



COLLEGE OF HEALTH
CLEVELAND STATE UNIVERSITY

Master of Social Work
Student Handbook

2026-2027 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! You are joining a dedicated group of students and faculty united by their commitment and passion to make a difference. Like all hard endeavors, your time in the program will be challenging but also rewarding. We encourage you to make the most of this experience.

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 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 CONTEXT

The program is part of a large regional, public university that has served Northeast Ohio since the 1960s. This urban-based university has served the community's public education needs while becoming an important economically-driving part of the city and surrounding area, graduating over 110,000 students and employing thousands of faculty, staff, and administrators. While historically focused on the city's urban population and first-generation students, over time the university has come to serve an expanded region across Northeast Ohio and the state through both in-person and online degree offerings. While those who are on-campus are primarily commuters, there has been a growing residential student community over the past 15 years now numbering over 2,000.

In line with the surrounding community and the changing environment, the Program moved to be part of the University's newly formed College of Health in 2022. This realignment reinforces and expands the Program's stakeholders with other work and licensed professionals with a focus on health (occupational therapy, nursing, physical therapy, communication and sciences disorders, music therapy, and health sciences and human performance) and to seamlessly be tied in with our communities' practice opportunities. Cleveland is home to two of the largest healthcare systems in the country – the Cleveland Clinic and University Hospitals – as well as to the Metro Healthcare system that focuses primarily on public healthcare service for local community members. This realignment of the program has expanded student opportunities for health-related collaboration (including telehealth across healthcare delivery as new technology and ideas for practice), diversified field practicum opportunities, and opened doors for additional inter-professional education faculty research. Within this context, the program looks to:

- promote clinical 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 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. EPAS recognizes a holistic view of competence; demonstrating competence is informed by knowledge, values, skills, and cognitive/affective processes that include the social worker's critical thinking, affective reactions, and exercise of judgment regarding unique practice situations. Overall 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 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

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

DEGREE REQUIREMENTS

Traditional MSW

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

Advanced Standing

Advanced standing pathway students complete 30 credits. The Advanced Standing pathway is designed for students with a strong academic record who have successfully completed their BSW degree within the last 7 years (though there are exceptions to this time frame for social work experienced individuals). Advanced Standing students complete 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 on the future potential for obtaining field placements, social work employment, and licensure. The Ohio Counselor, Social Worker, and Marriage and Family Therapist Board require all applicants to report all misdemeanor and felony convictions except for 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 field practicum placement and other program actions, including violation of the Student Conduct Code, up to and including dismissal from the program.

Traditional 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 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 Admission

Candidates for advanced standing admission will have strong letters of reference that attest to their professional competence. To ensure 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 – 2nd year specialization year. 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 including Canadian and International Accreditation, or covered under a memorandum of understanding with international social work accreditors, or for those under CSWE candidacy. International students are only accepted into the in-person program option. To be considered for 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.

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. The student includes their 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 and must reapply to the College of Graduate Studies and the MSW Program.

Transfer Admission

Transfer students may be admitted to the program, under the following procedures:

Transfer of Credit

Transfer credit is subject to departmental regulations and is not permitted without the approval of the Graduate Program Committee concerned. Departments may limit transfer credit to less than the maximum permitted by the College of Graduate Studies.

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. Subject to departmental approval, nine graduate credit hours of transfer credit may be applied toward the requirements of a master's degree, and no more than one-third of the total graduate hours required for the doctoral degree may be transfer credit for doctoral students. (See Transfer Credit and Credit by Examination policies earlier in this section of the Catalog.) Petitions to extend transfer credits should be submitted to the departmental/ program graduate committee. If approved by the departmental/ program graduate committee, such requests do not require review and approval by the College of Graduate Studies Petitions Committee. However, petitions for acceptance of more than nine hours of transfer credit, which are not approved at the departmental/program level, may be submitted to the College of Graduate Studies Petitions Committee for review and disposition. Not more than one-half of a student's total graduate degree program may be a combination of transfer credit and credit by examination.
3. Normally, credits requested for transfer must carry a letter grade of A, A-, B+, or B in graduate courses. Generally, S/F graded courses may not be transferred. Programs may petition the Graduate Dean for an exemption from this requirement in cases where the courses being transferred are normally graded S/F.
4. All transfer credit must be within the six-year statute of limitations on course work applicable to fulfillment of graduate degree, certificate, or licensure requirements at the time of program completion. Requests for an extension of the six-year limit on transfer credit must be approved by the departmental/program graduate committee. Transfer credits taken ten or

more years previous to the anticipated point of degree completion also must be reviewed and approved by the College of Graduate Studies Petitions Committee.

5. Students seeking transfer credit must have Regular Graduate Student Status and be in good academic standing at both Cleveland State University and the school at which the credits were earned.
6. Students admitted to Cleveland State must receive prior approval to take courses elsewhere as Transient Students for transfer into their programs.
7. Credit awarded in transfer is not recorded on a transcript until the student has enrolled in graduate coursework at Cleveland State University. Completed Graduate Credit Transfer forms may be submitted after the 15th day of the semester.
8. Courses transferred for credit are not factored into the grade-point average (GPA).

Graduate Credit Transfer forms may be downloaded at <https://graduate-studies.csuohio.edu/current-students/graduate-students-forms>. They are also available in the College of Graduate Studies and program offices.

Application of Credits Toward Multiple Advanced Degrees

- A. A student who has earned or will simultaneously earn either a master's, doctorate, or Juris Doctor degree at Cleveland State University may apply a maximum of ten credits from one graduate degree towards a separate master's degree under the following conditions:
 1. The department(s) granting the second or simultaneous degree(s) has determined the acceptability of the credits;
 2. The credits were earned with a grade of B or better; or a grade in the Juris Doctor program that the department has determined is equivalent to a "B" in a master's or doctoral program; and
 3. The credits were earned within the six-year statute of limitations on course work applicable to fulfillment of graduate degree requirements at the time of graduation from the degree program(s). Work over ten years old at the anticipated point of degree completion also must be reviewed and approved by the College of Graduate Studies Petitions Committee.
- B. Cleveland State University students earning a doctoral degree should earn no more than one third of the credits toward that degree from their CSU master's, other doctoral, or J.D. degree. For example, in a sixty-credit-hour doctoral program, no more than 20 credits hours can be carried forward from a master's, other doctoral, or J.D. degree. The following conditions must be met:
 1. The department granting the second or simultaneous degree has determined the acceptability of the credits;
 2. The credits were earned with a grade of B or better in a master's or doctoral program or a grade in the Juris Doctor program that the department granting the Ph.D. has determined is equivalent to a "B" in a master's or doctoral program;
 3. The credits were earned within the six-year statute of limitations on course work applicable to fulfillment of graduate degree requirements at the time of graduation from the degree program(s). Work over ten years old at the anticipated point of degree completion also must be reviewed and approved by the College of Graduate Studies Petitions Committee.

Petitions to extend the time period to complete a graduate degree at Cleveland State University must receive the approval of the departmental/ program graduate committee. If approved by the departmental/program graduate committee, petitions to extend the time period to complete the second degree do not require review and approval by the College of Graduate Studies Petitions Committee unless the work is ten or more years dated at the anticipated point of degree completion.

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 course syllabi. The APC will closely analyze the syllabi to determine if the class(es) is/are equitable to an MSW class. Only courses that were passed with a grade of 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

The School of Social Work MSW Program does not grant social work course credit for life experience or previous work experience.

New Student Mandatory Orientation

New student orientation is a mandatory pre-requisite to the MSW program and must be completed. 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 (also called academic coaching)

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, and related University rules. The MSW Program Director provides additional academic advising 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 (as documented in the University's Catalog).

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 field education setting 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 noted earlier, no Keypath Education personnel provide professional advising.

CURRICULUM

Clinical Specialization

The clinical specialization curriculum works to prepare students for the LSW/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, 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, among others. 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.

Practicum

➤ All MSW students complete field practicums which can only be started in the Fall academic term.

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

See the MSW Field Manual on the program's website for detailed field practicum information.

Traditional Program

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

60 credit hours

All 500-level courses must be completed prior to specialization courses.

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.

- Courses bolded and outlined mean they are required to be taken together-

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

Required *Clinical Specialization* Courses

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 627– Program Evaluation
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

Advanced Standing Curriculum

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

30 credit hours

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

Required *Clinical Specialization* Courses (Pages 3-6)

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 627– Program Evaluation
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 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 627</u>	<u>SWK 615</u>
<u>SWK 615</u>	<u>SWK 618* (co-req 616)</u>	<u>SWK 627</u>

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**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 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 627
SWK 614	SWK 627 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 627
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 505)	SWK 507*(co-req 506)

		504)	506)
SWK 510	SWK 503		
Ability to add 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 627	SWK 613*(co-req 612*	SWK 618*(co-req 616)
	SWK 614	SWK 627 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 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 627
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 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 627
SWK 615 or SWK 627	SWK 613*(co-req 612)	SWK 616*(co-req 618)
	SWK 614	SWK 618*(co-req 616)
6 credit hours of Elective(s) required if not yet satisfied		

**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 627</u>	<u>SWK 627</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 627	3 credit hours of Elective(s)

SWK 614		3 credit hours of Elective(s)
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****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 627
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 627	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)

****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 627
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 627	SWK 613*(co-req 612)	SWK 618*(co-req 616)
	SWK 614	SWK 615 or 627
<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, Trauma and Schools
 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

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 Program Director. In consultation with the APC, the Program Director will determine if the proposed class is acceptable to fulfill the Program 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 Program 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=SWK&filter%5Bexact_match%5D=1

ENROLLMENT OPTIONS

Students may opt to enroll 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 field education setting. 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 Field education setting (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 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 at 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.

ACADEMIC AND PROFESSIONAL PERFORMANCE

ACADEMIC AND PROFESSIONAL PERFORMANCE COMMITTEE (APC)

The Academic and Professional Performance Committee (APC) is a standing committee housed in the School of Social Work composed of the BSW Program Director, MSW Program Director, Field Education Director, and ex-officio is the School Director (as needed).

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) Standards for Professional Behavior indicated in the program and field handbooks, and the University's rules, regulations, and code of conduct.
- Review petitions, including those for readmission, waivers, transfer credit, incomplete extensions, and transient status.
- Evaluate students for continuance or termination from the social work program based on noted standards.
- Operate in accordance with university policies, and will, depending on the case, make recommendations to the Director of the School of Social Work or other university officials as appropriate, regarding disposition and outcomes.

General Procedure

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, faculty, field directors, program staff, or program directors. Automatic referrals are made in the cases of an unsatisfactory grade (U) in field practicum for any reason, disrupted field practicum placement, dismissal from field practicum, and plagiarism (see University rules).
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 and next steps in the process.
3. During the contracted semester, an attempt will be made to begin the process of review within ten working days.

Evaluating Academic Performance

ACADEMIC PERFORMANCE STANDARDS

College of Graduate Studies Grading

The following grades for graduate courses have quality point values 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)

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(s) 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. student has not completed all assignments and has stopped attending/participating for reasons deemed justified by the instructor; and 3. student has notified the instructor prior to the end of the grading period.

Incomplete Policy

To support the development of students' professional work competencies, 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 grade for the course.

The program follows the College of Graduate Studies incomplete policy. 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

MSW Program students are required to maintain an average grade of “B” or better in all classroom courses and satisfactory grades in all field practicum 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.

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. After following the due process steps outlined in these policies, referred students will receive notification from the program director (and will notify the College of Graduate Studies). If it is determined that the student may continue in the graduate program, the College 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 will 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; the student may continue in the program for the next term to show the needed academic improvement.

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
- 9 hours of less than B grades and a grade point average less than 3.00

The College of Graduate Studies directs the Registrar to dismiss students who meet either of the above conditions and withdraw the student from classes. A copy of the dismissal letter is sent to the program director for recording keeping purposes.

Academic Misconduct

For students in the MSW program, professional performance encompasses students' performance in field education, as well as in all educational spaces, including classes, committees, student organizations, and extracurricular activities.

All students in the program are expected to maintain the following standards established by Cleveland State University, the School of Social Work, and those held by the profession including:

CSU Student Code of Conduct

CSU Policy for Academic Misconduct

NASW Code of Ethics

CSWE EPAS 2022

NASW, ASWB, CSWE, and CSWA Standards for Technology in Social Work Practice.

The School of Social Work incorporates the University's policies for academic misconduct found in section 3344-21-02 (<https://www.csuohio.edu/sites/default/files/3344-21-02.pdf>). The following is the pertinent text from this policy:

3344-21-02 Policy on Academic Misconduct

(A) Policy.

(1) Academic honesty is essential to maintain the integrity of the university as an institution and to 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 shall prepare to accept the appropriate sanctions for any dishonest academic behavior as outlined in this policy on academic misconduct. Academic misconduct refers to any fraudulent actions or behaviors that affect the evaluation of a student's academic performance or record of academic progress. It includes:

(a) "Cheating" - Fraudulent acquisition and/or submission of another's intellectual property. This includes, but is not limited to, the unauthorized giving or receiving of a copy of examination questions, the use of unauthorized or fabricated sources in carrying out assignments and copying the examination answers of others.

(b) "Plagiarism" - Stealing and/or using the ideas or writings of another in a paper or report and claiming them as your own. This includes but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgment.

(c) "Tampering" - Altering through forgery, fabrication, deletion, and/or misrepresentation one's own or another's academic record. This includes but is not limited to the tampering of graded material, grade books, or electronic records of graded material and the misrepresentation of degrees awarded, honors received, or sanctions issued.

(2) For the purpose of differentiating the degree of seriousness of acts of academic misconduct and the sanctions that should be imposed, the following definitions apply:

(a) "Minor Infraction" - Minor infractions comprise those instances of cheating, plagiarism, and/or tampering which affect the grade of an individual class assignment or project of lesser (<25% of grade) importance. Multiple instances of minor infractions within a course or across courses constitute a major infraction.

(b) "Major infraction" - Major infractions comprise those instances of cheating, plagiarism, and/or tampering which affect the overall course grade, such as a major/comprehensive exam, term paper or project, final grade evaluation, or academic standing and status. Major infractions automatically result in an entry on the student's permanent record that the student has engaged in academic misconduct. See paragraph (B)(2)(b) of this rule.

Due Process for Academic Performance Misconduct

The School of Social Work will evaluate academic performance misconduct on a case-by-case basis utilizing the University's procedures and sanctions.

(B) Procedure.

(1) Initial incident.

(a) At the time of the incident, the faculty member or academic administrator weighs the evidence and determines the appropriate sanction as specified in paragraph (C) of this rule. However, academic suspension or expulsion shall be invoked only by recommendation to and confirmation by the review committee. See paragraphs (C)(2)(b) and (C)(2)(c) of this rule.

(b) If the review committee confirms the recommended suspension or expulsion from the university, this recommendation is forwarded to the president of the university who may decide to support the recommendation or impose an alternate sanction.

(2) If, after discussing the infraction with the student suspected of academic misconduct, a faculty member or academic administrator concludes that misconduct did occur, that individual shall choose an appropriate sanction and inform the student in writing of the decision, the basis for the decision, and the penalty imposed.

(a) If the misconduct is course-related, a copy of this letter shall be sent to the chairperson of the department in which the course is offered. If the infraction is not course related, the letter shall be sent to the chairperson of the student's major department.

(b) For major infractions, the chairperson of the department shall confirm, in mailed correspondence to the student, the infraction and sanction. A copy of this letter shall also be sent to the college dean and to the university registrar. The registrar shall make an entry on the student's permanent record that the student has been disciplined for academic misconduct. This notation shall remain on the permanent record for a period of three years from the date of entry or until the student's graduation, whichever comes earlier. Thereafter, the entry is to be removed from the student's permanent record, from any existing copies thereof, and from all student files in which the notation may have been placed, provided that the student has not been found guilty of a second instance of academic misconduct.

(3) If, after meeting with the faculty member, the student thinks that they are innocent of the charge or is being unreasonably penalized, the first redress is to the chairperson of the department in which the course is offered (for course-related misconduct) or to the chairperson of the student's major department (for misconduct that is not course related). The faculty member shall coordinate a meeting between him/herself, the student, and the chairperson. The matter may be resolved at this level through informal discussion, with both the faculty member and student presenting their cases.

(a) If the chairperson concurs with the student by determining that no violation has occurred, and the faculty member is in agreement, the notation placed in the permanent record shall be removed and destroyed.

(b) If the chairperson concurs with the faculty member by determining that an infraction has occurred, and the student is in agreement, the chairperson may impose the recommended sanction. The chairperson shall inform the student in mailed correspondence of this decision. For a course-related infraction, a copy of the letter is also sent to the instructor of the course. In the

case of a major infraction, a copy of the letter is also sent to the college dean and to the university registrar, who shall make an entry on the student's permanent record as described in paragraph (B)(2)(b) of this rule.

(4) If, after meeting with the chairperson, the student thinks that they are innocent of the charge or is being unreasonably penalized, or the faculty member is not in agreement with the chairperson's decision, the issue shall be submitted in writing by the chairperson to the dean of the college in which the course is offered. If the charge of academic misconduct does not involve a course, the issue shall be submitted in writing to the dean of the college in which the student is admitted. The dean shall hear both the instructor and the student. The matter may be resolved at this level through informal discussion with both faculty member and student presenting their cases.

(a) If the dean concurs with the student by determining that no violation has occurred, and the faculty member is in agreement, the notation placed in the file shall be removed and destroyed.

(b) If the dean concurs with the faculty member by determining that an infraction has occurred, and the student is in agreement, the dean may impose the recommended sanction. The dean shall inform the student in mailed correspondence of this decision. A copy of the letter is also sent to the instructor of the course and the department chairperson. In the case of a major infraction, a copy of the letter is also sent to the university registrar, who shall make an entry on the student's permanent record as described in paragraph (B)(2)(b) of this rule.

(5) If after such prior proceedings, the student or faculty member is dissatisfied with the findings, the sanction, or the nature of the notation in the student's file, the student or faculty member may, within twenty days of the student being informed, in writing, of the college dean's decision, petition the review committee for a hearing. Neither the finding of misconduct nor the sanction previously suggested or imposed shall in any way limit the options available to the review committee, and the hearing shall be in the nature of a de novo proceeding. The burden of submitting all relevant evidence to the review committee is on the student, faculty member, or academic administrator petitioning for review. The review committee shall not gather evidence to investigate the charge independently.

(a) If the review committee determines that no violation occurred, the notation placed in the file shall be removed and destroyed.

(b) If the review committee finds that a violation has occurred, it shall impose the appropriate sanction as specified in paragraph (C) of this rule.

(C) Sanctions.

The sanction options listed in this section and the basis for invoking these sanctions are guidelines for the faculty member and academic administrators, designed to achieve uniformity

throughout the university in dealing with academic misconduct. Options within infraction classifications are not mutually exclusive and may be employed in combination.

(1) Minor infractions

(a) “Reprimand” - A written statement of the student’s violation of a university regulation placed in the student’s disciplinary file within the major department and college.

(b) ““F” Grade on assignment” - “F” grade on an individual assignment or project in which an incidence of academic misconduct occurred.

(2) Major infractions

(a) ““F” Grade in the course” - “F” grade in the course in which an incidence of academic misconduct occurred. The “F” grade is not open to the grade dispute process, having been reviewed by the department chairperson and made available for assessment by the review committee. A course in which an “F” is issued due to academic misconduct is not open to late withdrawal through college or university petition, having been reviewed by the college dean and having had the potential to be reviewed by the review committee.

(b) “Recommendation of suspension” - Recommendation to the president for separation of the student from the university for a period of no less than one semester and not to exceed three (including summer semester). A student shall be suspended from the university only by review committee recommendation after consultation with the college in which the student is enrolled and with the support of the president. The president shall respond to the recommendation of the review committee within five working days of notification of the sanction. A second suspension may result in dismissal from the university, upon recommendation by the review committee.

(c) “Recommendation of expulsion” - Recommendation to the president for a permanent separation from the university, without readmission to the institution. A student shall be expelled only by review committee recommendation after consultation with the college in which the student is enrolled and with the support of the president. The president shall respond to the recommendation of the review committee within five working days of notification of the sanction.

(D) Academic misconduct review committee.

The review committee is a standing committee of two faculty members elected at large by the faculty, drawn from the entire university faculty, one student member of the university judiciary, elected by the members of that body, and the judicial affairs officer, as a non-voting, ex-officio member. The jurisdiction of the review committee is limited to academic misconduct grievances between a student and faculty member or academic administrator. In any matter brought before it the review committee, with due notice, shall hear the matter. The student charged shall have the right to be present, with or without counsel, and to examine all evidence and witnesses. The hearing shall be closed to the public unless the student specifically requests in writing that it

should be open. The judicial affairs officer shall serve as the repository of the records of this committee.

Policy Name: Policy on Academic Misconduct

Policy Number: 3344-21-02

Approved: 10/2/2014

Effective: 10/12/2014 **Prior effective dates:** 11/04/1977

Evaluating Professional Performance

The School of Social Work has specific guidelines around professional performance informed by the NASW Code of Ethics and other professional standards. The University has adopted the following standards for professional behavior. Students are expected to adhere to these standards throughout their matriculation including in field practicum, classrooms, student organizations, university activities, among others.

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 (curriculum and field practicum) expectations

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 differences and diversity
- Maintain attire and appearance in accordance 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 sources
- 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 practicum policies regarding use of all technologies
- Follow the ethical and legal standards for privacy and confidentiality in accordance with state, federal, field education setting, and institutional standards

Due Process for Professional Performance

1. 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 may 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. The student has the right to the University ombudsperson and to consult with this office during this process.
2. 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, professors, field placement agencies, clients, and the integrity of the program.
3. 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 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.
4. 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 Educational Policy and Accreditation Standards (EPAS) Professional Performance Standards indicated in the Program Student or Field Handbooks, or violation of the University's Code of Conduct when indicated. Depending on the circumstances, the Office of Judicial Affairs may take the lead role in determining the process and disposition regarding the alleged infraction.
5. 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 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. The letter cites standards of concern outlined by the Program policies, potentially violations of the NASW Code of Ethics, and possible other Program and/or University standards of codes of conduct.

Termination from the Program

If a student is determined to have committed infractions and activities that warrant a recommendation for discontinuation from the MSW Program for academic and/or professional performance, the Academic & Professional Performance Committee will utilize procedures described here in the MSW Student Handbook to determine if termination from the program is warranted. Thus, the due process is followed for academic and professional performance standards as discussed above, with the recommendation for termination being one of the possible outcomes after following those due process steps.

The MSW Program uses the institution's termination policy for academic performance misconduct and aligns with the professional expectations outlined by noted professional standards.

Petition for Reinstatement

Professional Standards Violation Dismissal

Former students seeking to return following a dismissal from the School of Social Work for violating the program's professional standards may submit a formal, written petition to be considered for reinstatement by the APC Committee. Students are limited to one Petition for Reinstatement and are eligible to submit a petition no sooner than one calendar year following the date of their dismissal. It is required that the former student submit a written request to the director of the program for which they are seeking reinstatement.

The petition for reinstatement will undergo review by the APC and reinstatement is not guaranteed. The student seeking re-instatement should include the following information in the petition:

- What was the date of dismissal?
- Describe in detail the circumstances that led to dismissal?
- How did the former student's concerning performance/behavior(s) impact others negatively (College faculty/staff/instructors, classmates, field placement field education setting staff and clients)?
- Explain what the former student has done in their time away from the institution to address these performance/behaviors?
- What information/evidence can the former student share to demonstrate that the performance/behaviors have altered and will not occur again in the future?
- Provide a plan for success that outlines how the former student will adhere to college standards of professionalism, development, growth, and performance if granted reinstatement. Students are encouraged to reach out to Student Advocacy and/or Student Life Disability Services for assistance in developing their plan, as needed.
- If the former student attended another college or university during their time away, provide a transcript of the course work completed, as well as address whether they were subject to academic or other disciplinary sanctions at this institution.

The APC will review and respond to a petition for reinstatement within thirty (30) days of submission. Documentation from prior APC decisions will be reviewed and considered in the decision-making process. Depending on the length of time between dismissal and reinstatement, if reinstatement is granted, the committee reserves the right to require additional academic coursework in alignment with college policies. The committee's decision will be reviewed and approved by the School Director. The decision of the school/program 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 decide 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 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 the 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 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 re-admitted 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.

ADDITIONAL RELATED PROGRAM POLICIES

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.

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 Committee 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://graduate-studies.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 students' 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 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 students' 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 in 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.

RELATED CURRICULAR 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 faculty member involved 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 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

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. 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 of Protected Rights (OPR). The OPR 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.

DISCRIMINATION/HARASSMENT POLICY

The University is committed to addressing allegations, suspected discrimination and/or harassment under applicable law and policies. The OPR 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/opr>

STUDENT PARTICIPATION IN THE IMPLICIT AND EXPLICIT CURRICULUM

Students have opportunities to ensure equitable and inclusive opportunities for input and participation in the implicit curriculum, including program feedback and evaluation opportunities, and events throughout the academic year.

Input in the Implicit Curriculum - Program Survey

Every Fall and Spring term of each academic year, students are invited to confidentially complete the program's implicit survey; response rates over the past two years are significantly strong, showing interest and motivation for students to share their experiences and viewpoints. Every year the results from these surveys are reviewed, summarized, and presented to the programs faculty and professional staff. From this information and feedback, constructive changes are made every year based on student issues, concerns, and perspectives.

This survey covers the following areas: self-assessment on learning/applying the nine EPAS competencies; perceptions and experiences of the program with anti-racism, diversity, equity, and inclusion (ADEI) efforts and learning; diversity of the program stakeholders, faculty, and students; welcoming of different viewpoints; whether inclusivity and equity are valued and/or experienced; impact on policies around ADEI; opportunities to impact policy and practice; satisfaction with the program around academic policies, involvement with student organizations, and preparation for real-world social work practice; if admissions processes were easy to navigate; if academic policies are clear and easy to understand; if curriculum information is easy to access; how academic advising has been; if faculty create supportive learning environments; if the field practicum program was responsive and if field practicum supervisors were effective; if faculty behaved professionally and understood the student's point of view; there was a program sense of community; and if the student felt respected as individual and/or person of worth.

Town Halls

Each academic term (Fall and Spring), the school director holds program town halls, with all students invited to these virtual sessions. The town halls provide an opportunity for students to both learn and inform stakeholders of their experiences and viewpoints across the program, and in particular the explicit curriculum (course, plans of study, etc.). The director plans and provides an update each town hall on matters of importance that term to share directly with program students and then leads a listening session around the important explicit curriculum issues that are being addressed, changed, need reviewed, and other related areas. These online sessions are recorded and sent to all program students to review and provide additional feedback to the director.

Input in the Explicit Curriculum - Committee Membership

To provide students with an opportunity to participate in formulating and modifying policies affecting academic and student affairs, the School of Social Work by-laws specify on p. 2 that:

Student representatives will be solicited to serve on the following standing committees as non-voting members: curriculum, evaluation/assessment, and the DEI committee. At the beginning of the fall semester of each academic year, faculty will select one BSW and one MSW student to serve on each committee. Students will not be counted when determining quorum.

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 Schwartz 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 access to 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, and staff, and to promote a culture on campus that encourages reporting of concerns and 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 of Protected Rights (OPR) (216) 687-2223; <https://www.csuohio.edu/opr>

The OPR 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. OPR 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. OPR assists students by providing information, connecting students to resources, and issuing appropriate accommodations. OPR 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.

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 216-68-2020. 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.

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 students 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 3.0 or higher is required to qualify.

STUDENT INTEREST OPPORTUNITIES

School of Social Work Student Groups/Organizations

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 of Social Work 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>