



**College of
Social Work**

MSW STUDENT POLICIES AND PROCEDURES MANUAL 2019-2020

THIS MANUAL IS FOR MSW STUDENTS
BEGINNING THE PROGRAM IN FALL 2019

www.sc.edu/cosw

This manual covers the Fall, Spring, and Summer terms of the 2019-2020 academic year. This manual is intended only to provide information for the guidance of the University of South Carolina College of Social Work students. The information is subject to change and the College of Social Work reserves the right to depart without notice from any policy or procedures referred to in this manual. This manual is not intended to be and should not be regarded as a contract between the University of South Carolina College of Social Work and any student or other person.

August 22, 2019

Revised:

PROGRAM MISSION, GOALS, AND LEARNING OUTCOMES

MSW Program Mission

The College of Social Work MSW Program prepares graduates to become advanced practitioners who serve diverse communities in South Carolina and beyond through specialized practice competencies in one or more of the following areas: Children, Youth and Families; Health and Mental Health; and/or Community, Social, and Economic Development. The MSW Program will provide students essential knowledge, skills, and values to practice effectively, ethically, and collaboratively to promote social well-being and social justice for vulnerable populations.

MSW Program Goals and Learning Outcomes

The program views its goals as supporting both practice competencies that are essential and unique to social work, as well as other key professional competencies (e.g., critical thinking, communication).

Goal 1

The program produces Master's-level social workers who provide competent and ethical practice with, and on behalf of, diverse and vulnerable populations.

- Learning Outcome 1: Apply social work ethical principles to guide professional practice (2.1.2¹)
- Learning Outcome 2: Engage diversity and difference in practice (2.1.4)
- Learning Outcome 3: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities (2.1.10)

Goal 2

The program produces master's-level social workers who demonstrate a strong professional identity and ability to advance human rights and social and economic justice.

- Learning Outcome 4: Engage in policy practice to advance social and economic well-being and to deliver effective social work services (2.1.8)
- Learning Outcome 6: Advance human rights and social justice (2.1.1)
- Learning Outcome 5: Identify as a professional social worker and conduct oneself accordingly (2.1.5)

Goal 3

The program produces Master's-level social workers whose professional judgment demonstrates an understanding that person-in-environment perspective requires a critical analysis of practice contexts and research findings.

- Learning Outcome 7: Apply critical thinking to inform and communicate professional judgments (2.1.3)
- Learning Outcome 8: Engage in research-informed practice and practice-informed research (2.1.6)
- Learning Outcome 9: Apply knowledge of HBSE (2.1.7)
- Learning Outcome 10: Respond to contexts that shape practice (2.1.9)

¹ Numbers refer to the CSWE's 2008 Educational Policy and Accreditation Standards (EPAS) Core Competencies

Program Evaluation

The MSW Program routinely collects and evaluates data to monitor progress and achievement of program goals. Students are included in this process through their involvement in surveys for course evaluations, self-assessment of learning outcomes, evaluations of field organizations and field instructors, and others. Students are also invited to provide additional feedback through the social work student associations and through student membership on College committees.

DEGREE REQUIREMENTS

Requirements for the MSW degree include the completion of 60 hours for all Full-time and Part-time students and 42 hours for Advanced Standing students, with an GPA of 3.00.

All work for the Master of Social Work degree must be completed within a six-year period. Other general requirements for the Master of Social Work degree are the same as those established by [The Graduate School](#) and in accordance with accreditation standards established by the [Council on Social Work Education](#).

Per the [Application for Graduation and Degree Audit](#) policy in the Master's Degree Requirements bulletin, at the time of graduation, a student's cumulative GPA must be at least 3.00. Additionally, the average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00. All courses listed on the program of study must be at least 3.00.

Application for Degree

All students enrolled in a Master's degree program must file the application for degree/graduation available on the website of the [University Registrar](#) with The Graduate School within the first 15 class days of the fall or spring semester in which the degree is to be awarded, or within the first 10 class days of Summer Session if the degree is to be awarded at the end of the summer. See the Application for Graduation and Degree Audit section of the Master's Degree Requirement bulletin for additional information.

CURRICULUM

Credit for Life Experience

In accordance with the mandates of the Council on Social Work Education, no credit is given for life experiences. Students will not receive academic credit for life experience or previous volunteer, service learning activities or assignments, or work experience in social work. Academic credit will not be granted for life experience or previous work experience, and such experience will not be substituted for any of the courses in the professional foundation areas or the field practicum.

State Authorization Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. The

University of South Carolina Columbia pursues authorization to offer distance education programs and experiential learning opportunities (internships, practica, clinicals, and fieldwork) in other states.

Social Work licensure and certification vary by state. Each state has its own licensing board with its own social work licensure requirements. As a program fully accredited by the Council on Social Work Education (CSWE), Master of Social Work degree graduates from the University of South Carolina may be eligible to sit for professional licensure in the state of South Carolina. The program cannot confirm that it meets the specific requirements for professional licensure in another state. Students planning to seek licensure should visit the South Carolina [Board of Social Work Examiners](#) website and/or the Association of Social Work Boards (ASWB) [Licensing Board or College Websites, Statutes and Administrative Rules](#) webpage.

Programs of Study

The following are options for completing the MSW Program:

- Full-time program in Columbia
- Advanced Standing program in Columbia
- Part-time program in Columbia, Charleston, and Greenville
- Part-time program in Korea

The following plans of study outline the expected progression through the MSW Program. All policies, course listings, and program information are subject to change as approved by [The Graduate School](#) and the University of South Carolina, consistent with accreditation requirements set by the [Council on Social Work Education](#) and the [Southern Association of Colleges and Schools](#).

Plans of Study

MSW Program Plan of Study: FULL-TIME		
Foundation Year		
FALL	SOWK 712	Human Behavior and the Social Environment I
	SOWK 714	Diversity and Social Justice Issues for Social Work Practice
	SOWK 716	Human Behavior and the Social Environment II
	SOWK 781	Field Instruction I: Generalist Social Work Practice
	SOWK 791	Social Work Research Methodologies
SPRING	SOWK 722	Social Work Practice with Individuals, Families and Small Groups
	SOWK 732	Social Work Practice with Organizations and Communities
	SOWK 742	Social Welfare Policy Analysis
	SOWK 777	Advanced Theory for Social Work Practice
	SOWK 782	Field Instruction II: Generalist Social Work Practice
Advanced Year		
FALL	SOWK 779	Advanced Social Work Interventions
	SOWK 783	Field Instruction III: Advanced Social Work Practice
	SOWK 792	Evaluation of Social Work Practice
	OR	OR

	SOWK 793	Evaluation of Social Work Programs
	Electives	6 Credit Hours
SPRING	SOWK 718	Systems Analysis of Social Work Practice
	SOWK 778	Advanced Analysis of Social Policy, Programs, and Services
	SOWK 784	Field Instruction IV: Advanced Social Work Practice
	Elective	Practice ² – 3 credit hours
	Elective	3 credit hours

MSW Program Plan of Study: ADVANCED STANDING

SUMMER	SOWK 701	Professional Development Bridge
	SOWK 702 OR Elective	Professional Writing for Social Work (Required <i>if</i> students are not granted exemption through successful completion of writing assessment) OR Elective
	SOWK 777	Advanced Theory for Social Work Practice
	Elective	3 credit hours
FALL	SOWK 779	Advanced Social Work Interventions
	SOWK 783	Field Instruction III: Advanced Social Work Practice
	SOWK 792 OR SOWK 793	Evaluation of Social Work Practice OR Evaluation of Social Work Programs
	Electives	6 Credit Hours
SPRING	SOWK 718	Systems Analysis of Social Work Practice
	SOWK 778	Advanced Analysis of Social Policy, Programs, and Services
	SOWK 784	Field Instruction IV: Advanced Social Work Practice
	Elective	Practice ³ – 3 Credit Hours
	Elective	3 Credit Hours

MSW Program Plan of Study: PART-TIME**1st Year Foundation Year**

FALL	SOWK 712	Human Behavior and the Social Environment I
-------------	----------	---

^{2 3} Students must complete a minimum of one (1) practice elective in all plans of study. Students may take additional practice elective courses. Approved practice courses are delivered via traditional face-to-face classroom instruction, not online.

	SOWK 714	Diversity and Social Justice Issues for Social Work Practice
SPRING	SOWK 716	Human Behavior and the Social Environment II
	SOWK 791	Social Work Research Methodologies
SUMMER	Elective	3 Credit Hours
	Elective	3 Credit Hours
2nd Year Foundation Year		
FALL	SOWK 722	Social Work Practice with Individuals, Families and Small Groups
	SOWK 742	Social Welfare Policy Analysis
	SOWK 781	Field Instruction I: Generalist Social Work Practice
SPRING	SOWK 732	Social Work Practice with Organizations and Communities
	SOWK 777	Advanced Theory for Social Work Practice
	SOWK 782	Field Instruction II: Generalist Social Work Practice
SUMMER	Elective	Practice ⁴ – 3 Credit Hours
	Elective	3 Credit Hours
Advanced Year		
FALL	SOWK 779	Advanced Social Work Interventions
	SOWK 783	Field Instruction III: Advanced Social Work Practice
	SOWK 792	Evaluation of Social Work Practice
SPRING	SOWK 718	Systems Analysis of Social Work Practice
	SOWK 778	Advanced Analysis of Social Policy, Programs, and Services
	SOWK 784	Field Instruction IV: Advanced Social Work Practice

Part-time Program Option Regional Classes

The MSW Program offers classes to students enrolled in the part-time program option in Charleston at the [Lowcountry Graduate Center](#) and in Greenville at the [University Center of Greenville](#). The part-time program option is the only option offered in Charleston and Greenville; only the classes that satisfy the plan of study for the part-time program option will be offered in these regional locations. The MSW Program will not offer exceptions to students who choose to pursue a full-time plan of study while enrolled as a part-time student in Charleston or Greenville.

Specializations

All students declare one of three specializations. Students must complete SOWK 777, 778, and 779 within the same specialization.

- All full-time and part-time students must complete SOWK 777 during the Spring term.

⁴ Students must complete a minimum of one (1) practice elective in all plans of study. Students may take additional practice courses. Approved practice courses are delivered via traditional face-to-face classroom instruction, not online.

- All Advanced Standing students must complete SOWK 777 during the Summer term.

Students must complete SOWK 777 before completing SOWK 778 and 779. Students may change their specialization by re-taking SOWK 777 in a DIFFERENT specialization. Students should note that changing specializations **may** result in delaying graduation.

- If students change their specialization after completing SOWK 777, they must retake SOWK 777 in the newly selected specialization. In this event, the initial course will be counted as an elective.
- If students change their specialization after taking SOWK 777 and 778, they must retake SOWK 777 and 778 in the newly selected specialization. In this event, the initial courses will be counted as electives.

The College of Social Work offers the following three specializations:

- **Children, Youth, and Families:** The Children, Youth, and their Families (CYF) specialization is designed to prepare MSW graduates to engage in competent practice with children, youth, and their families through direct practice, case management, community advocacy, organizational change and policy development
- **Health and Mental Health:** The Health / Mental Health specialization prepares MSW graduates to become leaders in this new era of health, training students to use evidence-based practices to promote health among individuals, groups, families, organizations, and communities.
- **Community, Social, and Economic Development:** The Community, Social, and Economic Development (CSED) specialization is designed to prepare students for advanced social work practice in multifaceted development activities in the US and abroad.

Note: *Only the Health and Mental Health specialization is offered in the Part-time program in Columbia, Charleston, Greenville, and Korea.*

Certificate Programs

The College of Social Work administers the **Certificate of Graduate Study in Drug and Addiction Studies**. Students may pursue the certificate independently or in conjunction with another graduate course of study. The certificate program provides MSW students with opportunities to develop competencies in preparation for employment in a range of settings addressing alcohol and drug-related problems. For more information, students should contact Rhonda DiNovo at coswdaas@mailbox.sc.edu.

The College of Social Work also administers the **Graduate Certificate for Social and Behavioral Health with Military Members, Veterans and Military Families**. Students may pursue the certificate independently or in conjunction with another graduate course of study. The certificate program provides MSW students with specific knowledge and skills necessary to interact in a military setting and in community settings where the needs of veterans and their families are met. For more information, students should contact Dr. Nikki Wooten at coswmilt@mailbox.sc.edu.

MSW students also have the opportunity to enroll in other graduate certificate programs, including Women's and Gender Studies, administered by the College of Arts and Sciences. For more information, contact Dr. J. Daniel Jenkins at jenkinsj3@mailbox.sc.edu.

Graduates of the MSW Program are eligible to apply for the **Graduate Certificate in Play Therapy** offered through the College of Education.

Dual Degree Programs

The College of Social Work participates in the following dual degree programs:

Social Work and Public Health (Health Promotion, Education, and Behavior)

The Social Work and Health Promotion, Education, and Behavior dual degree is offered in conjunction with the USC Arnold School of Public Health. Graduates are prepared with the skills to assess and improve the physical, psychological, and social health and well-being of individuals and the communities in which they live by furthering their empowerment, autonomy and self-determination, as well as health-related, economic and social justice, through teaching, research, and service. For more information, please refer to the [Social Work / Health Promotion, Education, and Behavior](#) bulletin.

Social Work and Public Health (Health Service Policy and Management)

The Social Work and Health Service Policy and Management dual degree is offered in conjunction with the USC Arnold School of Public Health. Graduates are prepared for positions in health services management, policy, public health programs, research and education. For more information, please refer to the [Social Work / Health Service Policy and Management](#) bulletin.

Social Work and Public Administration

The Social Work and Public Administration dual degree is offered in conjunction with the USC Department of Political Science in the College of Arts and Sciences. Graduates are prepared to promote the health and well-being of increasingly diverse and often vulnerable populations across communities, the state, region, and nation by furthering enhanced and effective performance of government agencies, not-for-profit groups and other public affairs organization through teaching and research. For more information, please refer to the [Public Health / Social Work](#) bulletin.

Social Work and Law

The Social Work and Law dual degree is offered in conjunction with the USC School of Law. Graduates are prepared to promote a better understanding of and advocacy for the special needs of vulnerable populations within the legal system, across communities, the state, region, and nation, by advancing economic and social justice, fighting oppression and discrimination, and furthering the protection and development of all people through teaching, research, and service. For more information, please refer to the [Social Work / Law](#) bulletin.

Students should contact Michael Ottone at ottone@mailbox.sc.edu to learn more about the dual degree programs.

COURSE DESCRIPTIONS

[Course Descriptions](#), including credits hours and prerequisites, can be found in Undergraduate Studies Bulletin.

FIELD EDUCATION

The MSW Field Education Program at the College of Social Work at the University of South Carolina is structured according to the mandates of the Council on Social Work Education. The Program is guided by the Educational Policy and Accreditation Standards (EPAS) and the National Association of Social Worker's Code of Ethics. The tenets of these documents are found throughout the MSW curriculum including the MSW Field Education program.

Field education is the signature pedagogy of social work education. The intent of field instruction is to provide students with an opportunity to apply the knowledge, values, and skills learned in the classroom to actual social work practice situations in the field placement.

All MSW students are accountable to all policies, procedures, and practices that govern the MSW Field Education Program that can be found in the Field Education Manual. All students are required to complete the mandatory field orientation to assist with field placement readiness. Students should refer to the Field Education Manual for additional information.

ADVISEMENT

Academic Advisement

All students are assigned two advisors at the beginning of their academic studies: a faculty advisor and an academic advisor.

- The role of faculty advisors is to be a resource for students to discuss areas of interest, professional development, career options, and identity as a social worker.
- The role of academic advisors is to be a resource for students to discuss the plan of study while enrolled in the program, to provide guidance regarding the registration process, and to help troubleshoot administrative problems during their matriculation.

At the end of each semester, academic performance is evaluated. Students who are experiencing academic difficulty will be advised of College and The Graduate School policies. Students who are identified as experiencing academic or other difficulties may be referred to the MSW Program Coordinator for assessment and may be required to develop a plan for addressing identified difficulties.

Registration for Courses

Prior to registering for courses, students are advised to consult the [master schedule](#) for course listings. The social work course designator is SOWK.

Registering for classes is an online process that students complete through [Self Service Carolina](#). Students are encouraged to use the Registration Checklists located on the [University Registrar's](#) webpage to navigate the registration process.

The basic process for course registration is as follows:

- Login to Self Service Carolina.
- Navigate to the Student section, then click on the Registration tab.
- Choose the Schedule Planner option and build your ideal schedule.
 - The social work course designator is SOWK.
 - Course sections coded with a Y prefix are offered in the evening.
 - Course sections coded with a J prefix are offered online.
 - Course sections coded with prefixes of 0CX or 2CX are offered in Charleston and are only for part-time students enrolled in the Charleston cohort.
 - Course sections coded with prefixes of 0GX or 2GX are offered in Greenville and are only for part-time students enrolled in the Greenville cohort.
 - Course sections coded with prefixes of 0PX or 2PX are offered in Columbia and are only for part-time students enrolled in the Columbia cohort.
 - Course sections coded with prefixes of 0KX or 2KX are offered in Korea and are only for part-time students enrolled in the Korea cohort.
- Send your schedule to the Registration Cart and leave it there until your time ticket begins.

- Once your time ticket begins, revisit Schedule Planner, confirm your class selections, and send your final selections to the Registration Cart.
- Choose the Submit option. You will then see a screen that shows which sections you successfully registered in. If you need to select additional classes, revisit Schedule Planner and select the classes you need. Repeat the process above until you finalize your schedule.
- View Student Detail Schedule - As a final step, review your schedule.

Course Loads

A student may enroll for a semester load not to exceed 15 hours (including audits and undergraduate courses). Students requesting an overload exception over 15 hours must submit the required [Course Overload Enrollment Authorization \(CEO\) Form](#) to the Dean of Graduate Studies for approval prior to the beginning of the term for which the exception is requested. Students should consult their academic advisor for assistance. Additional information can be found under the Course Registration section of the [Graduate Admissions Bulletin](#).

Full-time benefits for veterans are determined by the [Office of Veterans Services](#).

ACADEMIC STANDARDS AND POLICIES

A student's progress is based on nonacademic as well as academic performance. Nonacademic factors that could result in suspension or termination from the College of Social Work, regardless of their academic performance, include violation(s) of University or College regulations and policies, and/or violation(s) of the NASW Code of Ethics. Students must maintain high standards of moral and ethical behavior that are necessary for professional practice as a social worker.

The following information highlights some of the key academic standards and policies for MSW students. It should be noted that **not** all standards and policies are included here. Students are expected to be familiar with the [USC Policies and Procedures Manual](#), the [Graduate Admission Bulletin](#), the [Graduate Academic Regulations Bulletin](#), and the [Master's Degree Requirements Bulletin](#).

Academic Progression in the College of Social Work

Minimum GPA

Graduate courses may be passed for degree credit with a grade as low as C, but a degree-seeking student must maintain at least a B (3.00 on a 4.00 scale) cumulative grade point average. Academic standards for grade point average (GPA), progression, and suspension can be found in the [Graduate Academic Regulations Bulletin](#).

At the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 (B) on a 4.00 scale. Additionally, the average of all grades recorded on the program of study for 700-level and up courses must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

Students are subject to both College of Social Work and [The Graduate School](#) standards and policies.

Class Attendance

Students are expected to complete all assigned work, to attend all class meetings, and to participate in class. The MSW Program follows the [Attendance](#) policy in the Graduate Academic Regulations Bulletin.

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur. Class attendance policies are noted in the syllabus for each graduate-level course. The instructor of record determines the policy for each graduate course. Students should review syllabi thoroughly to ensure they are familiar with policies.

Graduate students registered for courses numbered 500-699 is required to satisfy undergraduate attendance regulations and conform to the “10 percent rule.” The Undergraduate Attendance Policy states that absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences.

Grades and Credits

Grades are determined by quality of work, performance on course assignments, examination grades, and class attendance and participation. The MSW Program follows the [Grading Policies](#) in the Graduate Academic Regulations Bulletin. Refer to these policies for additional information.

The credit value for each course is usually equal to the number of hours the class meets each week for one term (e.g., three hours/week for a 3-credit course).

- The letter grades A, B, C, D, and F are employed to designate excellent, good, fair, poor, and failing work, respectively. The grades B+, C+, and D+ also may be recorded.
- Courses graded D+ or lower cannot be applied to graduate degree programs.
 - C is the lowest grade permissible for graduate credit in any course.
- S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. Courses completed with an S may be counted in total credits earned. Graduate-level courses completed with the grade of U are calculated as an F in the cumulative graduate grade point average.
- I is assigned for Incomplete at the discretion of the instructor when a student is unable to complete some portion of the assigned work in a course because of an extenuating circumstances. Re-enrolling in the course will not make up an Incomplete grade.
- NR is temporary mark on the transcript assigned by the Office of the University Registrar if a grade has not been submitted by the instructor at the designated time.

Grade Reports

Students' grades are reported on Self Service Carolina. Students can also access grade reports in person at the Office of the University Registrar. Course syllabi provide the instructor's expectations including attendance, required assignments and exams and the weight to be accorded to each, and the grading scale.

Auditing a Course

The option of auditing a course in the College of Social Work is available with prior approval of both the Dean of the College and the faculty member involved. University policy on auditing at the graduate level requires that a student be enrolled in at least one course for credit unless permission from the Dean of the Graduate School is given for an audit only. Regularly enrolled students are always given priority over auditors concerning seats in a class. No record of an audit shall appear on a transcript unless the student has attended a minimum of seventy-five percent of all regularly scheduled classes in the course being audited.

Dropping Courses and Withdrawal

Students should check for last day to drop a course without a grade of 'W' being recorded and for the last day to drop a course or withdraw without a grade of 'WF' being recorded students should refer to the [Academic Calendar](#). Failure to complete the official course withdrawal process has serious implications for calculation of the final course grade and calculation of grade point averages.

There are multiple ways for students to drop or withdraw from undergraduate classes. Each option has separately defined rules for grades and tuition/fees. See the [Dropping Courses and Withdrawal](#) policies in the Graduate Academic Regulations bulletin for additional information.

Students are prevented from dropping or adding courses during the Free Drop/Add Period if they have an active registration hold on their record. Students may drop or withdraw from courses through [Self Service Carolina](#).

Withdrawal from all courses constitutes withdrawal from the University. All students wishing to withdraw from the University, or to discontinue enrollment from all courses for the semester, should first consult with their academic advisor. When requesting to drop the last course and to withdraw from the University, the student should follow the instructions on Self Service Carolina. Additionally, the Student Ombudsman Office can provide information, referral assistance or counseling. Students requesting withdrawal for extenuating circumstances after the penalty date (last day for W grade) should contact their academic advisor or the MSW Program Coordinator.

Students should be aware of the academic and financial consequences incurred by withdrawing from all courses. Financial Aid and Scholarship recipients should contact the [Office of Financial Aid and Scholarships](#).

Students who are experiencing academic difficulty and/or personal or family crises that interfere with their successful completion of course work are strongly encouraged to consult with their instructors, the academic advisor, and/or the MSW Program Coordinator.

Transfer of Course Credit

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a Certificate of Graduate Study, a master's or doctoral degree. Students may request transfer of graduate credits from other CSWE-accredited programs. Transcripts, course descriptions, and syllabi must be submitted to the MSW Program Coordinator for review. Applicants must have earned at least a B in each course for which credit is requested. Transfer credits must be approved by the Graduate School.

The MSW Program follows the [Transfer of Course Credit](#) policy in the Graduate Academic Regulations Bulletin.

- No more than 12 semester hours of graduate credit may be transferred into a master's program that requires

30-36 hours

- No more than 15 semester hours of graduate credit may be transferred into a master's program that requires 37-45 hours
 - This standard applies to the Advanced Standing option of the MSW Program.
- No more than 18 semester hours of graduate credit may be transferred into a master's program that requires 46 or more semester hours.
 - This standard applies to the Full-time and Part-time options of the MSW Program.

Only credits with grades of B or better may be transferred from another institution into any graduate degree program. Course work transferred for credit toward a graduate degree must be from an accredited institution and must be no more than six years old at the time of graduation.

Revalidation of Out-of-Date Courses

Students may request revalidation of USC graduate courses over six (6) years old for inclusion on the Master's program of study. All instructions for revalidation must be followed and the [Permit for Revalidation Examination](#) form must be completed and submitted to the dean of The Graduate School for approval prior to revalidation. Proof of payment of revalidation fees must be submitted with the Permit for Revalidation Examination form.

Note: Courses completed at other institutions may not be revalidated.

Probation, Suspension, and Termination

The College of Social Work has a responsibility to ensure that its graduates will be prepared to meet the standards of professional social work practice, including the provision of competent service to client systems at all levels. All students will be provided access to and expected to understand the criteria and procedures for suspension and termination. These criteria and procedures are part of the student review policy located in **Appendix A** of this manual. Students will be asked to sign an acknowledgment form that will be maintained in their files.

Students also are expected to adhere to the Code of Ethics of the National Association of Social Workers.

Per University policy, graduate degree-seeking students whose cumulative grade point average (GPA) drops below 3.00 (B) will be placed on academic probation by The Graduate School and allowed one calendar year in which to raise the cumulative GPA to at least 3.00. Students who do not reach a cumulative 3.00 grade point average during the probationary period will be suspended from graduate study and will not be permitted to enroll for further graduate course work as a degree or a nondegree student.

See the [Academic Suspension Policy](#) and the [Reinstatement After Suspension Policy](#) in the Graduate Academic Regulation Bulletin for additional information.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the responsibility of all students to be aware of the University of South Carolina's and the College of Social Work's standards regarding both academic and nonacademic expectations of students.

Equal Opportunity Statement

The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, veteran status, pregnancy, childbirth or related medical conditions.

Student Rights and Protections at the University

Below are some key policies that address the rights of protections of students at the University of South Carolina - this is **not** an exhaustive list. The full policies and procedures manual can be found [here](#).

- [Academic Freedom](#)
 - [Equal Opportunity and Affirmative Action](#)
 - [Non-discrimination Policy](#)
 - [Student Non-Discrimination and Non-Harassment Policy](#)
 - [Confidentiality of Student Records – Notification of Student Rights under FERPA](#)
 - [Student Grievance Policy—Non-Academic](#)
 - [Academic Grievance Policy](#)
-

Professional and Academic Responsibility - Student Conduct and Academic Integrity

The [Office of Student Conduct and Academic Integrity](#) empowers students to be responsible citizens and uphold the core values of our academic community.

Students are expected to adhere to the University's policy on [Student Code of Conduct](#).

- Note that arrests by law enforcement agencies outside of USC's Division of Law Enforcement and Safety must be reported by the student to the Office of Student Conduct within 72 hours of arrest. Penalties for non-compliance to this mandate may include suspension or termination from the MSW Program and/or University.

Students are expected to adhere to the University's policy on [Academic Responsibility - The Honor Code](#).

Every student has a role in maintaining the academic reputation of the university. It is imperative that you refrain from engaging in plagiarism, cheating, falsifying your work and/or assisting other students in violating the Honor Code.

Two important components of the Honor Code:

- Faculty members are required to report potential violations of the Honor Code to the Office of Student Conduct and Academic Integrity.
- When a student is uncertain as to whether conduct would violate the Honor Code, it is their responsibility to seek clarification from the appropriate faculty member.

The [Carolinian Creed](#) is a complement to the University's conduct code and emphasizes openness and civility.

As a Carolinian...

- I will practice personal and academic integrity;
- I will respect the dignity of all persons;
- I will respect the rights and property of others;
- I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;

- I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

College of Social Work Grievances, Petitions, and Appeals

Please see **Appendix B** for information about grievances, petitions, and appeals in the College of Social Work.

STUDENT OPPORTUNITIES AND PROFESSIONAL DEVELOPMENT

University Leadership and Service Center

The University's [Leadership and Service Center](#) has a wealth of resources and services for the more than 500 student organizations that call the University of South Carolina home. Information about these organizations can be found via [Garnet Gate](#).

College of Social Work Student Associations

Students are offered the opportunity to participate in student associations within the College of Social Work. The associations are:

- The **Phi Alpha National Social Work Honor Society** provides an opportunity for MSW students who have excelled in Social Work scholarship to form bonds and promote Social Work values. Membership requirements are a minimum of 15 completed credit hours in the MSW program with a 3.5 or better GPA.
- The **Social Work Student Association (SWSA)** promotes interest in social work and social work issues through association with others who are interested in this field; provides supplemental educational experiences for students; acts as an advocate for students in academic and administrative matters; and enhances social interaction among the membership. Membership is open to any MSW student registered full-time or part-time in the College of Social Work at the University of South Carolina. Four officers of the association – the president, vice-president, secretary, and treasurer - are elected annually by the College of Social Work's student body from among the student population.
- The **Black Social Work Student Association (BSWSA)** facilitates open dialogue and retention of MSW students of color, promote academic excellence, scholastic networks, and cultural diversity, foster professional and recreational activities, as well as, provide a nurturing environment and advocate for students.

Student Participation on College of Social Work Committees

In addition to the opportunity for active participation through the student associations, several standing committees for the College of Social Work include student representation. Students selected by the student association attend these meetings as voting members representing the student body.

- **MSW Program Committee:** The primary function of the MSW Program Committee is to administer the implementation of course, curriculum, and college objectives for the MSW Program.
- **Field Education Advisory Committee:** This Committee advises and supports the Field Programs and includes one MSW student representative who will serve a one-year term.
- **Faculty Recruitment Committee:** The Committee is responsible for recruiting, screening, and coordinating campus visits for candidates; convening and facilitating a special faculty meeting to evaluate the candidates;

and making recommendations to the Dean. Membership may include one MSW student.

Professional Development and Organizations

In addition to formal classroom and field experiences, students in the College of Social Work are encouraged to work on their professional development in the following ways:

- Attend available College sponsored trainings and colloquiums.
- Join the [National Association of Social Workers](#) (NASW).
- Join the [Association of Baccalaureate Social Work Program Directors](#) (BPD).
- Join the [Council on Social Work Education](#) (CSWE).
- Join the [Society for Social Work and Research\(SSWR\)](#).
- Participate in the College's Student Associations.

STUDENT RESOURCES

University of South Carolina Resources

[Financial Assistance and Scholarships](#): May be available for those students who qualify. Students are encouraged to apply as early as possible.

[Information Technology](#): Provides information and support to students for common resources such as Blackboard, email, IDs and security.

[Writing Center](#): Offers free consultations to USC students, faculty, and staff. Through collaborative consultations, the Center provides feedback to help writers accomplish their own goals.

[Academic Success Resources](#): Resources are available for any student looking to improve performance in the classroom and in life. Faculty serve as teachers, advisers and mentors, while current students serve as peer leaders and tutors.

[Student Disability Resource Center](#): Coordinates efforts to ensure that students with disabilities receive reasonable accommodations, and we serve as consultants to faculty, staff and campus partners. To apply for accommodations, students should start the application process as soon as they are admitted to the University.

[Career Center](#): Helps students realize their career goals and locate employment upon graduation. Services include resume writing, job searches, interview preparation, exploration of graduate school, etc.

[Thomas Cooper Library](#): Contains most of the University library collections on the Columbia campus.

[Student Health Services](#): Provides comprehensive physical and mental health care services right on campus to help contribute to students' success and overall well-being.

[Wellness & Prevention](#): Encourages and supports healthy lifestyles for all members of the USC community.

[Counseling & Psychiatry Services](#): Provides essential therapy and emotional wellness services for students at the University of South Carolina.

[Stop Sexual Assault](#): Advocates offer support and a variety of services to students, faculty and staff who are survivors of interpersonal violence (sexual assault, attempted sexual assault, intimate partner violence and/or stalking).

[Suicide Prevention](#): Provides support and education to students.

[Carolina Closet](#): Provides business professional clothes to the University of South Carolina students.

[The Gamecock Pantry](#): Campus food pantry created for students, by students.

[Off-Campus Living & Neighborhood Relations](#): Provides information to students about off-campus housing.

[Transfer Student Success](#): Offers support for transfer undergraduate students. The office advocates for the need of transition services on campus, provides support resources for a seamless transition into USC, and provides consultation services.

[Office of Multicultural Student Affairs](#): Encourages students to work together to create an inclusive learning community at the University of South Carolina.

[Office of Diversity and Inclusion](#): Supports USC's commitment to creating and sustaining an inclusive learning, living and working environment where all members of the university's community feel that they are welcomed, valued and supported.

[International Student Services](#): Provides a wide range of services for international students, including pre-arrival information, orientation programs, immigration advising, personal assistance, and student programs and activities.

[Parking and Transportation Services](#): A variety of parking options for students on the Columbia campus is available.

College of Social Work Resources

Computer Lab: Several computers are provided in the BSW/MSW Student Computer Lab located in Hamilton College, Room 201B.

Mailboxes (Columbia Students):

- Mailboxes for MSW students are located on the 1st floor of Hamilton College
- Mailboxes for faculty and staff are located on 1st floor of Hamilton College

MSW Student Listserv COSWMSW@listserv.sc.edu: MSW students are automatically members of this listserv. The listserv is closed to the public - only current students, faculty and staff of the College of Social Work are eligible to join the listserv. The listserv is used by College administration to communicate with students about news, events, and activities.

APPENDIX

A: Student Review Policy and Form

B. Grievances, Petitions, and Appeals

APPENDIX A: Student Review Policy and Form

Student Review Policy

All COSW students are required to abide by the NASW Code of Ethics (<https://www.socialworkers.org/about/ethics/code-of-ethics>), and the rules for academic and behavioral conduct established by the University of South Carolina (for Undergraduate Academic Regulations: <http://bulletin.sc.edu/content.php?catoid=97&navoid=2830>; for Graduate Academic Regulations: <http://bulletin.sc.edu/content.php?catoid=97&navoid=2837>; for USC's Student Code of Conduct: <http://www.sc.edu/policies/ppm/staf626.pdf>). Violations of these requirements may result in a review process, leading to possible sanctions including suspension or termination. Procedures for student review are described below.

Student Review Procedures

Efforts to remediate. When a faculty member, instructor, or staff person identifies a concern related to a student's behavior, they shall first try to address that concern with the student directly and explore ways to resolve the problem. If the problem is not successfully resolved, the faculty member, instructor, or staff person may request that the appropriate Program Coordinator (BSW, MSW, or PhD) or the Director of Field Education (if the problem is occurring in field) become involved. This involvement might include but is not limited to: meeting with the student, facilitating discussion between student and referring faculty/staff member, engaging the student's advisor, and referring the student to academic support, mental health, or other services. Program Coordinators and the Director of Field Education will document their involvement and the outcome of that involvement, and this documentation will be maintained in the student's official file.

When remediation is not adequate. When a student's behavioral problems do not respond to remediation, or they are serious enough that efforts at remediation are not determined to be appropriate by the faculty/staff member, the student will be referred for review to the University's Office of Student Conduct and Academic Integrity and/or to the appropriate program committee within the College of Social Work (BSW, MSW, or PhD).

1. **COSW Program Committee Review.** Referrals for Program Committee review must be made in writing, to the appropriate Program Coordinator. The Program Coordinator will send written notification to the student, the student's faculty advisor, the Associate Dean for Curriculum, the academic advisor, and other relevant parties within five academic class days.

Within 5 academic class days of such notification, the Program Coordinator will assign at least 3 members of the Program Committee who will hold a meeting with the student, the student's advisor, and other relevant parties. The student may invite the Student Ombudsperson to be present at this meeting. If the student chooses to invite others who are not University personnel, the student will be required to sign an Authorization for Release of Education Records and Information form. Signed forms will be maintained in the student's official file. (See the attached form for additional information.)

In the event of a conflict of interest, or perceived conflict of interest, members of the Program Committee may recuse themselves. If recusals result in a Committee having fewer than 3 members, additional ad hoc members will be appointed by the Program Coordinator.

At the review meeting, Committee members consider any evidence provided by the referring faculty/staff member or by the student, and will ask questions and give the student the opportunity to share any information or perspective they would like. Following the meeting, the Committee will deliberate based on all the information and determine the course of action, which may include (but is not limited to) these options:

- a. *Let the student continue in the program with no conditions.* In these situations, the concern has either been determined to be unfounded, or to have been addressed such that no further action by the student or program is required.
- b. *Establish formal conditions for the student continuing in the program.* In these situations, specific conditions must be met in order for the student to remain enrolled in the program. The disposition must include specific actions requested of the student and a timeline for these actions to be taken. Actions may include the student participating in mentoring; the student writing an essay or otherwise demonstrating increased awareness of the consequences of their actions; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services. A failure to meet any of the requirements of the plan of remediation may result in the student's termination from the program.
- c. *Consult with and/or refer to University officials.* In some instances, depending on the nature of the problem, the University's Vice President for Student Affairs, the USC Office of General Counsel, or the Division of Law Enforcement and Safety may be notified or consulted. Situations that may result in notification or consultation include, but are not limited to, scholastic dishonesty, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage, destruction, or misuse of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.
- d. *Suspend the student from the program.* When the student is suspended from the program, the student will be provided with documentation regarding the specific reasons for suspension and the conditions under which the student may be reinstated.
- e. *Terminate the student from the program.* When the student is terminated from the program, the student will be provided with documentation regarding the specific reasons for his/her dismissal.

Upon completion of a Program Committee review, the Program Coordinator will inform the Associate Dean for Curriculum of the Committee's disposition. The Associate Dean for Curriculum will then inform the student in writing within two academic class days of the meeting. The final disposition will be documented in the student's official file.

2. **Appeal Process.** Students may appeal Program Committee review decisions to the Associate Dean for Curriculum of the College of Social Work within 5 academic class days of receipt of the decision. The Associate Dean for Curriculum shall issue a written decision within 10 academic class days of receipt of the appeal. This decision may then be appealed to the Dean of the College of Social Work within 5 academic class days of receipt of the decision. The Dean shall issue a written decision within 10 academic class days of receipt of the appeal. Right to any further appeal, if

any, shall be determined by applicable University policies and procedures. To the extent consistent with university policies and legal requirements, if a student is suspended or terminated from the program and appeals that decision, the student is allowed to continue in the program until the appeal is concluded.

All information disclosed during any of these stages of remediation and will be kept confidential unless other relevant parties need to be notified based on their role within the educational context, or there is a legal requirement to report. Review processes with the College of Social Work do not supersede any of the University's policies and procedures related to both academic and behavioral issues.



MSW Student Policies and Procedures Manual Acknowledgment Form

I, _____, understand that in addition to the policies and expectations of the University of South Carolina, am also subject to policies concerning academic suspension or termination from the MSW Program in the College of Social Work. I understand that the criteria and procedures for suspension and termination are included in the *Student Review Policy*, located in Appendix A of the MSW Student Policies and Procedures Manual. I also understand that criteria and procedures for *Grievances, Petitions, and Appeals* are located in Appendix B of the same manual.

I am aware that I may access the MSW Student Policies and Procedures Manual at any time on the MSW Program's webpages.

If I have any questions about criteria, policies, or procedures outlined in the manual, I understand that I should contact my academic advisor or the MSW Program Coordinator.

Student Signature

Date

Student Name (Print)

APPENDIX B: Grievances, Petitions, and Appeals

Grievances, Petitions, and Appeals – College of Social Work

There are times when a student may believe that a decision regarding his or her status as a student needs to be reconsidered. Students have a right to seek reconsideration. The procedures for the request vary depending on the nature of the concern.

Grade in a course or assessment of performance. If a student disagrees with the mark, grade, or assessment placed on his/her work, the student should discuss the matter with the instructor who assigned the grade. Final authority regarding assignment of the grade shall remain with the instructor. If a committee assigns the mark, grade, or assessment, the student should meet first with the chair of the committee. Final authority regarding assignment of the grade shall remain with the committee.

Unfair treatment. If a student is concerned that he or she has been treated unfairly, the student should seek the advice of the **College of Social Work Ombudsperson**, who can advise about the course of action to take. Options include the following:

- Concern about discrimination or harassment (when academic or nonacademic in the university context): If the student believes that he or she has been treated unfairly in the basis of age, race, color, sex, religion, national origin, disability status, veteran status, or sexual orientation, or has been sexually harassed, then the student shall seek assistance from the **USC Office of Equal Opportunity Programs** (<http://www.sc.edu/eop/>). Equal opportunity complaint processing policy is at: https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/documents/eop_complaint_processing_procedures.pdf
- .Concern about responsible teaching: If the student believes the instructor has violated Teaching Responsibilities (contained in the *USC Columbia Faculty Manual*) or USC policies on Freedom of Expression or Protection Against Improper Disclosure, then the student may file a grievance with the **COSW Student Grievance, Standards, Petitions, and Ethics Committee**. Steps in the Grievance Procedure are below.
- Concern about unjust or inequitable treatment that is not based in discrimination or treatment that creates unnecessary hardship: The student may file a grievance with the **COSW Student Grievance, Standards, Petitions, and Ethics Committee** if the student believes she or he has been treated unjustly or inequitably for reasons other than discrimination or has been required to face unnecessary hardship. Such grievances include, but are not limited to, such problems as: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, or violations of the stated college policies. The concern may be academic or nonacademic. Steps in the Grievance Procedure are below.

Petition for special exception. If a student seeks an exception to standard rules and policies, the appeal should be made to the Coordinator of the program (BSW/Undergraduate, MSW, PhD, or Certificate). The Coordinator may make a decision regarding typical requests or may bring the matter to the Program Committee. All decisions regarding exceptions, whether director or committee makes the decision, will be documented. Final authority regarding exceptions to the rules and policies shall remain with the **Program Committee**. Students should plan ahead and allow adequate time (at least two weeks) for the committee to consider the case and gather essential information before a decision can be made.

College of Social Work Grievance Procedure. Students who seek to file a grievance should attend to the following procedures.

Responsible Parties:

- The **College of Social Work Ombudsperson** will advise the student about the grievance or petition procedure. The student also may seek assistance from the USC Ombudsman. In cases

of alleged discrimination or harassment, the student may seek assistance from the USC Office of Equal Opportunity Programs (<http://www.sc.edu/eop>)

- The COSW Ombudsperson will notify the COSW Associate Dean for Curriculum when a student has made a request. The COSW Ombudsperson is elected by the faculty to a two-year term.

The **College of Social Work Student Grievance, Standards, Petitions, and Ethics Committee** will be comprised of a core committee to hear all grievances from students. Additional program representatives serve on the Grievance Committee as members only for cases involving the program they represent. Thus the committee includes three tenure-track, tenured or clinical faculty members. Substitute members may be appointed by the dean on an ad hoc, time-limited basis to participate on the Student Grievance, Standards, Petitions, and Ethics Committee when a regularly elected member cannot participate for reasons of conflict of interest or leave. The substitute must represent the same group (faculty, program, student) as the regular member.

Faculty adviser: The student may have a faculty adviser present during any grievance procedure and one other person of the student's choosing. However, the adviser and the other person are not permitted to participate directly in the grievance process, or to speak for the student.

Course of Action:

A student who wishes to bring a grievance within the College of Social Work should take this course of action.

1. The student should discuss the matter and seek resolution with the faculty member or other person alleged to have caused the grievance. This should occur within ten working days of the date when the situation occurred that precipitated the grievance.
2. If no satisfactory resolution is achieved, the student should contact the Program Coordinator of the academic program in which the student is enrolled (BSW-Undergraduate, MSW, Certificate, PhD). This should occur within five working days after discussion with the faculty member or other person alleged to have caused the grievance.
3. If no satisfactory resolution is achieved, the student should contact the COSW Ombudsperson. This should occur within five working days after discussion with the Program Coordinator.
4. If the Ombudsperson advises the student to file a grievance with the COSW Student Grievance, Standards, Petitions, and Ethics Committee, within five days of the Ombudsperson's recommendation, the student should file a written request for a grievance hearing. The request is submitted to the Associate Dean for Curriculum, who notifies the chair of the Student Grievance, Standards, Petitions, and Ethics Committee.
5. The student bringing the grievance will have the opportunity to present to the COSW Student Grievance, Standards, Petitions, and Ethics Committee either in writing or in person any and all evidence pertaining to the grievance.
6. The student should be aware:
 - a. Within ten working days of receiving the request for a hearing, the Student Grievance, Standards, Petitions, and Ethics Committee will have a preliminary discussion of the case and will schedule a hearing. The Committee will notify all persons who may be a party to the grievance.
 - b. Those persons who disagree with the claims of the grievance or have additional information will have the opportunity to present to the COSW Student Grievance, Standards, Petitions, and Ethics Committee either in writing or in person and all evidence pertaining to the grievance.
 - c. All parties to the grievance have a right to see all evidence pertaining to the grievance.

- d. If evidence is presented in person, the committee will have the opportunity to ask questions for points of clarification.
- e. The Committee will ask all parties to the grievance to leave the room so that committee members only can deliberate the case.
- f. The Committee may make the following determinations:
 - i. There is no cause for grievance, the meeting is over, and the parties are dismissed.
 - ii. There is cause for a grievance and a reasonable and fair solution to all parties will be decided. All parties will be brought back to the meeting to hear the resolution. All parties are bound by the committee's decisions unless any party decides to appeal the grievance further.
 - A student may appeal to the USC Ombudsman.
- g. The committee will make a written record of the findings and resolutions and submit a copy to all concerned parties and the Associate Dean for Curriculum.