



School of
Social Work

COLLEGE OF HEALTH

Cleveland State University

College of Health

School of Social Work

Master of Social Work

Student Handbook

2024-2025 Academic Year

School of Social Work

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MASTER OF SOCIAL WORK (MSW) STUDENT HANDBOOK

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On behalf of the administration, faculty, and staff of the Master of Social Work Program at Cleveland State University, we would like to welcome you! Social Work is a noble profession. You are joining a diverse and dedicated group of students and faculty united by their commitment and passion to make a difference. Like all great endeavors, your time in the program will be challenging but also rewarding. We encourage you to make the most of this experience. We can assure you that your efforts will be worthwhile.

Welcome!

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Click on a faculty member's name to learn more about them!

MSW PROGRAM MISSION

The mission of the MSW program is to prepare students for specializations in advanced generalist and clinical social work to practice ethically and with integrity, promote human rights and community well-being from a global, anti-racist and anti-oppressive perspective. Our context as a school of social work in a public institution, located in downtown Cleveland and with an expanding reach, directs us to graduate a diverse student body, to encourage civic engagement and dedication to public service. We are committed to social, racial, economic, and environmental justice, creation of conditions that facilitate the realization of human rights, elimination of poverty and enhancement of life for all people locally, across the state, and globally. We seek to encourage civic engagement and foster our students' intellectual and personal development. We endeavor to promote a more humane society through our research, teaching, and service to the university, community, and globally. Guided by a person in environment framework, and use of knowledge-based scientific inquiry, we strive to graduate competent social workers who are well prepared to address the challenges of practice, through a deep respect for human diversity, the dignity and worth of the person, and the importance of human relationships.

MSW PROGRAM GOALS

- promote clinical and advanced generalist practice that is evidenced-informed, with and on behalf of individuals, families, groups, communities, organizations, and communities;
- prepare students for specialized, self-critical, accountable, autonomous, culturally responsive practice.
- focus on traditional and emerging ways of knowing and multiple theoretical perspectives, integrating trauma theory, practice knowledge, and multi-dimensional approaches to practice.
- address human needs, aspirations, issues of social and economic justice, discrimination, and oppression using policy practice, and advocacy in advanced generalist and clinical interventions;
- promote research that informs and evaluates practice and prepares graduates to engage in scientific inquiry and life-long learning;
- encourage civic engagement with public and private organizations and communities to improve health and human services.

MSW PROGRAM PROFESSIONAL COMPETENCIES

CSWE adopted a competency-based education framework for its educational policy and standards for accreditation (EPAS). The policy focuses on student learning outcomes, as in related health and human service professions. An outcomes-oriented approach refers to identifying and assessing what students demonstrate in practice. In social work, this approach involves assessing students' ability to demonstrate the competencies identified in the educational policy.

Competency-based education rests upon a shared view of the nature of competence in professional practice. Social work competence is the ability to integrate and apply social work knowledge, values,

and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being. EPAS recognizes a holistic view of competence; demonstrating competence is informed by knowledge, values, skills, and cognitive and affective processes that include the social worker's critical thinking, affective reactions, and exercise of judgment in regard to unique practice situations. Overall professional competence is multi-dimensional and composed of interrelated competencies. An individual social worker's competence is seen as developmental and dynamic, changing over time in relation to continuous learning.

The professional competencies which each student must demonstrate include:

Competency 1 - Demonstrate Ethical and Professional Behavior

Competency 2 - Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Competency 3 - Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Competency 4 - Engage in Practice-Informed Research and Research-Informed Practice

Competency 5 - Engage in Policy Practice

Competency 6 - Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7 - Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8 - Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9 - Evaluate Practice with Individuals, Families, Groups, Organizations & Communities

ACCREDITATION

The MSW program is accredited by the Council on Social Work Education (CSWE). This accreditation is vital. In Ohio and across all other states, only students who graduate from a social work program accredited by CSWE are eligible to take the social work licensure exam (LSW) following completion of the program.

DEGREE REQUIREMENTS

Traditional MSW

The Traditional MSW is comprised of 60-credits. Traditional students complete both the generalist (500-level) and the specialization (600-level) classes.

Advanced Standing

Advanced standing students complete 30 credits. Advanced Standing is designed for students with a strong academic record who have successfully completed their BSW degree within the last 7 years. Advanced standing students complete only the specialization portion of the curriculum (30 credits).

ADMISSION

Felony History

Applicants and current students should be aware that a prior felony conviction or sanctions for unprofessional conduct may impact the future potential for obtaining field placements, social work employment, and licensure. The Ohio Counselor, Social Worker, and Marriage and Family Therapist Board requires all applicants to report all misdemeanor and felony convictions except for of minor traffic violations (DUI/OVI charges are not considered traffic violations and must be reported as criminal convictions) for licensure). For the licensure application, all charges and convictions require a "yes" answer to the question, "Have you been convicted of a felony or misdemeanor other than a minor traffic violation?" even if the original charge and conviction is an expunged status. Falsification could result in delayed placement and other action, including Student Conduct Code, charges up to and including dismissal from the program.

Traditional MSW Criteria for Admission

A baccalaureate degree from a college or university accredited by a recognized regional accrediting association is required for admission. Traditional MSW students are not required to have a bachelor's degree in any specific major to be considered for admission. The minimum required overall undergraduate GPA for admissions to the Traditional MSW program option is 2.75 on a 4.0 scale. Alternatively, students who have an undergraduate GPA below 2.75 may submit a graduate GPA in consideration for admission as a provisional student. To establish a graduate GPA, at least 6 graduate credits must be taken with a minimum of a 3.0 overall graduate GPA.

Advanced Standing MSW Criteria for Admission

Successful candidates for advanced standing admission will have excellent letters of reference and highly favorable field evaluations that attest to their professional competency. To assure that baccalaureate social work graduates entering master's social work programs do not repeat what has been achieved in their baccalaureate social work programs, qualified students can complete the advanced standing program option. Advanced standing students complete the specialization 2nd year of the Master of Social Work program. The criteria for admission to the program includes an earned baccalaureate degree in social work from a college or university accredited by

a recognized regional accrediting association and admission is possible only to graduates holding degrees from baccalaureate social work programs accredited by CSWE, recognized through its International Social Work Degree Recognition and Evaluation Services or covered under a memorandum of understanding with international social work accreditors, or for those under CSWE candidacy. To be considered for the Advanced Standing Students must have earned a Bachelor of Social Work degree within the last seven years, though exceptions to this time period are made based on an individual's work history in the field. A student also must have a minimum overall undergraduate grade point average (GPA) of 3.0 on a 4.0 scale. Students applying for advanced standing must provide a copy of their BSW field evaluations showing successful completion as part of the admissions packet.

Deferring Admission

Degree-seeking MSW students admitted to the program may defer their admission for up to one year by submitting an official request for deferral to allin1@csuohio.edu; you include your full name, CSU ID number, and new start date in the body of the message. After one year, students who are admitted but do not enroll must reapply to the College of Graduate Studies and the program.

Transfer of Credit

The student requesting to transfer graduate credit from another institution to fulfill program requirements at CSU should be aware of the following criteria. The university allows students to transfer up to 9 graduate credits--requests for an extension of the limit on transfer credit must be approved by the program graduate committee and must not exceed one-third of the total credits required for an MSW degree. Only credits from another Council of Social Work Education accredited social work graduate program at a regionally-accredited college or university will be considered. Acceptance of graduate transfer credit is determined by the program's Academic and Professional Performance Committee (APC) and the College of Graduate Studies, which assess potential transfer courses and the adequacy of the applicant's performance in these courses. Transfer credit is subject to program regulations and is not permitted without the approval of the Graduate Program Committee. Programs may limit transfer credit to less than the maximum permitted by the College of Graduate Studies. Additionally, the following university requirements apply:

1. All transfer credit must be earned at an accredited graduate college or university and not have been utilized to fulfill a requirement for any other degree.
2. Transfer credit cannot exceed nine graduate hours for master's degree students and one-third of the total graduate hours required for certificate, licensure, and doctoral degree students. The department/program graduate committee must approve requests for an extension of the limit on transfer credit. Such requests do not require review and approval by the College of Graduate Studies Petitions Committee.
3. All credits requested for transfer must carry a letter grade of A, A-, B+, or B in graduate courses. No S/F graded courses may be transferred. The only consideration for exemption is field practicum experience.
4. All transfer credit must be within the six-year statute of limitations on course work applicable fulfilling of a graduate degree, certificate, or licensure requirement at the time of program completion. The departmental/program graduate committee must approve requests for an

extension of the six-year limit on transfer credit. Transfer credits taken ten or more years before the anticipated point of degree completion must also be reviewed and approved by the College of Graduate Studies Petitions Committee.

5. Students seeking transfer credit must have Regular Graduate Student Status, have a minimum of 12 graduate credits posted at CSU, be in good academic standing at Cleveland State University and the school where the credits were earned.
6. Students admitted to Cleveland State University must receive prior approval to take courses elsewhere as Transient Students for transfer into their programs.
7. Credit awarded in transfer is not approved nor recorded on a transcript until the student has completed twelve hours of graduate (500- to 800-level) course work at Cleveland State University and has achieved a graduate grade point average of 3.0 or better.

Graduate Credit Transfer forms may be downloaded at <https://graduate-studies.csuohio.edu/sites/default/files/Credit%20Transfer%20Form.pdf>

They are also available in the College of Graduate Studies and program offices.

Applying Credit from Another CSU Graduate Program

Some students may wish to apply for graduate credits earned in another CSU master's program. Students may petition the APC to apply for up to 9 credits that were not earned in an MSW program towards their MSW degree. The petition must include a copy of the syllabus. The APC will closely analyze the syllabus to determine if the class is equitable to an MSW class. Only courses that were passed with a B or better and were completed in the previous five years will be considered. Only courses that were not used to fulfill another degree will be considered.

Credit for Life Experience

Students may not earn social work course credit for life experience or previous work experience.

New Student Mandatory Orientation

New student orientation is a mandatory pre-requisite for admission to the MSW program. MSW orientations are offered online in the summer (May), Fall (August), and Spring (January) of every academic year. All admitted students must complete the online MSW orientation during the first week of their enrollment term. Students who fail to complete orientation will be administratively withdrawn and must wait until they complete orientation before they resume taking classes in the MSW program.

ADVISEMENT AND RETENTION

Advisors provide academic advising while faculty provide professional advising.

Academic Advising

Each student is assigned an academic adviser from the College of Health Advising Office. Academic advisers stay with each student during the program studies from day one through to graduation and provide all needed information on plans of study, academic schedules, course permissions, all related University rules. The MSW Program Director provides additional

academic support around program rules, plans of study issues, or other related concerns that may arise during a student's matriculation.

Student Academic Responsibility

Graduate students must complete all university, college, and department degree requirements. It is the student's responsibility to be informed of these requirements. A student's advisor may not assume this responsibility, nor may the advisor substitute, waive, or exempt the student from any established requirement or academic regulation.

Professional Advising

Professional advising is provided by the program faculty members and professional staff. The faculty members have diverse professional and personal backgrounds with which to provide students professional advising. In addition, the Field Education Department professionals – directors, coordinators, and faculty liaisons – and agency supervisors provide a multitude of professional support and advising during the program of study and as student matriculate and become licensed social workers. Each of these professionals (faculty, staff, supervisors) help students both formally and informally prepare for post-graduation practice and entry into the profession. Through these professional advisory supports, students can and are expected to demonstrate professional across the program – in classrooms, student organizations, and program and university activities, among others. As discussed above, no Keypath personnel provides any professional advising.

CURRICULUM

All MSW students must choose [Advanced Generalist or Clinical Specialization](#) for their 2nd year of the program.

Clinical Specialization

The clinical specialization curriculum works to prepare students for the LISW exam and private practice. Students in the clinical specialization develop skills to be competent in the practice of psychotherapy, that is, to provide behavioral and mental health assessment and treatment for individuals, couples, families, and groups. The clinical specialization integrates a trauma-informed curriculum. Students trained with a clinical trauma-informed specialization can be prepared to work with a range of clients in mental health clinics, hospitals, child welfare, social service agencies, substance abuse settings, domestic violence and rape crisis centers. Graduates will also be prepared to address neighborhood violence, gun violence, and gang-related violence, providing individual and group therapy, crisis intervention, and programs for victims. This is the most common path to licensure post-graduation in Ohio.

Advanced Generalist Specialization

The advanced generalist specialization prepares students to assess and intervene with individuals, families, groups, organizations, and communities. Students develop competencies for practice in settings that prepare them to take the Advanced Generalist examination for Ohio's Licensed Independent Social Worker license. Social workers with an advanced generalist, multidimensional skill set work in hospitals and nursing homes, rehabilitation, child welfare, aging, developmental disability, settlement houses, social service agencies, advocacy, community education, community organizing, and other settings serving clients and communities.

Practicum

➤ All MSW students complete practicum which can only be started in the FALL semester

Generalist-year practicum students complete 400 hours over two semesters and
Specialization-year **and** Advanced Standing students complete 500 hours over two semesters.

Please see the field manual for detailed field practicum information. You can access it here:
https://onlinelearning.csuohio.edu/sites/default/files/2023-04/MSW_Field_Manual_2023.pdf

Traditional Program

Review the charts below to understand what classes are required to complete your degree and what classes are required for both clinical and advanced generalist specialization.

60 credit hours

<p>All 500-level courses must be completed prior to specialization courses.</p> <p>The generalist curriculum is comprised of the first 10 classes that traditional MSW students compete. All generalist classes must be successfully completed before a student can enroll in specialization classes. Specialization classes taken prior to completing generalist classes may not be counted toward the MSW degree.</p> <p><i>- Courses bolded and outlined mean they are required to be taken together-</i></p>	
<p>SWK 501 - Ethical Decision Making for Social Work Practice SWK 502 – Social Welfare Policy & Analysis SWK 503 - Human Behavior and the Social Environment SWK 504 - Generalist Practicum I (co-requisite with SWK 505; pre-req for 506) + SWK 505 - Generalist Practice with Individuals and Families (pre-req for 507) SWK 506 - Generalist Practicum II (co-req with SWK 507) + SWK 507 - Generalist Practice with Groups, Communities, and Organizations SWK 508 - Disparities, Diversity, and Inclusion SWK 509 - Fundamentals of Research SWK 510 – Human Behavior in the Social Environment: The Life Course</p>	
<p>Required Advanced Generalist Specialization Courses</p>	<p>Required Clinical Specialization Courses</p>
<p>SWK 620 - Advanced Generalist Group Work Practice SWK 621 - Advanced Generalist Practicum I (co-req with SWK 625) SWK 624 - The Social Worker as Leader and Manager SWK 625 - Advanced Generalist Practice with Individuals and Families (co-req with SWK 621) SWK 626 - Advanced Generalist Practice with Communities (co-req with SWK 628) SWK 627 – Program Evaluation SWK 628 - Advanced Generalist Practicum II (co-req with SWK 626) +9 credit hours of Electives *can be found from the list of School-approved courses below</p>	<p>SWK 610 - Psychopathology SWK 612 - Clinical Practicum I (co-req with SWK 613) SWK 613 - Core Competencies for Clinical Social Work Practice (co-req with SWK 612) SWK 614 - Trauma and Recovery SWK 615 - Clinical Social Work Practice with Groups SWK 616 - Interventions for Clinical Social Work Practice (co-req with SWK 618) SWK 617 – Evaluation of Clinical Practice SWK 618 - Clinical Practicum II (co-req with SWK 616) + 6 credit hours of Electives*can be found</p>

from the list of School approved courses below

Advanced Standing Curriculum

Review the charts below to understand what classes are required to complete your degree, and what classes are required for both clinical and advanced generalist specialization.

30 credit hours

*-Courses bolded and outlined mean they are co-requisites that **must** be taken together-*

Required Advanced Generalist Specialization Courses (Pages 7-8)	Required Clinical Specialization Courses (Pages 3-6)
SWK 620-Advanced Generalist Group + 9 credit hours of Electives* can be found from the list of School approved courses below	SWK 610-Psychopathology SWK 612 -Clinical Practicum I (co-req with SWK 613) SWK 613 -Core Competencies for Social Work Clinical Practice (co-req with SWK 612) SWK 614-Trauma and Recovery SWK-615 Clinical Social Work Practice with Groups SWK-616 -Interventions for Clinical Social Work Practice (co-req with SWK 618) SWK 617 – Evaluation of Clinical Practice SWK-618 -Clinical Practicum II (co-req with SWK 616) + 6 credit hours of Electives* can be found from the list of School approved courses below

TRADITIONAL ADVISING PLANS

Clinical Specialization

Students have the option to take 3 to 16 credit hours per semester (30 credit hours total required with a 3.0 or better to be eligible to graduate). All SWK courses are 3 credit hours.

➤ Courses offered by Semester

<u>Courses Available in Fall</u>	<u>Courses Available in Spring</u>	<u>Courses Available in Summer</u>
<u>SWK 501</u>	<u>SWK 506*(co-req 507)</u>	<u>SWK 501</u>
<u>SWK 502</u>	<u>SWK 507* (co-req 506)</u>	<u>SWK 502</u>
<u>SWK 503</u>	<u>SWK 508</u>	<u>SWK 503</u>
<u>SWK 504* (co-req 505)</u>	<u>SWK 509</u>	<u>SWK 508</u>
<u>SWK 505* (co-req 504)</u>	<u>SWK 510</u>	<u>SWK 509</u>

		<u>SWK 510</u>
<u>SWK 610</u>	<u>SWK 610</u>	
<u>SWK 612* (co-req 613)</u>	<u>SWK 615</u>	<u>SWK 610</u>
<u>SWK 613* (co-req 612)</u>	<u>SWK 616* (co-req 618)</u>	<u>SWK 614</u>
<u>SWK 614</u>	<u>SWK 617</u>	<u>SWK 615</u>
<u>SWK 615</u>	<u>SWK 618* (co-req 616)</u>	<u>SWK 617</u>

**Bolded courses are co-requisites*

Clinical Specialization Schedule (Examples)

- Fall-Start (with summers)**

Generalist Year Schedule

Fall (1)	Spring (1)	Summer (1)
SWK 501	SWK 506*(co-req 507)	SWK 502
SWK 503	SWK 507*(co-req 506)	SWK 508
SWK 504*(co-req 505)	SWK 509	SWK 510
SWK 505*(co-req 504)		
Ability to add-on an Elective during any semester		

Clinical Specialization Year Schedule

Fall (2)	Spring (2)	Summer (2)
SWK 612*(co-req 612)	SWK 616*(co-req 618)	SWK 610
SWK 613*(co-req 613)	SWK 618*(co-req 616)	SWK 615 or SWK 617
SWK 614	SWK 617 or SWK 615	
6 credit hours of Elective(s) required if not yet satisfied		

**Bolded courses are co-requisites*

- Fall-Start (without summers)**

Generalist Year Schedule

Fall (1)	Spring (1)
SWK 501	SWK 506*(co-req 507)
SWK 502	SWK 507*(co-req 506)
SWK 503	SWK 508
SWK 504*(co-req 505)	SWK 509
SWK 505*(co-req 505)	SWK 510

Clinical Specialization Year Schedule

Fall (2)	Spring (2)

SWK 610	SWK 616*(co-req 618)
SWK 612*(co-req 613)	SWK 617
SWK 613*(co-req 612)	SWK 618*(co-req 616)
SWK 614	
SWK 615	6 credit hours of Elective(s)

**Bolded courses are co-requisites*

- **Spring-Start (with summers)**

Due to practicum courses which only begin in **Fall**- Starting in Spring will extend the length of the program.

Generalist Year Schedule

Spring (1)	Summer (1)	Fall (1)	Spring (2)
SWK 508	SWK 501	SWK 504*(co-req 504)	SWK 506*(co-req 507)
SWK 509	SWK 502	SWK 505*(co-req 504)	SWK 507*(co-req 506)
SWK 510	SWK 503		
Ability to add-on an Elective during any semester			

Clinical Specialization Year Schedule

Summer (2)	Fall (2)	Spring (3-additional semester)
SWK 610	SWK 612*(co-req 613)	SWK 616*(co-req 618)
SWK 615 or SWK 617	SWK 613*(co-req 612)*	SWK 618*(co-req 616)
	SWK 614	SWK 617 or SWK 615
6 credit hours of Elective(s) required if not yet satisfied.		

**Bolded courses are co-requisites*

- **Spring-Start (without summers)**

Due to practicum courses which only begin in Fall, the earliest graduation date will be the following Spring.

Generalist Year Schedule

Spring (1)	Fall (1)
SWK 508	SWK 501
SWK 509	SWK 502
SWK 510	SWK 503
	SWK 504*(co-req 505)
	SWK 505 (co-req 504)
Ability to add-on an Elective during any semester	

Clinical Specialization Year Schedule

**Bolded courses are co-requisites*

Spring (2)	Fall (2)	Spring (3-additional semester)
	SWK 610	SWK 615
SWK 506*(co-req 507)	SWK 612*(co-req 613)	SWK 616*(co-req 618)
SWK 507*(co-req 506)	SWK 613*(co-req 612)	SWK 618*(co-req 616)
	SWK 614	SWK 617
6 credit hours of Elective(s) required if not yet satisfied		

- **Summer-Start:**

Generalist Year Schedule

Summer (1)	Fall (1)	Spring (1)
SWK 501	SWK 503	SWK 506*(co-req 507)
SWK 502	SWK 504* (co-req 505)	SWK 507*(co-req 506)
SWK 508 (Optional)	SWK 505*(co-req 504)	SWK 508 (if not previously taken)
		SWK 509
		SWK 510
Ability to add-on an Elective during any semester		

Clinical Specialization Year Schedule

Summer (2)	Fall (2)	Spring (2)
SWK 610	SWK 612*(co-req 613)	SWK 615 or SWK 617
SWK 615 or SWK 617	SWK 613*(co-req 612)	SWK 616*(co-req 618)
	SWK 614	SWK 618*(co-req 616)
<i>6 credit hours of Elective(s) required if not yet satisfied</i>		

**Bolded courses are co-requisites*

Traditional Advising Plans (cont.)

Advanced Generalist Specialization

[Advising Plan Outline](#)

Students have the option to take 3 to 16 credit hours per semester (30 credit hours total required with a 3.0 or better to be eligible to graduate). ALL SWK courses are 3 credit hours.

Courses offered by Semester- Advanced Generalist:

<u>Courses Available in Fall</u>	<u>Courses Available in Spring</u>	<u>Courses Available in Summer</u>
<u>SWK 501</u>	<u>SWK 506*(co-req 507)</u>	<u>SWK 501</u>
<u>SWK 502</u>	<u>SWK 507* (co-req 506)</u>	<u>SWK 502</u>
<u>SWK 503</u>	<u>SWK 508</u>	<u>SWK 503</u>
<u>SWK 504* (co-req 505)</u>	<u>SWK 509</u>	<u>SWK 508</u>
<u>SWK 505* (co-req 504)</u>	<u>SWK 510</u>	<u>SWK 509</u>
		<u>SWK 510</u>
<u>SWK 620</u>	<u>SWK 626* (co-req 628)</u>	

SWK 621* (co-req 625)	SWK 627	
SWK 624	SWK 628*(co-req 626)	
SWK 625* (co-req 621)		

**Bolded courses are co-requisites*

Advanced Generalist Specialization Schedule (Examples)

o Fall Start (with summers)

Generalist Year Schedule

Fall (1)	Spring (1)	Summer (1)
SWK 501	SWK 506* (co-req 507)	SWK 502
SWK 503	SWK 507*(co-req 506)	SWK 510
SWK 504*(co-req 505)	SWK 508	
SWK 505*(co-req 504)	SWK 509	
Ability to add-on an Elective during any semester (up to 16-credits)		

Advanced Generalist Specialization Year Schedule

Fall (2)	Spring (2)	Summer (2)
SWK 620	SWK 626*(co-req 628)	Elective
SWK 621* (co-req 625)	SWK 627	Elective
SWK 624	SWK 628*(co-req 626)	Elective
SWK 625* (co-req 621)		
9 Credit Hours of Electives required		

**Bolded courses are co-requisites*

o Fall-Start (without summers)

Generalist Year Schedule

Fall (1)	Spring (1)
SWK 501	SWK 506* (co-req 507)
SWK 502	SWK 507*(co-req 506)
SWK 503	SWK 508
SWK 504* (co-req 505)	SWK 509
SWK 505* (co-req 504)	SWK 510

Advanced Generalist Specialization Year Schedule

Fall (2)	Spring (2)
SWK 620	SWK 626*(co-req 628)
SWK 621* (co-req 625)	SWK 627
SWK 624	SWK 628*(co-req 626)
SWK 625* (co-req 621)	Elective
Elective course	Elective

**Bolded courses are co-requisite*

o Spring-Start (with summers)

Due to practicum courses which only begin in Fall, the earliest graduation date will be the following Spring.

Advanced Generalist Specialization Schedule

Spring (1)	Summer (1)	Fall (1)	Spring (2)
SWK 508	SWK 501	SWK 503	SWK 506*(co-req 507)
SWK 509	SWK 502	SWK 504* (co-req 505)	SWK 507* (co-req 506)
SWK 510		SWK 505* (co-req 504)	
Ability to take an Elective during any semester			

Advanced Generalist Specialization Schedule

Summer (2)	Fall (2)	Spring (3)
PIC (if not yet satisfied)	SWK 620	SWK 626*(co-req 628)
Elective (if not yet satisfied)	SWK 621* (co-req 625)	SWK 627
Elective (if not yet satisfied)	SWK 624	SWK 628* (co-req 626)
	SWK 625 * (co-req 621)	
9 credit hours of electives required		

**Bolded courses are co-requisites*

○ [Spring-Start \(without summers\)](#)

Due to practicum courses which only begin in Fall, the earliest graduation date will be the following Spring.

Generalist Year Schedule

Spring (1)	Fall (1)	Spring (2)
SWK 508	SWK 501	SWK 506* (co-req 507)
SWK 509	SWK 502	SWK 507*(co-req 506)
SWK 510	SWK 503	Elective
	SWK 504* (co-req 505)	Elective
	SWK 505* (co-req 504)	
Ability to take an Elective during any semester		

Advanced Generalist Specialization Year Schedule

Spring (2)	Fall (2)	Spring (3- additional semester)
SWK 506* (co-req 507)	SWK 620	SWK 626* (co-req 628)
SWK 507*(co-req 506)	SWK 621* (co-req 625)	SWK 627
Elective	SWK 624	SWK 628* (co-req 626)
Elective	SWK 625 (co-req 621)	Elective (if not yet satisfied)

○ [Summer-Start](#)

Generalist Year Schedule

Summer (1)	Fall (1)	Spring (1)	Summer (2)
SWK 501	SWK 503	SWK 506* (co-req 507)	SWK 510
SWK 502	SWK 504* (co-req 505)	SWK 507* (co-req 506)	Elective (Optional)
	SWK 505* (co-req 504)	SWK 508	Elective (Optional)
		SWK 509	Elective (Optional)
		SWK 510 (Optional)	
Ability to take an Elective during any semester			

Advanced Generalist Specialization Year Schedule

Fall (2)	Spring (2)
SWK 620	SWK 626* (co-req 628)
SWK 621* (co-req 625)	SWK 627
SWK 624	SWK 628* (co-req 626)
SWK 625* (co-req 621)	

**Bolded courses are co-requisites*

ADVANCED STANDING ADVISING PLAN

Clinical Specialization

Advising Plan Outline

Students have the option to take 3 to 16 credit hours per semester (30 credit hours total required with a 3.0 or better to be eligible to graduate). ALL SWK courses are 3 credit hours.

➤ **Courses offered by Semester-Clinical Specialization**

<u>Courses Available in Fall</u>	<u>Courses Available in Spring</u>	<u>Courses Available in Summer</u>
<u>SWK 610</u>	<u>SWK 610</u>	<u>SWK 610</u>
<u>SWK 612* (co-req 613)</u>	<u>SWK 615</u>	<u>SWK 614</u>
<u>SWK 613* (co-req 612)</u>	<u>SWK 616* (co-req 618)</u>	<u>SWK 615</u>
<u>SWK 614</u>	<u>SWK 617</u>	<u>SWK 617</u>
<u>SWK 615</u>	<u>SWK 618*(co-req with 616)</u>	

**Bolded courses are co-requisites*

Clinical Specialization Schedule (Examples)

- [Fall-Start \(with summers\)](#)

Fall (1)	Spring (1)	Summer (1)
SWK 610	SWK 616*(co-req 618)	SWK 610
SWK 612*(co-req 613)	SWK 618*(co-req 616)	SWK 615
SWK 613*(co-req 612)	SWK 617	3 credit hours of Elective(s)
SWK 614		3 credit hours of Elective(s)

**Bolded courses are co-requisites*

- [Fall-Start \(without summers\)](#)

Fall (1)	Spring (1)
SWK 610	SWK 616*(co-req 618)
SWK 612*(co-req 613)	SWK 617
SWK 613*(co-req 612)	SWK 618*(co-req 616)
SWK 614	3 credit hours of Elective(s)
SWK 615	3 credit hours of Elective(s)

**Bolded courses are co-requisites*

- [Spring-Start \(with summers\)](#)

Due to practicum courses which only begin in Fall, the earliest graduation date will be the following Spring

Spring (1)	Summer (1)	Fall (1)	Spring (2-additional semester)
SWK 617	SWK 610	SWK 612*(co-req 613)	SWK 616*(co-req 618)
3 credit hours of Elective(s)	SWK 615	SWK 613*(co-req 612)	SWK 618*(co-req 616)

3 credit hours of Elective (optional)	Elective (optional)	SWK 614	Elective (optional)
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**Bolded courses are co-requisites*

- **Spring-Start (without summers)**

Due to practicum courses which only begin in Fall, the earliest graduation date will be the following Spring.

Spring (1)	Fall (1)	Spring (2)
SWK 610	SWK 612*(co-req 613)	SWK 616*(co-req 618)
SWK 615	SWK 613*(co-req 612)	SWK 618*(co-req 616)
3 credit hours of Elective(s)	SWK 614	SWK 617
3 credit hours of Elective		

**Bolded courses are co-requisites*

- **Summer-Start**

Summer (1)	Fall (1)	Spring (1)
SWK 610	SWK 612*(co-req 613)	SWK 616*(co-req 618)
SWK 615 OR 617	SWK 613*(co-req 612)	SWK 618*(co-req 616)
	SWK 614	SWK 615 or 617
<i>Add-on 3 credit hours of Elective(s) to any semester</i>		

**Bolded courses are co-requisites*

APPROVED ELECTIVES

All courses are 3 credit hours unless otherwise noted

SWK 648 - Grief, Death, Loss and Life (Required for Gerontology Certificate)
SWK 680 - Aging & Social Work Practice (Required for Gerontology certificate)
SWK 681- Veterinary Social Work 1
SWK 682 - Veterinary Social Work 2 (only if in the SWK Veterinary Social Work Certificate Program)
SWK 685 - Social Work Practice With Families & Children
SWK 691 - Juvenile Delinquency
SWK 692- Social Work in Educational Settings
SWK 694-Theories & Procedures in Addiction Studies
SWK 695 - Health Care: Planning & Policy Issues
SWK 696 - Human Sexuality & Social Work Practice
SWK 697 - Child Welfare I (must be admitted into the UPP program)
SWK 698 - Child Welfare II (must be admitted into the UPP program)

❖ Electives to satisfy the Chemical Dependency Certificate

CNS 501 - Chemical Dependency: Assessment, Treatment, Prevention (4 credits)
CNS 502 - Pharmacology of Addiction (1 credit)
CNS 503 - Legal & Ethical Issues in Treating Drug Dependence (1 credit)

❖ Electives to satisfy the Gerontology Certificate

SWK 648- Grief Death Loss and Life (Elective course required to be taken for Gerontology Certificate)
SWK 680 -Aging & Social Work Practice (Required course required to be taken for Gerontology Certificate)
HSC 526 section 501: Functional Performance in Older Adults
COM 549 - Health Communication
PED 572 - Physiology of Aging

❖ Electives to satisfy the Veterinary Social Work Certificate

SWK 681- Veterinary Social Work 1
SWK 682 - Veterinary Social Work 2

NOTE: *Clinical courses may be taken by an Advanced Generalist student as an elective AND Advanced Generalist courses may be taken by the clinical students as an elective.*

Request to Take an Unapproved Elective

Students who want to take an elective course not on this list must submit a letter detailing why they believe the selected elective should be accepted as an MSW elective to the MSW Director. In consultation with the APC, the MSW Director will determine if the proposed class is acceptable to fulfill the MSW elective requirement.

Request to Take Classes Without the Listed Pre-Requisite and Co-Requisite

Students are expected to take co-requisite and prerequisite classes as outlined in the standard schedule. Most importantly, for traditional MSW students, all generalist classes must be completed prior to taking specialization classes, and a practice class must be taken concurrently with field practicum. Students wishing to take classes without the listed co-requisite or prerequisite must submit a letter of petition to the MSW program Director outlining and

explaining why they believe they should be granted an exemption to the pre-requisite or co-requisite. Please discuss any previous training you have received that you believe would allow you to be successful in a course despite not having the pre-requisite. In consultation with the APC, the MSW Director will determine if the petition is accepted.

Courses Descriptions

Descriptions of MSW courses can be found in the graduate catalog available here:

https://catalog.csuohio.edu/search_advanced.php?cur_cat_oid=40&search_database=Search&search_db=Search&cpage=1&ecpage=1&ppage=1&spage=1&tpage=1&location=33&filter%5Bkeyword%5D=S WK&filter%5Bexact_match%5D=1

ENROLLMENT OPTIONS

Students may opt to enroll as full-time or part-time, taking 3 to 16 credits per term (see advising plans).

CURRICULAR ENHANCEMENT OPPORTUNITIES

Students can enhance their degree with the following.

Child Welfare Urban Partnership Program (UPP)

UPP students take two specialized child welfare courses, Child Welfare I-SWK 697 (Fall) and Child Welfare IISWK 698 (Spring) and complete a two-semester practicum at a local child welfare agency. UPP participants receive individualized attention and mentoring, in-depth exposure to child welfare, fast track to full-time child welfare employment, and a Financial Employment Incentive of \$5,000 if employed within six months of graduation at an Ohio Public Child Welfare Agency (any of Ohio's 88 Counties) and remain employed for at least one year. Combined, a limited number of UPP students can be admitted annually. Interested students should contact UPP program Director, Patricia Price-Johnson p.pricejohnson@csuohio.edu to learn more and seek admission to this program.

Chemical Dependency Counseling Certificate

Students who graduate with their MSW and a clinical specialization have the option of completing the requirements for the Chemical Dependency Counseling Certificate Program. This 12-credit program is accredited by the Ohio Chemical Dependency Professionals Board (OCDPB) as meeting 180 hours of chemical dependency-specific content in nine different content areas required for licensure as a chemical dependency professional. Any post-baccalaureate student may take the CD classes, but to earn the CD certificate, students, must also complete their MSW with the clinical specialization and focus their practicum on substance abuse counseling. The courses for the certificate include [SWK 694](#), [SWK 615](#), [CNS 501](#), [CNS 502](#), and [CNS 503](#). Interested students should contact the Chemical Dependency Counseling Certificate Program Director, Dr. Patricia Stoddard-Dare p.stoddarddare@csuohio.edu)216) 687-4568.

Following successful completion of these classes and the MSW degree, students must submit a certificate completion form available here:

https://cepa.csuohio.edu/sites/default/files/graduatecertificatecompletion_0.pdf

Please see the OCDPB website for further information about chemical dependency licensure in Ohio or to apply for a professional chemical dependency counseling license:
<http://ocdp.ohio.gov>.

Gerontological Studies Graduate Certificate

Students interested in working with older adults may choose to complete a gerontology graduate certificate to accompany their degree. Students wishing to earn this certificate in Gerontological Studies must complete: 1) the overview course (SWK 680), 2) a minimum of two specified courses (SWK 648, HCA 650, PED 572, SOC 516, HSC 526, COM 549, SOC 661), and 3) a 4-5 credit internship that includes working with older adults. The SWK 680 course counts toward the MSW elective requirements, and a student's required MSW field practicum can count towards the gerontology certificate internship requirement. For more information, please contact the gerontology program director, Dr. Milidonis m.milidonis@csuohio.edu, or visit:
http://catalog.csuohio.edu/preview_program.php?catoid=19&poid=4034&hl=%22gerontology%22&returnto=search

Veterinary Social Work Certificate

Students interested in veterinary social work may complete a graduate certificate to accompany their degree. Students wishing to earn this certificate in veterinary social work must complete: 1) SWK 681- Veterinary Social Work 1 and SWK 682: Veterinary Social Work 2; and 2) an internship that includes working in a connected way with the veterinary social work field. These courses count toward the MSW elective requirements, and a student's required MSW field practicum can count towards the certificate internship requirement. For more information, please contact the Veterinary Social Work program director, Dr. Aviva Vincent at a.l.vincent@csuohio.edu.

Graduate Certificate Information

A student has six years from the entry into the College of Graduate Studies to complete the requirements for a graduate certificate. Only course work, completed within the immediate past six-year period will apply toward program completion, including transfer credit and credit by examination. No course work, other than a capstone or exit project course, taken on an S/F, S/U, or audit basis may be used to satisfy graduate certificate requirements. A minimum grade-point average of 2.75 is required to be awarded a graduate certificate. Individual graduate certificate programs, however, may set the minimum GPA requirement at a higher level for the completion of their graduate certificate programs.

STUDENTS RIGHTS AND RESPONSIBILITIES

STANDARDS FOR CONTINUANCE

Following are the graduate standards for continuance.

Grading

The following grades for graduate courses have quality point value and figure in the computation of the grade point average.

- A = 4.0 quality points. Superior graduate attainment.
- A- = 3.7 quality points
- B+ = 3.3 quality points
- B = 3.0 quality points. Acceptable graduate attainment.
- B- = 2.7 quality points. Attainment below graduate standards.
- C = 2.0 quality points. Attainment below graduate standards.
- F = 0.0 quality points. Failure.

The following grades for graduate courses do not figure in the computation of the grade point average:

U - Unsatisfactory performance. U grades are not considered in the University's academic warning and dismissal regulations for graduate students.

S – Satisfactory. Equivalent to a B or better. May be used only for courses authorized by the Dean of the College of Graduate Studies. Credit is granted for all courses with an S grade, although the grade is not included in the calculation of the grade-point average.

I - Incomplete. The "I" grade is given when the work in a course has generally been passing, but when some specifically required task has not been completed through no fault of the student. The instructor can assign an "I" grade when all three conditions are met: 1. Student is regularly attending/participating in the class and has the potential to pass the course; 2. A Student has not completed all assignments and has stopped attending/participating for reasons deemed justified by the instructor; and 3. The student has notified the instructor prior to the end of the grading period.

INCOMPLETE POLICY

To aid in the prompt analysis of EPAS data and to support the development of students' professional work habits, an "I" will only be used under extraordinary circumstances such as illness or accident. At least 75% of the course assignments must be completed for a professor to consider granting an incomplete.

An incomplete will only be granted if the student has completed and signed (both student and instructor must sign) an "incomplete agreement" outlining the outstanding assignments and indicating the date by which the assignments will be completed prior to the end of the grading term. If a grade change is not submitted by the end of the time limit, the incomplete becomes an F.

The University incomplete form can be found here:

https://www.csuohio.edu/sites/default/files/Incomplete_Grade_Agreement.pdf

Academic Standards for Continuance

Traditional and Advanced Standing students are required to maintain an average grade of "B" or better in all classroom courses and satisfactory grades in all field courses. Achievement of at least a 3.0 cumulative grade-point average for all courses taken as a graduate student is required for graduation. All grade-point averages are carried to two decimal places (unrounded). The

University Graduate Council has determined that the minimum 3.0 grade-point average required for graduation cannot be waived via petition. A maximum of eight credit hours of work at the 400-level and above level may apply toward graduate degree requirements.

Academic Dismissal

Optional Dismissal

A student is subject to optional dismissal if any one of the following conditions are met:

- One grade of F
- Two grades of B-or less

Students who meet the above conditions will be referred to the APC for a continuance review. The MSW program Director or College graduate committee decides to dismiss or retain the student. Referred students will receive a letter from the program director, and a copy of the letter will be sent to the College of Graduate Studies. If it is determined that the student may continue in the graduate program. In that case, the Graduate Program Committee will notify the Dean of the College of Graduate Studies and the student, in writing, regarding the grounds under which continuation is possible. Students placed on academic warning should receive a notice from the program director describing why the student is on warning and what the student must do to return to good academic standing.

Mandatory Dismissal

- Two grades of F, regardless of grade point average
- 9 hours of less than B grades and a grade point average less than 3.00

Graduate Studies directs the Registrar to dismiss students who meet either of the above conditions and withdraw him/her from classes. A copy of the dismissal letter is sent to the program director.

Academic Honesty and Plagiarism

Plagiarism and other infractions of academic honesty are an infraction of the MSW Student Handbook, the CSU code of conduct, and professional ethics. As such, the disposition will follow both CSU's guidelines on academic misconduct and the social work program's guidelines.

School of Social Work Plagiarism Policy

1. Instructors for all social work classes will require that all written graded assignments worth 15% or more of the course grade must be submitted through a plagiarism detection program such as SafeAssign or Turnitin.com that the instructor will monitor.
2. If a major or minor infraction of plagiarism is detected, the instructor is obliged to notify the Social Work APC chairperson. The instructor is also obligated to follow the university plagiarism policy.

University Guidelines Regarding Academic Misconduct

Academic honesty is essential to maintain the integrity of university and foster an environment conducive to the pursuit of knowledge. The Cleveland State University Academic Community values honesty and integrity and holds its members to high standards of ethical conduct. Academic dishonesty is, therefore, unacceptable, and students must be prepared to accept the appropriate sanctions for any dishonest academic behavior as outlined in this policy on academic misconduct. Academic misconduct is any fraudulent actions or behaviors that affect the evaluation of a student's academic performance or record of academic progress. It includes cheating, plagiarism, and tampering. Please see the following links to view CSU's full guidelines and procedures for academic misconduct.

<https://www.csuohio.edu/sites/default/files/3344-21-02.pdf>

https://catalog.csuohio.edu/content.php?catoid=45&navoid=3804#Grade_Dispute_Procedure

NASW Code of Ethics

Students in the Master of Social Work Program are responsible for conducting themselves according to guidelines outlined in the National Association of Social Worker's (NASW) Code of Ethics. All MSW students must know this code and consistently with its principles. A copy of the NASW Code of Ethics is available here:

<https://www.socialworkers.org/About/Ethics/CodeofEthics/Code-of-Ethics-English.aspx>

CSU SCHOOL OF SOCIAL WORK STANDARDS FOR PROFESSIONAL BEHAVIOR

The University and program have adopted the following standards for professional behavior. Students are expected to adhere to these standards.

Performance

- Meet attendance expectations of classes, field placement, and other meetings with regularity and reliability
- Notify professors, field instructors, and colleagues prior to any absences or late arrivals
- Arrive for class, field placement, and other meetings prepared to participate
- Meet course expectations including

Conduct

- Demonstrate integrity and honesty in all matters
- Demonstrate willingness to work collaboratively with others
- Show respect for others' opinions
- Remain open to positive and constructive feedback from peers, faculty, staff, and field instructors
- Demonstrate a willingness to understand and engage difference and diversity
- Maintain attire and appearance in accord with the expectations and standards for the setting

Communication skills

- Demonstrate effective and respectful verbal and non-verbal communication, such as eye contact and personal space
- Demonstrate the ability to discuss and process information
- Clearly articulate ideas, thoughts, and concepts

Self-awareness and self-control

- Communicate effectively and respectfully

- Demonstrate an awareness of personal strengths and challenges
- Demonstrate an understanding of the appropriate use of self-disclosure
- Demonstrate emotional regulation
- Demonstrate unimpaired judgment and decision-making

Use of technology

- Demonstrate basic competency in word processing, use of email, and use of Internet
- Use public and private technology, including but not limited to social networking, texting or emailing, voicemail, and data storage, in a professional and respectful manner
- Abide by specific classroom and field policies regarding use of all technologies
- Follow the ethical and legal standards for privacy and confidentiality in accordance with state, federal, agency, and institutional standards

Class Attendance

Students are expected to attend class. When attendance is part of a student's grade in a class, the student must be present for the entire duration of the class period.

APA Format

Unless otherwise noted, course work in the program should be submitted using APA format.

Late Assignment Policy

Unless otherwise specified, assignments are due as directed the course syllabus. Late assignments will have a 10% deduction of that assignment per day for each day late.

ACADEMIC AND PROFESSIONAL PERFORMANCE COMMITTEE (APC) POLICY AND PROCESS

The Academic and Professional Performance Committee (APC) is a standing committee housed in the School of Social Work composed of three full-time School of Social Work faculty and/or professional staff members. This committee serves as the Graduate Program Committee. Ex officio members of this committee include the Director of the School of Social Work.

The APC will:

- Assess academic and professional behavior of students in accordance with the NASW Code of Ethics, the Council on Social Work Education's Educational Policy and Accreditation Standards (EPAS) Competency 1, Standards for Professional Behavior indicated in the MSW, BSW, and Field Education Handbooks, the Student Code of Conduct, and the College of Graduate Studies policies.
- Review petitions, including those for readmission, waivers, transfer credit, incomplete extensions, and transient status.
 - Evaluate students for continuance or termination from the program. All APC activities will be performed in accordance with College of Graduate Studies and University policies, and will, depending on the case, make recommendations to the Director of the School of Social Work, College of Graduate Studies, or other University office, as appropriate, regarding disposition or termination.

General Procedures

1. A referral is made to the APC outlining a concerning breach of professional, behavioral, and/or academic standard(s). Referrals can be made directly to the Chair of the APC or the program director. Referrals can be made by advisors, professors, instructors, lecturers, field directors, program staff, College of Graduate Studies personnel, and/or BSW/MSW Program Directors. Automatic referrals are made in the cases of an unsatisfactory grade (U) in field practicum for any reason, disrupted field placement, dismissal from field practicum, and plagiarism (major infraction).
2. Once a referral is made, either the Chair of the APC or the appropriate program director notifies the student and committee members of the need for a review.
3. During the contracted semester, an attempt will be made for the APC to host a review within ten working days, not including certain academic breaks.
4. When indicated, the referred student will be invited to either submit a written summary representing their perspective or attend a regularly scheduled APC meeting. In situations where safety may be a concern, the student will not be permitted to attend the meeting. Referred students who attend the meeting will be permitted to invite a University advisor or social work faculty member.
5. The APC will then reconvene to discuss and evaluate the alleged infraction. The Committee will consider the nature of the infraction, the extent to which the infraction violated policy, the reason for the infraction, previous and concurrent infractions (including number and duration), extenuating circumstances, and evidence gathered to support the veracity and severity of the alleged infraction as well as the potential impact on others including students, faculty/staff, field placement agencies, clients, and the integrity of the program.
6. Dispositions may include but are not limited to:
 - a. Provide support and/or education: Level 0
 - b. Formal written warning: Level 1
 - c. Conditional probationary continuance: Level 2
 - d. Temporary dismissal from the program: Level 3
 - e. Permanent dismissal from the program: Level 4
- Additional dispositions across all levels may include the following: repeating a course, seeking additional advisement, additional professional development, submission of all written work to a plagiarism detection program for a period, and other dispositions as recommended by the APC.
7. On behalf of the APC, the Chair of the APC will make a recommendation regarding the disposition of the student and will inform the Director of the School of Social Work of its decision, outlining the concern citing the specific infraction of the NASW Code of Ethics, the Social Work Education Policy and Accreditation Standards (EPAS) Competency 1, Professional Performance Standards indicated in the Program or Field Handbook, or violation of the University's Student Code of Conduct when indicated. Depending on the circumstances and Graduate School regulations, the College of Graduate Studies or University's Office of Judicial Affairs may take the lead role in determining the process and disposition regarding the alleged infraction.

8. If the case does not need to be decided at the College or University levels, and the APC has recommended dismissal, the Director of the School of Social Work, in consultation with the MSW Program Director, will make a final decision regarding the disposition. In such a case, either the chair of the APC or the appropriate program director will compose and send a letter to the referred student and copy the Director of the School of Social Work.

Petitions

Students may submit petitions to the APC. The APC must receive all paperwork required for the petition prior to deciding. Petitions received during the last two weeks of the spring semester and the summer may be heard the week before the start of the Fall semester.

Students seeking exemption from program requirements and/or regulations must petition the Graduate Program Committee, which acts on such requests and informs the student, the University Registrar, and the Dean of the College of Graduate Studies of its decision. Petitions concerning University and College of Graduate Studies requirements and regulations should be initiated through the graduate program advisor and graduate committee for recommendation. They are then forwarded to the Petitions Committee of the College of Graduate Studies for action. Once the College of Graduate Studies committee decides, the student, the program advisor, and the program director are notified, and a notation is placed on the student's academic record.

Before filing a petition with the College of Graduate Studies, the student should thoroughly review all applicable regulations so that the presentation is complete and accurate.

Petition Guidelines

Students petitioning for early readmission, an incomplete extension, a complete withdrawal, and selective withdrawal must complete the College of Graduate Studies petition in its entirety. The petition is available here: <https://graduate-studies.csuohio.edu/sites/csuohio.edu/graduate-studies/files/petitionform.pdf>

Please note: All documentation must be sent directly to grad@csuohio.edu

The following guidelines must be followed so that petitions can be presented in a way most likely to correctly inform the College of Graduate Studies Petitions Committee. This body conducts the final review of graduate petitions.

Include the course number, title, semester taken, and instructor's name when referring to a course. Any petition requesting an exemption from a course requirement, a late withdrawal, or an extension of an incomplete grade must include an instructor's dated statement. The instructor's statement **MUST** include information on the student's attendance and performance in the course, whether or not the student's request is supported by the instructor, and the instructor's rationale for supporting or not supporting, the petition. All requests for action on the grounds of medical, personal, legal, or work-related difficulties, either previous or ongoing, **MUST** include written

documentation of the situation and a dated and signed statement on official letterhead from the appropriate person (attorney, doctor, dentist, employer, etc.). The documentation provided **MUST** address directly how the difficulties noted had an adverse effect on the student's academic performance. Without this information/documentation, petitions will be returned to the student without Petitions Committee action. Please note that the University Graduate Council has determined that poor academic performance on a midterm examination or in other course requirements does not constitute enough grounds for granting a student a late withdrawal from a course. If questions arise in preparing a petition, contact the College of Graduate Studies at (216) 687-9370 or at grad@csuohio.edu

Process

1. Students submit petitions following the above noted instructions directly to the graduate college. Other petitions may be submitted directly to the Program Director.
2. All medical/legal documentation goes directly to the College of Graduate Studies, not the APC. The College of Graduate Studies must receive all paperwork required for the petition prior to making a recommendation.
3. Petitions received during the last two weeks of the spring semester and the summer will be heard the week prior to the start of Fall semester.
4. The APC will meet to review the petition and will make a recommendation with rationale. Additionally, the program director, instructor and advisor will make a written recommendation (on petition) with rationale and submit the petition to the College of Graduate Studies.

Please note: The Graduate College committee does not meet during the summer.

Late Add

Petition to add a class after the last day to add deadline will not be accepted unless both of the following conditions have been met: 1. the course instructor agrees to accept the late added student; and 2. The student has been attending and participating in class (same modality- online or in-person) since the beginning of the semester.

According to College of Graduate Studies rules, requests to late register/add will only be considered through a petition to the College of Graduate Studies after posted deadlines. *The Graduate College Petitions Committee will only consider requests where the student can show that demonstrable administrative error on the part of the University was responsible for her/his failure to register before posted deadlines.* Late Registration Forms are available at the Campus411 Office and the College of Graduate Studies. The forms also may be downloaded from <https://www.csuohio.edu/sites/default/files/lateregistration.pdf>

Late Withdrawal

Students wishing to petition for a late withdrawal must complete the College of Graduate Studies petition in its entirety. The completed petition must include the content below and should be submitted to the College of Graduate Studies:

- a. The completed petition which can be found here <https://graduatestudies.csuohio.edu/sites/csuhio.edu/graduate-studies/files/petitionform.pdf>

- b. A signed statement from the professor who taught each of the classes for which the student is requesting a late withdrawal. This statement will include an assessment of the student's attendance, current grade, academic performance, and their recommendation with rationale for support or nonsupport. This statement can be written on the petition form or as an attachment.
- c. A typed page describing clearly the type of request and a rationale why the request is being made.
- d. A dated and signed statement from the appropriate professional (attorney, doctor, dentist, employer, etc.) on official letterhead paper if your request is due to extenuating circumstances. Students may not indicate "available upon request."

A failing grade is not grounds for a granting a late withdrawal.

The APC will make a written recommendation with rationale. Additionally, the program director will make a written recommendation with rationale and submit the petition to the College of Graduate Studies whose decision is final.

Extension of an Incomplete

Students wishing to petition for an extension of an incomplete must complete the college of graduate studies petition in its entirety. The completed petition must include the content below and should be submitted to the MSW Director as appropriate.

- a. The completed petition which can be found here https://www.csuohio.edu/sites/default/files/Incomplete_Grade_Agreement.pdf
- b. A signed statement from the instructor who taught each of the classes for which the student is requesting an incomplete extension. This statement will include an assessment of the student's attendance, current grade, academic performance, and their recommendation with rationale for support or nonsupport. This statement can be written on the petition form or as an attachment.
- c. A typed page describing clearly the type of request and a rationale why the request is being made.
- d. A dated and signed statement from the appropriate professional (attorney, doctor, dentist, employer, etc.) on official letterhead paper if your request is due to extenuating circumstances. Students may not indicate "available upon request."

The APC will make a recommendation with rationale to be included on the submitted petition. Additionally, the program director will make a written recommendation with rationale and submit the petition to the College of Graduate Studies whose decision is final.

Petition for Readmission

Early Readmission

Students requesting readmission within 12 months of their dismissal may apply for an early degree seeking readmission.

1. Students making this request should complete the required petition <http://www.csuohio.edu/sites/csuohio.edu/graduate-studies/files/petitionform.pdf>, including a statement outlining their rationale for early readmission. Early re-admission petitions must explain the factors responsible for the student's poor academic performance and present a convincing case for why they are now prepared to succeed in their studies. If the request is due to extenuating circumstances, a dated and signed statement from the appropriate professional (attorney, doctor, dentist, employer, etc.) on official letterhead paper must accompany the petition. Do not indicate "Available upon request."
2. The APC will make a determination regarding the merits of the readmission petition and will provide a recommendation.
3. If the student is readmitted, the committee will present a step-by-step academic plan that will lead to the completion of the program. The plan presented must have the full support of the student's Graduate Program.
4. The program director will serve as the advisor for all students seeking readmission and will fill out that portion of the petition.
5. The completed petition will be forwarded to the college of graduate studies. The petition, recommendations and academic plan will be presented to the College of Graduate Studies Petitions Committee, whose decision shall be final.

Requests for Readmission After 12 Months

An academically dismissed student who has been separated from the University for 12 or more months may request permission to be re-admitted to the social work program. Such requests are reviewed and acted upon by the Social Work Graduate Program Committee (APC).

All graduate students dismissed from the College of Graduate Studies may not be readmitted by submission of an Application for Admission as a Non-Degree Graduate student without approval via the petition process through the College of Graduate Studies Petition's Committee.

1. Students requesting readmission after a 12-month waiting period should send a letter to the MSW Program Director. The letter should discuss the reasons for dismissal, barriers the student encountered during their degree-seeking studies, and how they have worked to address those barriers since the dismissal.
2. The APC will decide regarding the merits of the readmission petition and will provide a written recommendation. Readmission will be offered only if there is majority support of the APC and support of the MSW Program Director and the Director of Field Education.
3. If the APC determines the student should be readmitted, the student will be notified in a letter from the APC. The student will then have to work with their advisor on a plan to complete of the program's current catalog requirements.
4. The APC's decision regarding readmission will be forwarded to the College of Graduate Studies and the Registrar's Office.

Readmitted Students

An academically dismissed student who is readmitted to the same graduate program, or enters a different graduate program, will again be dismissed by the College of Graduate Studies if the individual receives in 400-800 level courses:

One or more grades of "F" or
Two or more grades of "B-" or less
A grade of "U" in field practicum

These academic performance requirements will be stated clearly in readmission letters that are forwarded to the College of Graduate Studies for consideration.

ACADEMIC POLICIES

The following are academic policies relevant for registration, course enrollment, and years to complete degree.

Registering for Class, Priority Registration

Students should consult with their academic advisor and register for classes during the earliest portion of the priority registration period. During the priority registration period, if the desired class section is full, students are encouraged to join the waitlist for that class. If the waitlist has at least ten students during the priority registration period, an additional section may be opened depending on College Dean's Office budget support. Many elective classes will not open additional sections even if there is a waitlist; therefore, students are encouraged to register early or select another option if the elective course they are interested in is full. After the priority enrollment period ends, additional class sections are much less likely to be added; therefore, students need to join class sections with openings.

Co-Requisites and Pre-Requisites

Certain classes have listed pre-requisite and co-requisite classes. All generalist classes must be completed before a student begins taking specialization classes. Other important prerequisites include:

SWK 504 & 505 must be completed before SWK 506 & 507

SWK 612 & 613 must be completed before SWK 616 & 618

SWK 621 & 625 must be completed before SWK 626 & 628

Important co-requisites include:

SWK 504 must be taken with SWK 505

SWK 506 must be taken with SWK 507

SWK 612 must be taken with SWK 613

SWK 616 must be taken with SWK 618

SWK 621 must be taken with SWK 625

SWK 626 must be taken with SWK 628

Credit Overload Petition

Students are permitted to enroll in a maximum of 16 credits during any semester. Students may petition for a credit overload https://graduate-studies.csuohio.edu/sites/csuohio.edu/graduate-studies/files/overload_course_form.pdf Petitions will only be accepted under extraordinary circumstances and will not be granted to students who 1) are currently on conditional

continuance in the program, 2) have previously earned a grade below “B” in their graduate studies, and/or 3) have a previous history of late assignments or requests for an incomplete.

Years to Complete Degree

A student has six years from the date of entry into the College of Graduate Studies to complete the requirements for a master's degree. Only course work, including transfer credit and credit by examination, completed within the immediate past six-year period will apply toward the master's degree. Petitions to extend the period to complete a master's degree must receive the approval of the departmental/program graduate committee. Petitions to extend the period to complete a master's degree up to ten years do not require review and approval by the College of Graduate Studies Petitions Committee. However, if a petition for an extension to up to ten years is denied at the departmental level, in that case, the student may appeal the denial to the College of Graduate Studies Petitions Committee for review and disposition. A petition to extend a master's degree period beyond ten years must be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Such petitions must show compelling reasons for the extension and document course-by-course the currency of the work beyond the ten-year statute of limitations.

Grade Dispute

In disputing a course grade, the burden is on the student to demonstrate that one or more of the following applies:

1. An error has occurred in calculation of the grade.
2. The instructor fails to inform students of the basis for calculation of grades.*
3. A non-uniform standard was applied in the assignment of the course grade and/or the student, through no fault of their own, was not provided with the same opportunity to complete the requirements for the course as the other students.
4. A grading decision was based on a substantial and unreasonable departure from previously articulated standards.

*As outlined in the syllabus template approved by Faculty Senate, course assignments and weights, and the basis for assigning grades must be clearly stated in the syllabus.

If a student believes that an instructor's assignment of a course grade is improper, the student should discuss the matter with the instructor within forty-five days following the completion of the semester in which the course was taken.

If resolution does not result from this meeting, the student should promptly write to the chairperson of the instructor's department (or an appropriately designated substitute), stating the nature of the dispute and its justification. The chairperson will provide the course instructor with a copy of the student's statement and any additional documents submitted. The instructor should promptly respond in writing, and a copy must be provided to the student. Further statements and documentation may be collected, if necessary, by the chairperson.

Once the written record is complete, the chairperson meets with the student (and instructor, if possible, in a three-way conference) to resolve the dispute. Any student who is not satisfied with

the outcome of the meeting with the instructor and the department chairperson may continue the dispute by petitioning the College of Graduate Studies Grade Dispute Committee. In such cases, the chairperson must promptly transmit a copy (paper or electronic) of all submitted documents, including the chair's recommendation concerning the dispute, to the College of Graduate Studies Grade Dispute Committee. The Committee will:

1. Inform both the student and the instructor of the Committee's membership;
2. Send both parties copies of all written documents received and any additional materials gathered by the Committee;
3. Allow both parties to respond in writing to any new materials assembled; and
4. Schedule a hearing inviting both the student and instructor to present their positions on the dispute. Both the student and the involved faculty member are expected to be present at the hearing.

The recommendation of the College of Graduate Studies Grade Dispute Committee, along with a copy of the entire grade dispute file, is forwarded for final decision to the University Admissions and Standards Committee, which limits its review to the determination of the following of due process. The decision of the University Admissions and Standards Committee is transmitted in writing to both the student and the instructor. There is no further appeal within the University from the Admissions and Standards Committee's decision.

Felony History

Applicants and current students should be aware that a prior felony conviction or sanctions for unprofessional conduct may impact the future potential for obtaining field placements, social work employment, and licensure. The Ohio Counselor, Social Worker, and Marriage and Family Therapist Board requires all applicants to report all misdemeanor and felony convictions except for minor traffic violations (DUI/OVI charges are not considered traffic violations must be reported as criminal convictions for licensure. For the licensure application, all charges and convictions require a "yes" answer to the question, "Have you been convicted of a felony or misdemeanor other than a minor traffic violation?" even if the original charge and conviction are an expunged status. Falsification could result in delayed placement and other action, including Student Conduct Code, charges up to and including dismissal from the program.

Affirmative Action, Equal Access, Equal Opportunity and Non-Discrimination/Harassment Policy Statement

Cleveland State University and the School of Social Work are committed to building an inclusive community that recognizes every person's inherent worth and dignity; fosters tolerance, sensitivity, and mutual respect among its members; and encourages each individual to strive to reach potential. To this end, the university and the School of Social Work embrace human diversity and are committed to equal access, equal opportunity, affirmative action, and eliminating discrimination. Please follow this link to view CSU's full affirmative action, equal access, equal opportunity, and non-discrimination/harassment policy statement <https://www.csuohio.edu/policy-register/discrimination-policies>

Any questions of interpretation regarding this rule shall be referred to the office for Institutional

Equity. <https://www.csuohio.edu/institutional-equity/institutional-equity>

The Office for Institutional Equity is primarily responsible for the investigation and resolution of all complaints of unlawful discrimination, including complaints of sexual, racial and any other types of unlawful harassment. The OIE aims to achieve a fair and prompt resolution of discrimination complaints and take appropriate action when necessary.

DISCRIMINATION/HARASSMENT POLICY

The University is committed to addressing allegations, suspected discrimination and/or harassment under applicable law and policies. The Office for Institutional Equity is ultimately responsible for appropriately investigating all complaints of discrimination and/or harassment. The full discrimination/harassment policy can be found here:

<https://www.csuohio.edu/sites/default/files/3344-2-03%20COR.pdf>

Sex Discrimination

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally funded education programs and activities. The law states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Cleveland State University is committed to providing an environment free from discrimination on the basis of sex. Resources are available for students and employees to address concerns pertaining to sex discrimination, including sexual misconduct. The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at www.ed.gov/about/offices/list/ocr/index.html

Office of Institutional Equity (OIE) Procedure for Addressing Complaints of Discrimination and/or Harassment

The University is committed to addressing allegations and suspected discrimination and/or harassment in accordance with applicable law and policies. The Office for Institutional Equity is responsible for appropriately investigating all complaints of discrimination and/or harassment pursuant to the University's Discrimination/harassment policy. Any employee, student, campus visitor, or person participating in a university activity, whether on or off- campus, who believes he or she has experienced or witnessed discrimination and/or harassment is encouraged to report the incident(s) promptly.

The full procedure is available here

https://www.csuohio.edu/sites/default/files/OIE.Procedures.FINAL_.1-19-16_1.pdf

RESOURCES FOR STUDENTS

Educational Resources

Academic Calendar

The academic calendar is available here:

<http://www.csuohio.edu/enrollmentservices/registrar/calendar/>

Licensure Preparation

All students are encouraged to study for the AASWB licensure exam throughout their MSW program. During a student's last semester with the Program, a licensure training workshop will be made available through the program. This asynchronous online self-directed 8-module training workshop includes curriculum material covered in the licensure exam as well as multiple practice exams to help prepare for taking the AASWB exam. This workshop was designed and developed by program faculty. There is no charge to the student, there are no grades or credit assigned.

Who can Participate in the MSW Licensure Course?

- MSW students who are not already a Licensed Social Worker (LSW) within the jurisdiction of social work practice.
- MSW students who have applied for graduation and are enrolled in their last academic semester. MSW students graduating during the summer may participate in the Spring or Fall semester.
- MSW students may only take the MSW Licensure course once (or if they have not used the practice exams access code).

Important Notes

- Students who are completing their field practicum while enrolled in the MSW Licensure course may request up to twenty hours of practicum credit if the student enters the hours spent on the licensure preparation course into their weekly logs and into their learning contract.
- MSW students must follow the appropriate course registration protocol (this will be emailed to them) requiring them to attest that they meet the eligibility guidelines.

Michael Schwarts Main Library-216-687-2365

CSU offers an expansive library to meet your educational needs <http://library.csuohio.edu>

Office: RT 110A. Social Work research guides can be found here

<http://researchguides.csuohio.edu/socialwork>

Viking Card

Enrolled students are eligible to receive a Viking card. The University supplies the first Viking Card free to students. A Viking card can be for sporting events, library privileges, meal plans, Viking-cash, vending machines, and to access buildings, labs, and testing centers, plus other University activities. Please refer to this website to obtain a Viking card.

<https://www.csuohio.edu/vcard/vcard>

Writing Center

The Writing Center provides walk-in, scheduled, and online appointments to graduate students seeking feedback to strengthen professional writing.

Please follow the following link for more information or to schedule an appointment.

<https://www.csuohio.edu/writing-center/graduate-student-writing-appointments>

Health, Safety, and Student Success Resources

Community Assessment Response & Evaluation- “CARE” Team- 216-687-2048 / MagnusACTS@csuohio.edu

The CSU CARE Team aims to work collaboratively to support the wellbeing and safety of students, faculty, staff, and to promote a culture on campus that encourages reporting of concerns provides counseling and support to CSU students.

<https://www.csuohio.edu/care/csu-care-team>

Counseling Center Services 216-687-2277

The CSU counseling center, located in UN220, offers academic, career, and personal counseling, consultations, and other services aimed at helping students meet their personal and professional goals. To learn more about the services offered or to schedule an appointment please follow the following link.

<http://www.csuohio.edu/counselingcenter/counselingcenter>

Health & Wellness Services 216-687-3649

CSU Health and Wellness Services, located in the Center for Innovations in Medical Professions Room 205, is a high-quality medical facility committed to serving the medical needs of the CSU community. Staffed by certified nurse practitioners and doctors, it offers a wide variety of services, including primary and same-day care, health counseling, limited in-house pharmacy and lab services, shots, immunizations, and more. There is no charge for most visits. Students can register for the student health insurance policy by logging on to Campusnet and clicking the insurance tab. To learn more, please visit:

<http://www.csuohio.edu/health/health>

Veteran’s Office 216-875-9996 / vikingvets@csuohio.edu

Veterans can receive services at the Office of Veteran Success. Please view link for additional information. <http://www.csuohio.edu/vikingvets/vikingvets>

Office of Disability Services 216-687-2015 / ods@csuohio.edu

Educational access is the provision of classroom accommodations, auxiliary aids, and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels they may need accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. The Office is located in RW 210.

Accommodations need to be requested in advance and will not be granted retroactively. Ideally, students with a disability should inform the instructor during the first week so that necessary accommodations can be discussed.

Office for Institutional Equity (OIE) (216) 687-2223 \ OIE@csuohio.edu

We embrace diversity, inclusion and acceptance at Cleveland State University. The OIE aims to promote student success by prohibiting discrimination and harassment based on race, sex, [pregnancy, religion](#), color, age, national origin, [veteran and/or military status](#), genetic information, [disability, sexual orientation, gender identity and expression](#), marital status and parental status. OIE upholds and oversees university compliance with federal and state laws such as and Title VI, Title VII, Title IX and ADA, and investigates complaints of discrimination, harassment, sexual violence and retaliation and takes both formal and informal measures to eliminate this conduct and its effects. OIE assists students by providing information, connecting students to resources, and issuing appropriate accommodations. OIE also understands how difficult managing your education and being a parent is, so we ensure [that pregnant students and students who are parents](#) can get the help, accommodations, assistance and support needed! To find more information, utilize hyperlinks provided, or, visit the links and information below to contact, get help, make a complaint, or request more information <https://www.csuohio.edu/institutional-equity/institutional-equity>

Campus Safety Promotion

Please be aware of the following resources which promote safety on campus.

1. *Campus Escort Service*. This is a free service you can use by calling 216.687.2020 24/7. An escort will come to your location and escort you around campus.
2. For on campus emergencies please call 911 on any campus phone or from blue lights around campus.
3. Viking Shield Mobile App. This free app allows user to instantly notify campus police of a potential threat and relays your location.

Computing Resources

Students are expected to demonstrate competency and professionalism when engaging with the following required computing tools.

Exxat

Exxat is a computerized program platform used throughout the MSW Field Education Program. Students will use Exxat in preparation for and throughout their field practicum.

Blackboard

Blackboard is an online learning management system for all program courses. MSW students will use Blackboard during their MSW studies to obtain course documents, interact with course content, and submit required assignments, et al.

Turnitin.com

Students are provided with the ability to use a plagiarism detection program to identify plagiarized content in their writing before they turn in their assignment for credit. Students can log onto turnitin.com to create an account. Students can submit drafts of their written work by using the following class code. Class/Section ID: 12779716 Enrollment Password: love2learn

Student Computing, Scanning, Printing

Student computing labs across campus are stocked with a vast array of ways you can copy, scan, print, and fax documents. The Student Center computer lab has a special free scanner to copy or scan a book or any document and send it to a USB drive, an email account, a fax number, or a cloud account. Limited free printing is provided to every enrolled student (2,000 black and white pages, or 160 color pages per semester).

University Email

The primary way that MSW faculty and staff communicate with students is via University email. Therefore, MSW students are required to use and regularly check their University email address throughout the duration of their MSW enrollment. Important information will be sent routinely to the student's email address. Compliance with this policy is mandatory. Students who fail to comply with this policy are responsible for managing the consequences of missing important program information. If not using their University email address, program students are required to create a professional email address which identifies them by name for use while a CSU student (e.g., firstname.lastname@gmail.com). There are no exceptions. Please note, Campus411 and the Registrar's office will not accept email requests from a non-CSU email address. Additionally, students should sign their first and last name and CSU ID number in all email correspondence.

CampusNet

CampusNet is a University system that allows student to register for courses, view their schedule, complete a degree audit, view grades, view their unofficial transcript, and order an official transcript.

MyCSUmobile

MyCSUmobile is a free app that allows users to register for classes, view the academic calendar, register for classes, find available parking spaces, view a campus map, and log in to CampusNet or Blackboard.

Additional Resources

Parking Information

Please refer to the following for information about parking.

<http://www.csuohio.edu/parking/parking>

Tuition and Fees Schedule

The tuition and fee schedule is located here: <http://www.csuohio.edu/treasury-services/tuition-and-fees/>

FINANCIAL AID

Graduate students can file the Free Application for Federal Student Aid Form (FAFSA) at <http://www.fafsa.ed.gov/>. Cleveland State University's code is **003032**. Graduate students are eligible for loans and Federal Work-Study; contact All-in-1/Campus411 at (216) 687-5411.

Graduate Assistantship Opportunities

Contingent upon continued funding, a limited number of graduate assistantships are available within the School of Social Work for MSW students enrolled by the first week of March. The

call for applications occurs in the spring term (typically the end of March) of each academic year. A grade point average of at least 3.0 is required to qualify.

STUDENT INTEREST OPPORTUNITIES

School of Social Work Committees and Clubs

Phi Alpha

An MSW student at Cleveland State University enrolled in their specialization year and has a cumulative GPA of 3.75 in all graduate level social work classes qualifies to join as a Life Member of the Phi Alpha National Social Work Honor Society, Delta Zeta chapter. Please contact Dr. Seck for more information.

NASW & National Association of Black Social Worker Student Organizations

The School has two active student organizations – the National Association of Social Workers and the National Association of Black Social Workers. Students interested in meeting and socializing with other social work students, participating in monthly service activities, attending conferences, hearing from engaging speakers, and attending statewide and national events should join these groups. Student organization leadership positions are available each year.

GRADUATION

Applying for Graduation

Students **must apply** for graduation before they complete their degree.

Please note: The graduation tab will not be present in your Campusnet account until 15 graduate credits are posted. For this reason, Advanced Standing students will **NOT** have a graduation tab until 15 graduate credits are posted. Advanced Standing students may apply for graduation after they have 15 credits posted (and are enrolled in all required classes) to ensure their name will be in the commencement program.

Please see the following for more information: <https://www.csuohio.edu/registrar/graduation-information>

Degree Audit on CampusNet

If you have applied for graduation and it has been reviewed and confirmed, you are all set for graduation! Your graduation status **ONLY** changes **IF** you *fail, drop or take an incomplete* in a class and/or your GPA drops below a 3.0. Please note that the red X's do not disappear (unlike the audits for undergrads at CSU) until the Graduate College removes them shortly before graduation!

University Commencement

University commencement ceremonies are held in May and December. To participate in the commencement ceremony, a student must have completed or currently attend all courses necessary to

satisfy degree requirements. Students who finish their requirements during the Summer semester or Fall semesters are eligible to participate in the December commencement ceremony. Students finishing in the Spring semester are eligible to participate in the May commencement ceremony only.

Graduate student participation in a commencement ceremony prior to your graduation term is reviewed and granted by the College of Graduate Studies. Listed below are the criteria for walking early.

- Graduation application needs to be complete
- Can only have one 3-credit course left to complete (must be registered for that course for the following term)
- Must have a 3.0 GPA or better
- Must be in good academic standing

MSW students must send a request to participate prior to or after their designated commencement ceremony to grad@csuohio.edu. The College of Graduate Studies will then process and notify the student of their decision.

Taking Classes After Graduation

If you wish to continue taking CSU classes after completing your degree requirements, you must be admitted to a new program. Should you register for courses in a term that follows your graduation date without being admitted to a new program, you risk having those classes dropped or the posting of your degree delayed. You will be notified in the event your classes are dropped.

Letter of Good Standing

Students requesting a letter of good standing to register to take a state licensure exam during their final semester of the MSW program. To obtain this letter, students must make a request to the MSW Program Director and/or Advisor.

Provisional and Nondegree Seeking Students

Social work classes are open to degree-seeking students only. The exceptions are SWK 615, SWK 648, SWK 680, SWK 692, SWK 694, and all SWK electives (listed above under approved electives), which can be taken by non-degree-seeking students. In addition, MSW applicants taking the non-degree pathway to raise their GPA may also take SWK 501 & 508 as non-degree graduate students. To be admitted as a non-degree seeking student, please contact 216-687-5411.

NASW Code of Ethics

The NASW Code of Ethics can be found and accessed here:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>