to written notice.
- The Right to hear and provide testimony.
- The Right to appeal.
- The Responsibility to respect and be sensitive to others.
- The Responsibility to comply with published University policies.
- The Responsibility to abide by laws.
- The Responsibility of assuming the consequences of one's action.

## Student Involvement

UWM, the Helen Bader School of Social Welfare (HBSSW) and the Social Work Department value student participation in academic and student affairs. As such, there are multiple opportunities at the campus-level as well as within the School and Social Work Department as noted below.

At larger **campus-level**, opportunities for student involvement include:

- The Student Association (SA) which is UWM's student government body (<https://uwm.edu/studentassociation/>)
- The UWM Cultural and Advocacy Centers (<https://uwm.presence.io/organizations>)
- Various Student Organizations (<https://uwm.edu/studentinvolvement/student-organizations-2/>)
- Other opportunities for Student Involvement (<https://uwm.edu/studentinvolvement/>)

At a **School-level**, the Helen Bader School of Social Welfare offers student participation opportunities in the following ways:

- 2 Social Work student seats on the HBSSW Grievance and Appeals Committee
- Student participation in a Dean's advisory student group
- Student seats on the HBSSW Social Justice Committee

Students interested in learning more about the first two HBSSW opportunities can contact the MSW Program Coordinator at [kirby@uwm.edu](mailto:kirby@uwm.edu) to facilitate connection to the correct Dean's Office representative for committee consideration. Students interested in

more information about the Social Justice Committee should review this webpage:

<https://uwm.edu/socialwelfare/students/social-justice-committee/>

Within the **Social Work Department**, students can participate, offer their feedback and have their voices be heard through a number of avenues, including:

- Student evaluations of courses and instructors for each course at the end of every semester. These evaluations will be distributed electronically by campus and student feedback is anonymous.
- Chair's Advisory Board is a group of students convened by the Social Work Department Chair on a regular basis throughout the academic year to give formative feedback and details of student experiences to the Chair in a supportive, conversational, group format. Interested students should contact the Social Work Department Chair, Dimitri Topitzes (topitzes@uwm.edu) for more information.
- Social Work Student Association – for both undergraduate and graduate social work students
- Student Gerontology Association – for both undergraduate and graduate social work students with a declared interest in practice with older adults
  - More information on both social work student associations referenced above can be found at this webpage:  
<https://uwm.edu/socialwelfare/students/student-associations/>

## Credit for Life or Work Experience

In accordance with 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 7 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 7 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 7 years** of starting the MSW Program.

If a student earned a bachelor's degree in Social Work from a CSWE-accredited program more than 7 years from the start of the MSW program, the student can still be considered for Advanced Standing if the student has evidence of at least 3 years of professional social work experience within the most recent 7 years. Evidence of professional social work experience would include employment performance



evaluations and/or a signed and dated letter from a supervisor on agency letterhead confirming employment dates and social work responsibilities. Such evidence is submitted to the MSW Program Coordinator for review and a determination on Advanced Standing status after admission to the MSW program.

## Grades

UWM graduate students are required to 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 are required to 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

The Online MSW Program offers curricular plan options for students who qualify for **Advanced Standing** (see above) as well as for students who qualify as **Professional Foundation** students (students whose bachelor's degree backgrounds are not in social work specifically or who do not have the requisite professional experience if the BSW degree was earned more than 7 years ago).

## How Online Program Differs

This is a fully online graduate degree program. Each course's syllabus, schedule, requirements and expectations will be clearly laid out in each course's Canvas page. Lectures by instructors, articles, videos, weblinks and other learning resources will be offered through the Canvas course site through weekly modules. Many courses will have additional textbook(s) as required reading. Access to the Canvas course sites is available 24 hours a day, seven days a week. Students have the flexibility in an online course to study, participate and complete assignments according to their own work and personal schedule within each week and the weekly deadlines established by the instructor; assignments must be completed by the required due dates. While students

will not be required to meet with the instructor and classmates for a class session in a synchronous, regularly scheduled manner, students will have some classes that require virtual small group work and interactions scheduled between the students per the availability of those group members.

Despite the level of flexibility, the Online Program is not easier. The Online Program maintains high standards for academic rigor and regular participation in the courses. This is graduate school and has a higher standard than undergraduate study. Students must keep in mind that the time commitment of an online course is not less than an in-person class. The time that would be spent in the classroom for an in-person class plus the outside of class readings and assignments are all built into the online class expectations. The primary distinction being that most of the time put into the course each week is when it is convenient for the student and not at a regularly scheduled time. However, assignment deadlines still apply.

The field of Social Work practice and the nature of Social Work education are relational and rely heavily on interaction and collaboration with others. Therefore, connection and learning experiences with other students through small group activities and projects will be an integral part of Social Work learning in some courses of the Online MSW Program.

## Professional 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 7 years of beginning the MSW Program. As the name implies, the Professional Foundation Curriculum creates a foundation of professional social work education that prepares one to later move into the Advanced Curriculum portion of the MSW education.

Professional Foundation Curriculum		24 credits
Social Systems and Social Work Practice	604G	3cr
Methods of Social Welfare Research	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	3 cr
Social Welfare Policy Development & Implementation	750	3 cr
Field Instruction	721	3 cr

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

1. Successfully complete the courses.
  - a. MSW students must obtain a B or better in SW 708, 709, and 721.
2. Request exemption for the course based on previous, comparable coursework
  - a. Students who have taken comparable content within the past seven years may request an exemption from a foundation course.

## Advanced Curriculum

The MSW Advanced Curriculum is designed to prepare students for advanced-level professional social work practice. Students with Advanced Standing begin the program directly by taking MSW coursework in the Advanced Curriculum.

The Advanced Curriculum is anchored in core courses that build advanced 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 core, the curriculum for

Online MSW program students is rounded out by predetermined, required courses that feature research, academic and practice strengths of our faculty and some of the most popular classes of our traditional program as the courses fulfilling the category of “electives” for the degree. In other words, the “electives” are pre-determined for the Online MSW Program and are as listed below.

Please note some pathways that are tied to State of Wisconsin credentials such as Substance Abuse Counseling (SAC) or School Social Work have specialized, specific requirements that cannot be satisfied by the curricular package of the Online MSW Program. The *minimum educational standards* of the State of Wisconsin for the Licensed Clinical Social Worker (LCSW) credential can be met by the Online MSW Program curriculum as outlined below. The Advanced Curriculum course and credit requirements are distributed in the Online MSW Program across these categories 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”	15 credits
753 Psychopathology 3 cr	
771 Development of Family Over the Lifespan 3 cr	
774 Trauma Counseling I: Theory and Research 3 cr	
775 Trauma Counseling II: Intervention 3 cr	
855 Practice Skills and Concepts for Aging and Health 3 cr	

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

### Part-time Cohort Course Plan

The Online MSW Program is a cohort-based program through which students will take a part-time level of credits or 2 classes each semester. All Online MSW students of the same cohort will take the same classes together in the same, pre-determined sequence. The Online cohort course plan will include courses in the Summers. Field Placement, counted as a course in the overall plan, will begin in Fall of Year 2 of the Online MSW Program for both Professional Foundation and Advanced Standing students. Professional Foundation students will have an additional Field Placement beginning in Fall of Year 3 as well.

The Professional Foundation curriculum online cohort will take 3 years plus 1 semester to earn the MSW degree. The Advanced Standing curriculum online cohort will take 2 years to earn the MSW degree. The course plan and length of time for each type of cohort is illustrated in the tables on the next page. Please note that the sequencing of the specific courses may be adjusted within this overall plan based on the administrative needs of the social work department.

The table below illustrates the sequence of courses for the **Professional Foundation** Online MSW Program cohort:

<b>Fall Year 1</b> 1.) 604G 2.) 705	<b>Spring Year 1</b> 1.) 750 2.) 665G	<b>Summer Year 1</b> 1.) 662G 2.) 708
<b>Fall Year 2</b> 1.) 709 2.) 721 Field	<b>Spring Year 2</b> 1.) 711 2.) 722 Field	<b>Summer Year 2</b> 1.) 774 2.) 753
<b>Fall Year 3</b> 1.) 851 2.) 821 Field	<b>Spring Year 3</b> 1.) 775 2.) 822 Field	<b>Summer Year 3</b> 1.) 795 2.) 712
<b>Fall Year 4</b> 1.) 855 2.) 771		

The table below illustrates the sequence of courses for the **Advanced Standing** Online MSW Program cohort:

<b>Fall Year 1</b> 1.) 711 2.) 753	<b>Spring Year 1</b> 1.) 771 2.) 851	<b>Summer Year 1</b> 1.) 712 2.) 774
<b>Fall Year 2</b> 1.) 722 Field 2.) 775	<b>Spring Year 2</b> 1.) 821 Field 2.) 855	<b>Summer Year 2</b> 1.) 822 Field 2.) 795

### 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 particular circumstances 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

For more information and consultation on individual circumstances related to transfer of courses, contact the MSW Coordinator, Amy Kirby at [kirby@uwm.edu](mailto:kirby@uwm.edu).

## Advising

### Academic Advising

Advising support can be accessed with the Online MSW Program Specialist, Michelle Jurvelin ([willi574@uwm.edu](mailto:willi574@uwm.edu)). Advising meetings can help students understand the ordering of courses and structure of the curriculum for the Online MSW experience. Students should consult with the advisor any time they have questions or concerns or are looking for guidance on anything related to curriculum, integration of Field Placement within the MSW experience and/or UWM policies and procedures.

### Professional Development Advising

UWM Social Work Department faculty are available to all MSW students for professional development advising. Faculty are available to assist 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 to the student's interests. The Online MSW Specialist or MSW Coordinator can assist students to match with or access a faculty for professional development advising as desired by the student. More information about faculty and staff areas of expertise can be found on these HBSSW web pages:

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

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

## 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 identify 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 locate a placement independently, we are always in the process of locating and developing new agency sites and welcome student collaboration in the process of identifying 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 far 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](#). In particular, students who live outside of Southeastern Wisconsin will have an earlier field application deadline to allow the time necessary for our field liaison to collaborate with the student in navigating the student's home area social service systems to develop a field placement possibility/possibilities.

Please note, we are required to 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.

## [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. The 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.



## Registration and Enrollment

### *Orientation*

The Department of Social Work holds orientation sessions for new online 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.

### *PAWS*

Registration and management of your student account with the University is done online through a campus system known as PAWS (Panther Access to Web Services). 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.

### *Enrollment*

As a member of a special cohort of students in the Online MSW Program, ***you will not need to enroll yourself for courses; we will administratively enroll you into online sections of courses that are not open to the traditional MSW Program students.***

### *Communication*

Once a student is enrolled and begins courses in the program, the primary method of e-mail communication between the University and the student will be via the student's UWM e-mail address.

## 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 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, 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 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 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 are required to 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 are required to 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 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 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 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 a student is 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 students have received a PI and want credit for the course, you 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 students may graduate. YA student may graduate with PI's on your 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 students 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*

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*

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](mailto: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/>

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 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: <https://uwm.edu/graduateschool/students/academic-policies-and-procedures/>

## Student Resources

### Advising –

For course planning and schedule advising, MSW students should consult the Online MSW Program Specialist, Michelle Jurvelin ([willi574@uwm.edu](mailto:willi574@uwm.edu)). Faculty will serve as resources to students for advising regarding practice areas of faculty expertise, as well as for consultation and mentoring about professional and academic goals.

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/>

### Online student success strategies

The UWM Center for Excellence in Teaching and Learning (CETL) maintains a web page of online student success strategies and relevant UWM resource links.

<https://uwm.edu/cetl/be-a-successful-online-student/>

### Canvas

The Canvas learning management system has a 24-hour helpline for students.

<https://uwm.edu/canvas/home/>

### The UWM Help Desk

Offers student help for computers, software, or other technology questions remotely or in-person. <https://uwm.edu/technology/help/>

### UWM Writing Center

Writing support is available for online graduate students; appointments are made online and writing consultation is available remotely. <https://uwm.edu/writing-center/>

### UWM Libraries

The UWM Libraries offer specialized support for online students through dedicated distance library services that include free shipment if books are not available digitally, as well as a very comprehensive digital collection. <https://guides.library.uwm.edu/distance> and <https://uwm.edu/libraries/>

### UWM Tech services

-Tech Training – short courses and training (virtual and in-person) regarding campus technologies, software systems and products, training videos and manuals. Includes UWM Tech Training You Tube channel resources.

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

- Student Technology Recommendations web page for information about recommended computer equipment, purchases and for links to discounted products from Apple and Dell.

<https://uwm.edu/technology/student-technology-recommendations/>

### Remote computer labs for students

UWM Remote Labs is a service that connects remote students with on-campus Windows 10 lab computers. This allows students to access software for their classes that may not be available on their own personal computers.

<https://uwm.edu/technology/ccls/>

### UWM Knowledge Base

Searchable data base of tech-related instructions and support documents to promote use and navigation of all UWM-relevant electronic systems. <https://kb.uwm.edu/>

### Access to LinkedIn Learning

Free access for all UWM students, faculty and staff to this online educational platform that can be used to increase technology-related skills through expert-led course videos.

<https://uwm.edu/technology/linkedin-learning/>

### Laptop & Wi-Fi Hotspot Loan Program

UWM offers a Laptop Loan Program and a Wi-Fi Hotspot checkout program. Students who need a laptop or who do not have access to Wi-Fi can apply for a device through the UWM Dean of Students Office. Devices are loaned out to students for the duration of the semester. If all available laptops are reserved, the Dean of Students Office supports students to apply for emergency grants to go toward the purchase of a new laptop. The Dean of Students Office can also help students apply for federal financial assistance for broadband if they seek a plan from an internet provider instead of a Wi-Fi Hotspot. <https://uwm.edu/deanofstudents/assistance/laptop-loan-program/>



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/>

## Appendix 1: Expectations for Student Performance Policies and Procedures

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

#### 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: Student Grievance and Grade Appeal Policies and Procedures

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

### **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.

Draft: 09/11/2013

Revised: 09/23/2013

Approved: 10/02/2013 (SW Faculty); 10/29/2013 (CJ Faculty).

## Appendix 3: Student Dismissal Policies and Procedures

### 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